



Timbuk Educational Trust's (Regd.)

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

Autonomous College, Affiliated to University of Mumbai, Approved by AICTE and Govt. of Maharashtra

Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. 31.12.2024-27

Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)

MBA Program Accredited by National Council of Educational Research (NCA)

ISO 9001:2015 Certified

Website: www.timskdmumbai.in
www.thakurinstitution.org

IQAC: Internal Quality Assurance Cell

13/03/2025

MINUTES OF THE MEETING HELD ON 13/03/2025 AT 3.00 pm to 4.00 pm

The meeting was conducted in the Board room on March 13, 2025 at 3.00 pm to 4.00 pm. The following officials were present for the meeting:

Sr. No.	Names	Designation
1	Dr. Vinita Gaikwad	Director
2	Mr. V. N. Datta	Advisor- TIMSCDR
3	Ms. Rupali Jadhav	Assistant Professor
4	Ms. Sonu Gupta	Asst. Prof., Dy. Director & TPO
5	Ms. Rashmi Vipat	Asst. Prof. & Coordinator Examination
6	Mr. Shirshendu Maitra	Asst. Prof. & HoD
7	Ms. Kinjal D.	Asst. Professor
8	Ms. Mira Gohil	Asst. Professor
9	Mr. Shailesh Sharma	Office Superintendent
10	Ms. Priam Rane	Senior Clerk
11	Dr. Gopal Pardeshi,	IQAC Co-ordinator, Thadomal Shahani Engg. College, Bandra
12	Mr. Sanjiv Vishwanathan	Director Global Analyst, Wipro Limited
13	Ms. Sangeeta Shirname	Executive Member, Inseed NGO
14	Mr. Prashant Nair	Credera (TA Digital), Senior Specialist-II
15	Mr. Akshay Valsala	Student, Sem I AY 2024-25

Note: Meeting was held in Online mode

The absence of Ms. Sangeeta Shirname, Mr. Prashant Nair & Ms. Priam Rane in the meeting was noted

Agenda No.1: To read & approve the minutes of the meeting held on December 17, 2025 and action taken report

The Committee members were informed that the minutes of meeting held on December 17, 2024, were approved.

Action taken report on the minutes of the last meeting December 17, 2024:

Following suggestions were given by the IQAC member:

Action Taken Report:

Dr. Gopal Pardesi :

Suggestion: Enhance Industry Interaction to Strengthen Networking & Boost E-Cell Activity.

Action Taken :

1. **Pre-Conference Session in ICAIM:** Engaged industry experts for technical and non-technical sessions to enhance industry-academia collaboration.
2. **IIC Session:** Conducted on February 25, 2025, focusing on "Achieving Problem-Solution Fit and Product-Market Fit."
3. **Business Mela cum Entrepreneur Exhibition:** Held on February 25, 2025, in collaboration with Maa2Mom, providing a platform for students to develop entrepreneurship skills and gain hands-on business experience.

Mr. Sanjiv Vishwanathan

Suggestion: Students should meet on a common platform to exchange technical and non-technical knowledge and enhance communication skills.

Action Taken:

1. Yuvotsav 2025 : The TEG group event, a national-level annual fest themed "Akhand Bharat," was organized on February 13 & 14, 2025. It provided a platform for students to showcase their talents, foster cultural exchange, enhance teamwork, improve communication, and promote creativity and competitive spirit.
2. Technical cum cultural fest, VISTA, themed "Qualla Innovation," an intercollegiate event, was organized on February 20-21, 2025. It allowed students to showcase their technical and cultural talents, encouraged innovation, fostered collaboration, enhanced problem-solving, teamwork, and communication skills.

Dr. Sangeeta Shirname :

Suggestion: To Increase skill-based courses.

Action Taken :

1. Introduced Track Electives and Professional Electives to enhance students' technical and professional skills, along with co-curricular and extra-curricular activities such as workshops, hackathons, and industry interactions, fostering holistic development and placement readiness.

Akshay Sreedhar:

Suggestion: To Organize technical workshops and competitions.

Action Taken :

1. Workshop on "Introduction to AI Concepts Using MATLAB" was conducted on February 3rd and 4th, 2025
2. Hackathon on "Driving Changes in Education, Health, and Agriculture Using AI" was held on February 6, 2025, fostering innovation, problem-solving, and AI-driven solutions

Agenda No.2: To discuss the progress made in setting quality benchmarks and any changes to be implemented moving forward.

- Implementation of new NBA guidelines: The NBA reaccreditation work has started with preparation of NBA pre-qualifier and criteria-wise SAR preparation
- ICAIM 2025 International Conference on "Leveraging Information Technology for Sustainability in Agriculture and Medicine – Viksit Bharat" scheduled for February 08-09 , 2025, in association with AMC, Malad medical association, MACCIA, CSI, NASSCOM, and NCSH.
- A Doctor's Workshop on Personalized Patient Engagement with AI was conducted, focusing on AI-driven solutions to enhance patient care and engagement, opening gateways for consultancy opportunities at the institute level.
- Initiating a proposal to introduce two new courses—MCA for working professionals and Integrated MCA—in the upcoming academic year, ensuring statutory compliance, infrastructure readiness, and sustained academic excellence.
- A new exam policy has been created in accordance with the new autonomy guidelines
- Four faculty members registered for the PhD program in January 2025.

- Total of 11 faculty members have their PhD in progress.
- The TEG Alumnae Achiever's Award on March 8, 2025, recognized and honored outstanding alumnae for their achievements, inspiring students, fostering mentorship, and strengthening alumni connections. Ms. Malvika Sinha (TIMSCDR Alumnus, Batch 2008), Agile Coach at British Telecom Group, was honored with the TEG Alumnae Achiever's Award.

Agenda No.3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities.

- End-semester examinations for Semester 1 under autonomy have been conducted, along with revaluation. The passing percentage after revaluation is 73.41%. The supplementary examination for Semester 1 is in progress.
- The TEG group event, Yuvotsav 2025, a National-level annual fest themed "Akhand Bharat," was organized on February 13 & 14, 2025. It provided a platform for students to showcase their talents, foster cultural exchange, enhance teamwork, and promote creativity and competitive spirit among participants.
- The technical cum cultural fest, VISTA themed Qualla Innovation, an intercollegiate event, was organized on February 20-21, 2025. It provided a platform for students to showcase their technical and cultural talents, encouraged innovation and creativity, fostered collaboration among participants, and enhanced problem-solving and teamwork skills.
- International Women's Day was celebrated on Saturday, March 8, 2025, featuring a prominent Guest Talk to inspire and empower attendees.

Agenda No.4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process.

- The continuous assessment for Semester II has been conducted smoothly without any disruptions.
- The Hackathon on "Driving Changes in Education, Health, and Agriculture Using AI" was held on February 6, 2025, fostering innovation, problem-solving, and AI-driven solutions. It enhanced students' technical skills, critical thinking, and entrepreneurial mindset, with promising projects for further development.
- A student workshop on "Introduction to AI Concepts Using MATLAB" was conducted on February 3rd and 4th, 2025, for Semester I students under ICAIM 2025.
- The institute-initiated placement activities in collaboration with SHL, enhancing students' employability through comprehensive assessments in cognitive abilities, personality traits, and domain-specific skills. This initiative identified strengths, suggested improvement areas, and better aligned candidates with suitable job opportunities, increasing their chances of successful placements.
- An IIC session on "Achieving Problem-Solution Fit and Product-Market Fit" was conducted on Tuesday, February 25, 2025.
- The Women's Entrepreneur Exhibition and Business Mela was organized on February 25, 2025, in association with Maa2Mom to enhance entrepreneurship skills among students and provide a platform for women entrepreneurs to showcase their products.
- Guest lecture on "Agile Transformation & Leadership Development" by Ms. Malvika Sinha (TIMSCDR Alumnus, Batch 2008), Agile Coach at British Telecom Group, on March 7, 2025. Using Netflix as a case study, participants gained insights into agile mindset, strategic adaptability, and career growth.

Agenda No.5: To report on feedback collected from stakeholders and actions taken based on the analysis.

- The feedback collection process has been revised from 2025. A report on faculty feedback from students regarding the teaching-learning process was presented. Faculty members with less than 75% feedback were counselled by the HOI and HoD..

Agenda No.6: To disseminate information on various quality parameters to all stakeholders.

- The newsletter for the quarter October to December 2024, highlighting key institutional activities, has been published. The newsletter for the quarter January to March 2025 is currently in progress
- The institutional research magazine, TechTonic Volume 21, has been published, and Volume 22 is currently in progress.

Agenda No.7: To update on the organization of inter- and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality.

- One-week Faculty Development Program (FDP) on "Revolutionizing Healthcare: AI for Effective Solutions" was organized from January 6 to 10, 2025, with 24 faculty members in attendance. As an outcome, faculty members developed small projects and presented them, aiding in research paper writing for ICAIM 2025.
- 10 Faculty members attended hands on workshop on Artificial Intelligence for research on March 1st 2025
- The Research Paper Competition was organized on February 8 & 9, 2025, for Semester III students, where they prepared research papers for ICAIM-2025 on the theme "Leveraging Information Technology for Sustainability in Agriculture and Healthcare – Viksit Bharat."
- A Research Poster Competition was organized on February 8 & 9, 2025, where Semester I students showcased their research through poster presentation on
 1. Smart Agriculture
 2. Healthcare IT Innovations
 3. Data Analytics and AI
 4. IoT and Sensor Technologies
 5. Sustainable Practices

Agenda No.8: To review the status of documentation for quality improvement initiatives and any additional data required.

- The ISO Internal audit 67 conducted on March 10, 2025, reported no non-conformities.

Agenda No.9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices.

- The institute purchased 80 new computers with advanced configurations to enhance infrastructure, supporting academic, research, and innovation activities.
- Effective execution of track-based electives from Semester II under the new curriculum, with a focus on incorporating expert sessions from the industry to enhance student learning, engagement, and assessment.
- The initiation of certification courses under autonomy is currently in process.
- The process to start the Integrated MCA program and MCA for working professionals is underway

- Admissions to the Ph.D. Program in Computer Applications for the Academic Year 2024-2025 at the Ph.D. Centre have commenced, with four scholars registered.
- The AQAR for AY 2023-24 was successfully submitted on December 12, 2024.
- The pre-qualifier for NBA reaccreditation is in process

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters.

- **ERP system:** The ERP system is actively used to record staff leaves The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- **Google Classroom Integration:** The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No.11: To discuss the academic and administrative audit schedule, findings from the recent audit, and follow-up actions for improvement.

- The ISO surveillance audit conducted on November 6, 2024, reported no non-conformities.
- The ISO Internal audit 67 conducted on March 10 , 2025, reported no non-conformities.

Agenda No.12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission.

- The AQAR for AY 2023-24 was successfully submitted on December 12, 2024.



Prepared by

IQAC Coordinator

Circulated to:

Director 



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ISO 21001:2018 Certified

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IQAC: Internal Quality Assurance Cell

17/12/2024

MINUTES OF THE MEETING HELD ON 17/12/2024 AT 10.30 to 11.30

The meeting was conducted in the Board room on December 17, 2024 at 10.30am to 11.30 am. The following officials were present for the meeting:

Sr. No.	Names	Designation
1	Dr. Vinita Gaikwad	Director
2	Mr. V. N. Datta	Advisor- TIMSCDR
3	Ms. Rupali Jadhav	Assistant Professor
4	Ms. Sonu Gupta	Asst. Prof., Dy. Director & TPO
5	Ms. Rashmi Vipat	Asst. Prof. & Coordinator Examination
6	Mr. Shirshendu Maitra	Asst. Prof. & HoD
7	Ms. Kinjal D.	Asst. Professor
8	Ms. Mira Gohil	Asst. Professor
9	Mr. Shailesh Sharma	Office Superintendent
10	Ms. Priam Rane	Senior Clerk
11	Dr. Gopal Pardeshi,	IQAC Co-ordinator, Thadomal Shahani Engg. College, Bandra
12	Mr. Sanjiv Vishwanathan	Director Global Analyst, Wipro Limited
13	Ms. Sangeeta Shirname	Executive Member, Inseed NGO
14	Mr. Prashant Nair	Credera (TA Digital), Senior Specialist-II
15	Mr. Akshay Valsala	Student, Sem I AY 2024-25

Agenda No.1: To read & approve the minutes of the meeting held on 5 Oct, 2024 and action taken report

The Committee members were informed that the minutes of meeting held on October 5, 2024, were approved.

Action taken report on the minutes of the last meeting October 5, 2024:

Following suggestions were given by the IQAC member:

Action Taken Report:

1. It was suggested that students should be participated more in research-oriented activities

Action Taken: 12 groups with 46 students participated in the 19th Aavishkar Inter-Collegiate/Institute/Department Research Convention at KEC College on December 13, 2024.

2. Dissemination of Semester Exam Marks

Action Taken : An Open House was conducted to disseminate the marks obtained by students in the semester exams. This initiative allowed students to review their performance and seek clarifications as needed

Agenda No.2: To discuss the progress made in setting quality benchmarks and any changes to be implemented moving forward.

- The admission process was completed in accordance with ISO standards, with all seats filled.
- The first year of the MCA program commenced with the autonomous syllabus starting from the AY 2024-26 batch.
- A Bridge Course for non-IT students was conducted concurrently with regular academic sessions.
- The institute received several prestigious awards under the Computer Society of India (CSI), including:
 - Best Institute - Innovative Pedagogical Approaches and Tools
 - Best Principal of the Year
 - Best HOD of the Year
 - Best Faculty - Published Research in high-ranking/indexed journals

Agenda No.3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities.

- Semester 1 for the autonomous batch commenced in September 2024, marked by the successful conduction of the student induction program from September 23 to 28, 2024
- Semester I Continuous Assessment, Mid-Semester Examination, and Semester III Internal Examination were conducted successfully
- Semester III University Practical and Theory Examinations were conducted in mid of November and December 2024.
- Admissions for the Ph.D. program in Computer Applications began in AY 2024-25, with an intake of 10 seats.

Agenda No.4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process.

- A session on “Personality Development and Menstrual Hygiene” in association with P&G was conducted for girls on December 13, 2024, by Ms. Vinath Hegde.
- A session on “Interview Preparation and Personality Development” sponsored by Gillette Mach3 was conducted for boys by Mr. Tarun Kaushik
- The outcome of the alumni mentoring session, conducted on September 28, 2024, during the Student Induction Program (SIP), was the establishment of individual WhatsApp groups. These groups enabled direct mentorship and effective communication between alumni mentors and first-year students.

Agenda No.5: To report on feedback collected from stakeholders and actions taken based on the analysis.

- Student feedback for faculty was conducted for Semester I and Semester II. Counseling sessions were held for faculty members whose feedback was below 75%.

- The curriculum feedback was collected from students, faculty, and employers for the NAAC AQAR, and the analysis has been completed.
- Quarterly feedback on working conditions for women staff will be conducted at the end of December 2024 for the period from October to December.
- The academic audit for the academic year 2023-24 is planned to be conducted in December 2024.

Agenda No.6: To disseminate information on various quality parameters to all stakeholders.

- The publication of the newsletter for the quarter October to December 2024, highlighting key institutional activities, is in progress.
- The institutional research magazine, TechTonic Volume 20, was published.

Agenda No.7: To update on the organization of inter- and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality.

- Five faculty members attended the online program on “National Education Policy 2020 – Orientation and Sensitization Programme” from November 18 to 28, 2024, organized by the UGC Malaviya Mission Teacher Training Centre, University of Mumbai (formerly UGC Human Resource Development Centre, University of Mumbai).
- Two faculty members cleared the PET (Ph.D. Entrance Examination) conducted by the University of Mumbai.
- One faculty member cleared the NET (National Eligibility Test) examination
- Non-teaching staff members attended a one-day training session on “Soft Skills” in month of November 2024
- 12 groups with 46 students participated in the 19th Aavishkar Inter-Collegiate/Institute/Department Research Convention at KEC College on December 13, 2024.
- The technical event Synapse 2024: Leveraging Information Technology for Sustainability - Viksit Bharat was conducted on November 8, 2024. The outcome of this activity was the participation of 12 groups with 46 students in the Aavishkar Research Conclave
- The workshop on Women Safety (PoSH Training) and scholarships, held on October 25, 2024, by Dr. Mukesh Gupta on "Women Safety Against Sexual Harassment." Adv. Aileen Marques, who outlined various acts under PoSH. Senior Police Inspector Suvarna Shinde from Borivali, Mumbai, focusing on women's safety in cyberspace,
- Research paper competition: Semester III students are preparing research papers for ICAIM-2025 on the theme "Leveraging Information Technology for Sustainability in Agriculture and Healthcare – Viksit Bharat," scheduled for February 8 & 9, 2025.
- Research poster competition: Semester I will host a poster presentation on the following themes:
 1. Smart Agriculture
 2. Healthcare IT Innovations
 3. Data Analytics and AI
 4. IoT and Sensor Technologies
 5. Sustainable Practices

Agenda No.8: To review the status of documentation for quality improvement initiatives and any additional data required.

- The ISO surveillance audit conducted on November 6, 2024, reported no non-conformities.

Agenda No.9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices.

- Effective execution of track-based electives from Semester II under the new curriculum, with a focus on incorporating expert sessions from the industry to enhance student learning, engagement, and assessment.
- The initiation of certification courses under autonomy is currently in process.
- The process to start the integrated BCA program is underway
- Admissions to the Ph.D. Program in Computer Applications for the Academic Year 2024-2025 at the Ph.D. Centre have commenced with an intake of 10 seats.
- The AQAR for AY 2023-24 was successfully submitted on December 12, 2024.

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters.


- ERP system: The ERP system is actively used to record staff leaves, monitor academic curriculum, track student attendance, and manage student feedback collection. The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- Google Classroom Integration: The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No.11: To discuss the academic and administrative audit schedule, findings from the recent audit, and follow-up actions for improvement.


- The ISO surveillance audit conducted on November 6, 2024, reported no non-conformities.

Agenda No.12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission.

- The AQAR for AY 2023-24 was successfully submitted on December 12, 2024.


Prepared by
IQAC Coordinator

Circulated to:

Director 



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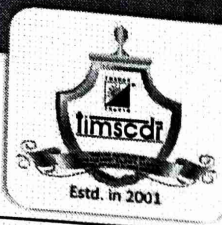
ISO 21001:2018 Certified

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

Date: 17/12/2024

IQAC Meeting

Sr. No.	Name	Designation	Signature
1	Dr. Vinita Gaikwad	Director	
2	Mr. V. N. Datta	Development and Quality Assurance Officer	
3	Ms. Rupali Jadhav	Assistant Professor	
4	Ms. Sonu Gupta	Asst. Prof., Dy. Director & TPO	
5	Ms. Rashmi Vipat	Asst. Prof. & Coordinator Examination	
6	Mr. Shirshendu Maitra	Asst. Prof. & HoD -ACA	
7	Ms. Kinjal Doshi	Asst. Professor	
8	Ms. Mira Gohil	Asst. Professor	
9	Mr. Shailesh Sharma	Office Superintendent	
10	Ms. Priam Rane	Senior Clerk	
11	Dr. Gopal Pardeshi,	IQAC Co-ordinator, Thadomal Shahani Engg. College	
12	Mr. Sanjiv Vishwanathan	Director Global Analyst, Wipro Limited	
13	Ms. Sangeeta Shirname	Executive Member, Inseed NGO	
14	Mr. Prashant Nair	Credera (TA Digital), Senior Specialist-II	Online attended
15	Mr. Akshay Valsala	Student	



IQAC: Internal Quality Assurance Cell

5/10/2024

MINUTES OF THE MEETING HELD ON 5/10/2024 AT 3.00 PM

The meeting was conducted in the Board room on October 5, 2024 at 3.00 pm. The following officials were present for the meeting:

Sr. No.	Names	Designation
1	Dr. Vinita Gaikwad	Director
2	Mr. V. N. Datta	Advisor- TIMSCDR
3	Ms. Rupali Jadhav	Assistant Professor
4	Ms. Sonu Gupta	Asst. Prof., Dy. Director & TPO
5	Ms. Rashmi Vipat	Asst. Prof. & Coordinator Examination
6	Mr. Shirshendu Maitra	Asst. Prof. & HoD
7	Ms. Kinjal D.	Asst. Professor
8	Ms. Mira Gohil	Asst. Professor
9	Mr. Shailesh Sharma	Office Superintendent
10	Ms. Priam Rane	Senior Clerk
11	Dr. Gopal Pardeshi,	IQAC Co-ordinator, Thadomal Shahani Engg. College, Bandra
12	Mr. Sanjiv Vishwanathan	Director Global Analyst, Wipro Limited
13	Ms. Sangeeta Shirname	Executive Member, Inseed NGO
14	Mr. Prashant Nair	Credera (TA Digital), Senior Specialist-II
15	Mr. Akshay Valsala	Student, Sem I AY 2024-25

Agenda No.1: To read & approve the minutes of the meeting held on April 6, 2024 and action taken report

The Committee members were informed that the minutes of meeting held on April 6, 2024, were approved.

Action taken report on the minutes of the last meeting April 6, 2024:

Following suggestions were given by the IQAC member:

Action Taken Report:

1. Ensure all necessary approvals and compliance requirements for the additional 60 seats and autonomy in AY 2024-25 are fulfilled.

Action Taken: Successfully initiated Semester 1 for the autonomous batch in September 2024 by implementing the newly designed curriculum aligned with the autonomy framework and conducting an orientation program to familiarize students with the autonomy structure, policies, and academic framework.

2. Conduct workshops and hands-on training to enhance institutional quality.
Action Taken: Faculty members attended an intellectual property training session on July 2, 2024, and completed a MATLAB training course on "Clean and Prepare Data for Analysis" on July 4, 2024.

Agenda No.2: To discuss the progress made in setting quality benchmarks and any changes to be implemented moving forward.

1. The institute received several prestigious awards under the Computer Society of India (CSI), including:
 - Best Institute - Innovative Pedagogical Approaches and Tools
 - Best Principal of the Year
 - Best HOD of the Year
 - Best Faculty - Published Research in high-ranking/indexed journals

Agenda No.3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities.

- Draft syllabus approved by Ad-hoc Board of Studies (BoS).
- Semester 1 for the autonomous batch started in September 2024.
- First-year student induction program conducted from September 23 to 28, 2024.

Agenda No.4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process.

- A session on personality development and menstrual hygiene in association with P & G was conducted on September 27, 2024, by Ms. Vinath Hedge.
- An alumni mentoring session was also conducted on September 28, 2024, for first-year students during the SIP.

Agenda No.5: To report on feedback collected from stakeholders and actions taken based on the analysis.

- Student feedback for faculty conducted for Semester III.
- Present report on the Quarterly Feedback conducted on working conditions for women staff during the quarter July to September 2024. No issues raised.

Agenda No.6: To disseminate information on various quality parameters to all stakeholders.

- Newsletters have been published for the months of July to September 2024, disseminating vital institutional information.
- The student induction program for the first-year batch (2024-26) was conducted from September 24-28, 2024.

Agenda No.7: To update on the organization of inter- and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality.

- Faculty members attended an intellectual property training session conducted on July 2, 2024

- Faculty members completed a MATLAB training course on "Clean and Prepare Data for Analysis" on July 4, 2024.

Agenda No.8: To review the status of documentation for quality improvement initiatives and any additional data required.

- The 66th internal audit conducted on August 28, 2024, reported no non-conformities.
- The meeting of the Ad-hoc Board of Studies (BoS) to discuss and finalize the syllabus for the 2-year full-time MCA program was conducted on September 2, 2024. The 2-year MCA syllabus, effective AY 2024-25, was approved and finalized, aligned with the autonomy scheme as endorsed by the BoS.

Agenda No.9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices.

- The 2-year MCA syllabus, effective AY 2024-25, was approved and finalized, aligned with the autonomy scheme as endorsed by the BoS.
- The AQAR for AY 2023-24 data collection is in process.

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters.

- ERP system: The ERP system is actively used to record staff leaves, monitor academic curriculum, track student attendance, and manage student feedback collection. The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- Google Classroom Integration: The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No.11: To discuss the academic and administrative audit schedule, findings from the recent audit, and follow-up actions for improvement.

- The 66th internal audit conducted on August 28, 2024, reported no non-conformities.


Agenda No.12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission.

- The AQAR for AY 2023-24 data collection and checking of DVV and criteria wise draft is in process.

Prepared by

IQAC Coordinator 

Circulated to:

Director 



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Date: 05/10/2024

IQAC Meeting

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15	Mr. Akshay Valsala	Student	



Thakur Educational Trust's (Regd.)
**THAKUR INSTITUTE OF MANAGEMENT
STUDIES, CAREER DEVELOPMENT & RESEARCH**
Autonomous College Affiliated to University of Mumbai, Approved by AICTE and Govt. of Maharashtra
Conferral of Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y. 2024-25
Institute Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
BBA Program Accredited by National Board of Accreditation (NBA)
ISO 21001:2018 Certified

03/07/2024

IQAC: Internal Quality Assurance Cell

MINUTES OF THE MEETING HELD ON 3/07/2024 AT 3.00 PM

The meeting was conducted in the Board room on July 3, 2024 at 3.00 pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	<i>[Signature]</i>
2.	Mr. Shirshendu Maitra	HoD-ACA	<i>[Signature]</i>
3.	Ms. Sonu Gupta	TPO, Asst. Professor	<i>[Signature]</i>
4.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	<i>[Signature]</i>
5.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	<i>[Signature]</i>
6.	Ms. Vartika Chandra	Alumni	<i>[Signature]</i>
7.	Ms. Mira Gohil	Asst. Professor	<i>[Signature]</i>
8.	Ms. Jyoti A.	Founder & CEO, Maa 2 Mom	<i>[Signature]</i>
9.	Ms. Anupama P.	Founder, CEO, Dhani Foods & Dhani Kala	<i>[Signature]</i>
10.	Ms. Anaya K.	Student	<i>[Signature]</i>

Agenda No.1: To read & approve the minutes of the meeting held on April 6, 2024 and action taken report

The Committee members were informed that the minutes of meeting held on April 6, 2024, were approved.

Action taken report on the minutes of the last meeting April 6, 2024:

Following suggestions were given by the IQAC member:

Action Taken Report:

1. Design a balanced MCA program with core subjects, electives, labs, and projects, following AICTE's guidelines and standardized credit distribution as per NCrf.
2. Integrate industry-relevant content and establish an syllabus setting committees for periodic syllabus review, while adopting a learner-centric assessment framework that emphasizes practical skills development.

Action Taken:

1. The first draft of the MCA program syllabus has been prepared in accordance with Maharashtra government guidelines, NEP 2020, NCrf guidelines, and the AICTE model curriculum. A review by industry experts is currently underway.
2. A model curriculum has been developed to establish a structured and industry-relevant framework that enhances student employability and supports credit transfer.

Note: Vartika MUMM, Jyotimaam & Anupama MUMM leave of Absentism was noted.

Agenda No.2: To discuss the progress made in setting quality benchmarks and any changes to be implemented moving forward.

- NBA: The institute received a 1-year extension for the academic year 2024-25 valid until June 2025.
- Filing of NAAC AQAR for AY 2023-24 is in process.
- Institute's student intake has increased by 60 seats, effective from AY 2024-25.
- Institute received Research Centre recognition for Ph.D. in Computer Applications, with an intake of 10 starting as per letter received on 11 June 2024.
- Curriculum design under the new autonomy scheme, as per NCrF, GOM, AICTE, UGC, and MCA curriculum guidelines, is underway.

Agenda No.3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities.

- The plan to enhance the curriculum to include more industry-relevant content was discussed.
- Program Outcomes (POs) have been revised, reducing from 12 to 8 as per new NBA guidelines.
- Course Outcomes (COs) were mapped to 8 POs for the batch of 2023-25, starting from Semester I.
- Form a Syllabus Setting Committee with roles of Convenor, Co-Convenor, and Members, define objectives, establish review processes, and set a timeline for syllabus completion.
- The Institute is in the process of constituting its Statutory bodies

Agenda No.4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process.

- A Short-Term Training Program (STTP) was arranged to train faculty across various domains in June 2024.
- The 2-week ISTE-approved STTP, in collaboration with CSI Mumbai, was conducted from June 18-29, 2024, focusing on "Information Technology – Women Empowerment."

Agenda No.5: To report on feedback collected from stakeholders and actions taken based on the analysis.

- Pre-Placement Training Sessions were conducted every Saturday between February 17 and June 29, 2024, by Mr. Vinay Raikar from Campus Credential for the batch of 2023-25.
- Present report on the Quarterly Feedback conducted on working conditions for women staff during the quarter April to June 2024. No issues raised.

Agenda No.6: To disseminate information on various quality parameters to all stakeholders.

- Newsletters have been published for the months of April to June 2024, disseminating vital institutional information.

Agenda No.7: To update on the organization of inter- and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality.

- A session on IPR and IP Management was conducted by Mr. Janaksinh Jhala on April 2, 2024.
- VISTA-2024, a technical and cultural fest under "YUVOTSAV," was conducted on April 5-6, 2024, themed around Marvel and Disney characters.
- A 2-day hands-on workshop on MATLAB's programming constructs and its applications was conducted on June 25-26, 2024, during the STTP.
- A session on crafting effective research proposals by Dr. Umakant Butkar from VB Solutions was organized during STTP 2024.

Agenda No.8: To review the status of documentation for quality improvement initiatives and any additional data required.

- The institute's ISO 21001:2018 certification was renewed on November 27, 2023, for three years.
- The 64th internal audit, conducted on May 9, 2024, reported no non-conformities.

Agenda No.9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices.

- The institute continues to promote quality through its academic and administrative practices.
- A session on the National Education Policy (NEP) for postgraduate programs was led by Dr. Rajesh Bansode on June 24, 2024.
- Planning for syllabus setting in the autonomous status for AY 2024-25 has been initiated.

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters.

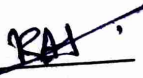

- ERP system: The ERP system is actively used to record staff leaves, monitor academic curriculum, track student attendance, and manage student feedback collection. The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- Google Classroom Integration: The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No.11: To discuss the academic and administrative audit schedule, findings from the recent audit, and follow-up actions for improvement.

- The 64th internal audit, conducted on May 9, 2024, reported no non-conformities.

Agenda No.12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission.

- The AQAR for AY 2023-24 data collection is in process.


 Prepared by
 IQAC Coordinator
 Circulated to:
 Director 



Thakur Educational Trust's (Regd.)

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MCA Program Accredited by National Board of Accreditation (NBA)

ISO 27001:2018 Certified

Website : www.thakur.edu.in
www.thakureducation.org

IQAC: Internal Quality Assurance Cell

06/04/2024

MINUTES OF THE MEETING HELD ON 6/04/2024 AT 3.00 PM

The meeting was conducted in the Board room on April 6, 2024 at 3.00 pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Mr. Shirshendu Maitra	HoD-ACA	
3.	Ms. Sonu Gupta	TPO, Asst. Professor	
4.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
5.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	
6.	Ms. Vartika Chandra	Alumni	AB
7.	Ms. Thara C.	Asst. Professor	
8.	Ms. Jyoti A.	Founder & CEO , Maa 2 Mom	AB
9.	Ms. Anupama P.	Founder, CEO , Dhani Foods & Dhani Kala	AB
10.	Ms. Anaya K.	Student	

Agenda No.1: To read & approve the minutes of the meeting held on January ,20 ,2024 and action taken report

The Committee members were informed that the minutes of meeting held on January ,20 ,2024, were approved.

Action taken report on the minutes of the last meeting January ,20 ,2024 :

Following suggestions were given by the IQAC member:

Action Taken Report:

1. Discuss to initiate a proposal to increase the intake capacity of the MCA program from 180 to 240 for the upcoming academic year, ensuring statutory compliance, infrastructure readiness, and sustained academic excellence.
 - a. The proposal to increase the MCA intake from 180 to 240 was submitted, with necessary infrastructure, faculty recruitment, and system upgrades initiated to ensure compliance and academic excellence.
2. Plagiarism Check for ICAIM Papers: Ensure all ICAIM research papers are screened for plagiarism, with a designated process and responsible staff to uphold originality
 - a. The R&D team is responsible for conducting plagiarism checks on all ICAIM research papers using Turnitin, ensuring originality and integrity in conference submissions.

Agenda No. 2: To discuss the progress made in setting quality benchmarks and any changes to be implemented moving forward:

- Discussion on the pre-qualifier submission for NBA extension for the academic year 2024-25.
- Increase in intake to 240: The Scrutiny Report recommending an intake increase from 180 to 240 was received on March 21, 2024.

Agenda No. 3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities:

- Semester II and Semester IV have commenced.
- Discussed progress in semester IV students Internship project
- Discussed report on research paper presentations for Semester 4 students, and poster presentations for Semester 2 students.
- Review of faculty's performance in organizing the two-day Faculty Development Program (FDP) on Microsoft Power BI in collaboration with FOSLIPY and CSI Mumbai Chapter, held on January 17-18, 2024.
- A 64th internal audit conducted on February 28, 2024, reported no non-conformities.
- Blood Donation Drive conducted on February 29, 2024, in association with Mahatma Gandhi Blood Centre, with 28 student participants.
- Pre-Placement Training Session was started from 17 February 2024 by Mr. Vinay Raikar, Campus Credential for batch of 2023-25

Agenda No. 4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process:

- Discussion on faculty incorporating ICT and Open-Source tools in teaching, and the use of recorded videos for subject material as part of the teaching plan.
- The Institute's continuous use of GSuite and ERP platforms for documenting curricular, co-curricular, and extra-curricular activities, as well as lecture attendance.
- Review of the International Women's Day event held on March 7, 2024, by TEG WDC cell, which included TEG Alumnae Achievers Awards.

Agenda No. 5: To report on feedback collected from stakeholders and actions taken based on the analysis:

- Present report on the Quarterly Feedback conducted on working conditions for women staff during the quarter January to March 2024. No issues raised.
- Updated on the convocation ceremony conducted on March 30, 2024, for the batch 2021-2023, and collection of Parents feedback.
- Updated on feedback on the Industrial Visit scheduled for March 27, 2024, to Adani Thermal Power Station, Palghar.

Agenda No. 6: To disseminate information on various quality parameters to all stakeholders:

- Newsletters have been published for the months of January, February, and March 2024, disseminating vital institutional information.

Agenda No. 7: To update on the organization of inter and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality:

- Hackathon on Empowering Women in Rural India was conducted on February 9, 2024, with 25 students participating.
- Workshop on Design Thinking held on February 29, 2024, attended by 120 students, was conducted by Mr. Abhay Naik, Director of Engineering at Elevate K-12.
- An Innovation and Entrepreneurship Outreach Program was organized for school students at Matrubhumi School on March 16, 2024 in association with the INSEED Foundation
- Students' participation in the DLLE, UoM annual festival "UDAAN- the Flight of Extension-2023-2024": The institute ranked 4th in the Street Play competition on "Election Literacy."

Agenda No. 8: To review the status of documentation for quality improvement initiatives and any additional data required:

- Discussed report on 3-day Research Poster Presentation event held on February 6-8, 2024, where 189 students participated.
- Updated on the ICAIM 2024 International Conference on February 10-11, 2024, and its associated partnerships, along with conference proceedings that included 90 research papers and 47 research posters.
- Doctor Book – Healthcare on Cloud copyright application is ongoing
- Discussion on collaborative research opportunities with the Nordic Centre for Sustainable Healthcare and the MoU with Krishi Vigyan Kendra, Kosbad, Palghar for research and consultancy activities.

Agenda No. 9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices:

- Institution received conferment of autonomous status on 19 January 2024 for 10 years with effect from AY 2024-25 as per UGC letter received.
- Report on successful conduct of ICAIM 2024 with theme "Leveraging Information Technology for Sustainability in Agriculture and Healthcare – Women Empowerment".
- Students' participation in the DLLE, UoM annual festival "UDAAN- the Flight of Extension-2023-2024": The institute ranked 4th in the Street Play competition on "Election Literacy."
- Green Club's Poster Making Activity on March 5, 2024, focused on "Save Water" involving ten students.

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters:

- ERP system: The ERP system is actively used to record staff leaves, monitor academic curriculum, track student attendance, and manage student feedback collection. The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- Google Classroom Integration: The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No. 11: To discuss the academic and administrative audit schedule, findings from the recent audit, and follow-up actions for improvement:

- Review of Stage 2 ISO Audit conducted on November 7, 2023, and the subsequent internal audit on February 28, 2024, which reported nil non-conformities.

Agenda No. 12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission:

- AQAR for the AY 2022-23 on NAAC portal was successfully Accepted.

RAH

Prepared by
IQAC Coordinator

Circulated to:

Director 



Thakur Educational Trust's (TET) Group

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

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NAAC 'A' Grade, Approved by Ministry of Education, Govt. of India
100% UGC Approved

Website: www.thakur.edu.in
www.thakur.edu.in

IQAC: Internal Quality Assurance Cell

20/01/2024

MINUTES OF THE MEETING HELD ON 20/01/2024 AT 3.00 PM

The meeting was conducted in the Board room on January 20, 2024 at 3.00 pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Mr. Shirshendu Maitra	HoD-ACA	
3.	Ms. Sonu Gupta	TPO, Asst. Professor	
4.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
5.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	
6.	Ms. Vartika Chandra	Alumni	AB
7.	Ms. Thara C.	Asst. Professor	
8.	Ms. Jyoti A.	Founder & CEO, Maa 2 Mom	AB
9.	Ms. Anupama P.	Founder, CEO, Dhani Foods & Dhani Kala	AB
10.	Ms. Anaya K.	Student	

Agenda No.1: To read & approve the minutes of the meeting held on October 13, 2023 and action taken report

The Committee members were informed that the minutes of meeting held on October 13, 2023, were approved.

Action taken report on the minutes of the last meeting October 13, 2023:

Following suggestions were given by the IQAC member:

Action Taken Report:

- To motivate students to publish quality research papers in reputable journals, as suggested in the academic audit.
 - Student plagiarism is being monitored through Turnitin software, and quality research papers have been successfully received.
- The institute should participate in recognition awards to enhance its visibility and reputation.
 - The institute has participated in the CEGR award for Best MCA College in North, South, East, and West India 2023.
- Initiate the process for increasing Institute intake.
 - Increase in intake to 240: application submitted to increase an intake

Agenda No.2: To discuss the progress made in setting quality benchmarks and any changes to be implemented moving forward:

Note: leave of Jyoti A, Anupama P. & Vartika C. noted.

- Overview of the recent ICAIM 2024 International Conference proposal on “Leveraging Information Technology for Sustainability in Agriculture and Medicine – Women Empowerment” scheduled for February 10-11, 2024, in association with AMC, DMI, MACCIA, CSI, NASSCOM, and NCSH.
- Implementation of new NBA guidelines: Changing Program Outcomes (PO) from 12 to 8 in alignment with the latest standards based on the knowledge gain in the FDP “Empowering Faculties for Quality Enhancement in Higher Education” attended by faculties in previous quarter
- Discuss to initiate a proposal to increase the intake capacity of the MCA program from 180 to 240 for the upcoming academic year, ensuring statutory compliance, infrastructure readiness, and sustained academic excellence.

Agenda No.3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities:

- Final exams for Semesters 1 and 3 have been conducted, provided insight into student performance.
- Review the participation and outcomes of the Technical Event - Synapse 2023 on “Information Technology for Sustainability – Women Empowerment” held on October 12, 2023.

Agenda No.4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process:

- Updated on smoothly conduct of continuous assessment & Internal Examination for semester I & III
- Report on the Entrepreneurship Seminar conducted on September 1, 2023, by women entrepreneurs, and the ongoing DLLE programs for Std. 8 and 9 students, emphasizing skill development.
- Organized Business Mela event on December 05, 2023

Agenda No.5: To report on feedback collected from stakeholders and actions taken based on the analysis:

- Present report on the Quarterly Feedback conducted on working conditions for women staff during the quarter October to December 2023. No issues raised.
- Presented report on faculty feedback from students on teaching learning process. Faculty members with less than 75% feedback were counseled by HOI and HoD.

Agenda No.6: To disseminate information on various quality parameters to all stakeholders:

- Update on the publication of the institution's newsletter, reflecting ongoing activities and achievements.

Agenda No.7: To update on the organization of inter and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality:

- Report on the workshop on “Entrepreneurship Skill, Attitude and Behavior Development” held on December 5, 2023.
- Updated on the DLLE Second Term Training Program organized on December 2, 2023.

Agenda No.8: To review the status of documentation for quality improvement initiatives and any additional data required:

- Submitted and accepted AQAR for the AY 2022-23 on NAAC portal successfully
- Autonomy proposal submitted to the UGC on September 27, 2023
- Discuss the publication of the ICAIM conference proceedings with 90 research papers and 47 research posters, highlighting documentation for quality initiatives.

Agenda No.9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices:

- Institution awarded CEGR award for Best MCA College in North, South, East, and West India 2023 on 20 December 2023.
- Institute's ISO 21001:2018 certification was renewed on November 27, 2023, for 3 years.
- Overview of faculty participation in workshops and conferences, with 7 faculty members attending various technical and non-technical sessions from September to December 2023.
- Incorporate updates regarding the autonomy proposal submitted to the UGC on September 27, 2023, and the awaited responses regarding the LIC visit for Permanent Affiliation.
- Discuss plans for mapping Course Outcomes (COs) to the new Program Outcomes (POs) starting with the 2023-2025 batch from Semester I.

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters:



- ERP system: The ERP system is actively used to record staff leaves, monitor academic curriculum, track student attendance, and manage student feedback collection. The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- Google Classroom Integration: The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No.11: To discuss the academic and administrative audit schedule, findings from the recent audit, and follow-up actions for improvement:

- Review findings from the Stage 2 ISO audit conducted on November 7, 2023, resulting in ISO 21001:2018 certification.
- Institute's ISO 21001:2018 certification was renewed on November 27, 2023, for 3 years.
- Discussion on the outcomes of the recent internal audit conducted on February 28, 2024.

Agenda No.12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission:

- Submitted AQAR for the AY 2022-23 on NAAC portal successfully.


 Prepared by
 IQAC Coordinator
 Circulated to:
 Director 



Thakur Educational Trust's (Regd.)
**THAKUR INSTITUTE OF
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Website: www.timscdrmumbai.in
www.thakureducation.org

Date: 13/10/2023

Re: IQAC meeting

Sr. No.	Name	Designation	Committee Position	Signature
1	Dr. Vinita Gaikwad	Director	Chairperson- IQAC	
2	Mr. V. N. Datta	Advisor- TIMSCDR	Nominee from Management	
3	Ms. Sonu Gupta	Asst. Prof. & Dy. Director & TPO	Teacher Representative	
4	Ms. Rashmi Vipat	Asst. Prof. & Coordinator Examination	Teacher Representative	
5	Mr. Shirshendu Maitra	Asst. Prof. & Coordinator FDP, CSI, IEEE	Teacher Representative	
6	Ms. Thara C.	Asst. Professor	Teacher Representative	
7	Ms. Jyoti Agarwal	Maa2Mom - CEO & Founder	Nominee from Industry	
8	Mr. Shailesh Sharma	Senior Clerk	Member from Administration	
9	Ms. Priam Rane	Senior Clerk	Member from Administration	
10	Ms. Anupama Padhi	Dhaani Foods - CEO & Founder	Nominee from Local Society	
11	Ms. Vertika Chandra	Lead Consultant, Datamatics Global Services Limited	Nominee from Local Alumni	online.
12	Ms. Ananya Kshatriya	Student Sem I AY 2023-24	Nominee from Local Student	
13	Ms. Rupali Jadhav	Assistant Professor	Coordinator IQAC	



IQAC: Internal Quality Assurance Cell

13/10/2023

MINUTES OF THE MEETING HELD ON 13/10/2023 AT 11.00 AM

The meeting was conducted in the Board room on October 13, 2023 at 11.00 am. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Mr. Shirshendu Maitra	HoD-ACA	
3.	Ms. Sonu Gupta	TPO, Asst. Professor	
4.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
5.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	
6.	Ms. Vartika Chandra	Alumni	
7.	Ms. Thara C.	Asst. Professor	
8.	Ms. Jyoti A.	Founder & CEO, Maa 2 Mom	Present
9.	Ms. Anupama P.	Founder, CEO, Dhani Foods & Dhani Kala	Present
10.	Ms. Anaya K.	Student	

Agenda No.1: To read & approve the minutes of the meeting held on 23 May, 2023 and action taken report

The Committee members were informed that the minutes of meeting held on 23 May, 2023, were approved.

Action taken report on the minutes of the last meeting 23 May, 2023:

Following suggestions were given by the IQAC member:

Action Taken Report:

- To initiate the autonomy process to provide the institute with greater flexibility in academic and administrative matters.
 - Institute submitted the proposal for Autonomy on UGC Portal on September 27, 2023.
- To promote research culture, it was decided to organized expert session on "How to write effective Research Paper"
 - On June 8, 2023, an expert session on "How to Write an Effective Research Paper" was arranged under the STTP. The session was conducted by Dr. Shilpi Shah from MSNIM.
- To revise ISO manual as per ISO 21001-2018 Standard with requirements of NAAC and NBA along with incorporating new ISO forms
 - ISO manual revision process initiated
- To initiate the process for the establishment of a research center

Note: Attendance was taken on separate sheet.

- a. Institute submitted the application for PhD research center process and scrutiny report awaited.

Agenda No.2: To discuss the progress made in setting quality standards and any changes to be implemented moving forward:

- The admission process was completed in accordance with ISO standards, with all seats filled.
- A Bridge Course for non-IT students was conducted concurrently with regular academic sessions.
- It was discussed to implement real-life applications beneficial to society under the Mini Project initiative.

Agenda No.3: To review key performance indicators and their effectiveness in evaluating institutional academic and administrative activities:

- A semester review meeting was conducted on August 18, 2023 to evaluate key academic performance indicators.
- An internal audit was conducted on August 14, 2023, with no non-compliance (NC) reported.
- The placement process for Batch 2023 is ongoing.
- An academic audit was completed on October 10, 2024, with suggestions to enhance the academic calendar and adopt varied teaching methodologies.
- Pre-Placement Training Session was conducted by Mr. Vinay Raikar, Campus Credential form 22-31 August 2023 for batch of 2022-24
- AICTE 360-degree faculty feedback revised and implemented for the academic year 2023-24.

Agenda No.4: To facilitate the creation of a learner-centric environment conducive to quality education and support faculty maturation in adopting the required knowledge and technology for a participatory teaching and learning process:

- Several guest lectures were conducted in August and September, covering topics in health, entrepreneurship, finance, and R&D.
- An orientation program was held from August 28, 2023, to September 2, 2023, for first-year students.
- A Bridge Course was organized for students from non-IT backgrounds to support their transition into the program.
- It was discussed to arrange communication skills development sessions to enable students to confidently face real-life challenges.
- The need to make academics more practical and interactive to improve student engagement was discussed.

Agenda No.5: To report on feedback collected from stakeholders and action taken based on the analysis:

- Feedback from the academic audit conducted by Dr. Sanjeev Gosh was reviewed, with recommendations to include compliance reports in the academic calendar and adopt diverse pedagogical methods.

- It was suggested to motivate students to author quality research papers that can be published in reputable academic journals.
- Present report on the Quarterly Feedback conducted on working conditions for women staff during the quarter July to September 2023. No issues raised.

Agenda No.6: To disseminate information on various quality parameters to all stakeholders:

- The newsletter for the months of July, August, and September was published for the academic year 2023-24.
- The data collection and compilation process for the 13th edition of the magazine "Eminence" for AY 2022-23 has commenced.

Agenda No.7: To update on the organization of inter and intra-institutional workshops, seminars, and quality circles aimed at enhancing institutional quality:

- The institution successfully organized the World Entrepreneurship Day event on September 1, 2023.
- The first-term training program for DLLE was conducted on August 7, 2023.
- The INSEED activity for 8th and 9th-grade students commenced in September 2023 at the institute's campus.
- It was proposed to organize entrepreneurship-focused activities to foster entrepreneurial skills among students.
- One week FDP attended by institute faculty on "Empowering Faculties for Quality Enhancement in Higher Education", organized by MTTP,UGC, MoE, GAD-MMTTC, GT College between 10th October to 16th October 2023

Agenda No.8: To review the status of documentation for quality improvement initiatives and any additional data required:

- The preparation of the AQAR for AY 2022-23 is nearing completion, with the final review process currently underway.
- Internal audit and Green audit processes for AY 2023-24 have been initiated.
- The LIC visit for the establishment of a research center was successfully conducted,
- It was discussed to submit the NAAC AQAR in December 2023.

Agenda No.9: To review IQAC's coordination efforts for quality-related activities and the implementation of best practices:

- The institution is undergoing the ISO certification process as per the 21001:2018 standard, with Stage 1 completed on October 5, 2023, and Stage 2 scheduled for November 2023.
- The continuation of affiliation for AY 2023-24 was submitted to the University of Mumbai, and a research centre has been approved.

Agenda No.10: To update on the progress of the institutional database through MIS for tracking quality parameters:

- ERP system: The ERP system is actively used to record staff leaves, monitor academic curriculum, track student attendance, and manage student feedback collection. The system also facilitates report generation, ensuring streamlined tracking and analysis of various institutional quality parameters.
- Google Classroom Integration: The institute uses Google Classroom with its institutional domain for conducting exams, updating notes, and facilitating practical assignment submissions. This platform aids in streamlining the academic processes and enhances accessibility for both students and faculty.

Agenda No.11: To discuss the audit schedule, findings from the recent audit, and follow-up actions for improvement:

- An academic audit was conducted on September 27, 2023, with follow-up recommendations to diversify teaching methods and ensure calendar compliance.
- An internal audit took place on August 14, 2023, with no non-compliance reported.
- The Green audit process for AY 2023-24 has been initiated, and the institution is coordinating with Pharmaexcel Pvt. Ltd. for the same.

Agenda No.12: To review the progress in preparing the Annual Quality Assurance Report (AQAR) and finalize it before submission:

- The AQAR for AY 2022-23 is in the final stages of preparation, with the submission process scheduled to be completed by December 2023, following the final review by the concerned stakeholders.

RAI

Prepared by
IQAC Coordinator
Circulated to:
Director



IQAC: Internal Quality Assurance Cell

23/05/2023

MINUTES OF THE MEETING HELD ON 23/05/2023 AT 3.00 PM

The meeting was conducted in the Director's cabin on May 23, 2023 at 3.00 pm. The following officials were present for the meeting:

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

Action Taken Report:

1. Planning to change CO - PO Mapping to Low, Medium, High and PO attainment calculation formula

Action Taken:

1. Prof. Sonu Gupta taken session on CO - PO Mapping for PO attainment calculation
2. Following topics were discussed:
3. Discussed to organized expert session on Annual Quality Assurance Report (AQAR) submission for AY 2022-23
4. It was decided to revise ISO manual as per ISO 21001-2018 Standard with requirements of NAAC and NBA along with incorporating new ISO forms
5. It was decided to conduct expert session on CO - PO Mapping to Low, Medium, High and PO attainment calculation formula during short term training program
6. It was discussed to schedule pre-placement training program for batch 2022-24 students
7. To promote research culture, it was decided to organized expert session on "How to write effective Research Paper"
8. To initiate the autonomy process to provide the institute with greater flexibility in academic and administrative matters.
9. To initiate the process for the establishment of a research center.

Prepared by
IQAC Coordinator

Circulated to:

Director



Thakur Educational Trust (TET)

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

Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai
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ISO 9001:2015 Certified

Website : www.timsedrmbal.in
www.thakureducation.org

IQAC: Internal Quality Assurance Cell

23/03/2023

MINUTES OF THE MEETING HELD ON 23/03/2023 AT 3.00 PM

The meeting was conducted in the Director's cabin on March 23, 2023 at 11.00 am. The following officials were present for the meeting:

Sr.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Mr. Shirshendu Maitra	HoD-ACA	
3.	Ms. Sonu Gupta	TPO, Asst. Professor	
4.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
5.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	
6.	Ms. Vartika Chandra	Alumni	online

Action Taken Report:

1. Proposed conduct of ISO lead auditor training for revision of ISO manual as per ISO 21001-2018 Standard

Action Taken:

1. Arranged ISO lead auditor training for revision of ISO manual as per ISO 21001-2018 Standard on 17-18 Jan 2023 by IRClass

Action Taken Report:

1. Promoting a culture of research excellence among faculty members through a sponsorship scheme under QIP

Action Taken:

1. Following faculty members research papers submitted in Scopus Journals. Institute will be reimbursing publication charges if research papers will be published in Scopus Journals.

1. Dr. Vinita Gaikwad
2. Dr. Pankaj Mudholkar
3. Dr. Megha Mudholkar
4. Dr. Padma Mishra
5. Ms. Sonu Gupta
6. Ms. Rashmi Vipat
7. Mr. Shirshendu Maitra
8. Ms. Anamika Dhavan
9. Ms. Shweta Waghmare

Following topics were discussed:

1. Discussed criteria wise findings of NBA and NAAC accreditation report
2. It was decided to take Ms. Salma Menon from UMEED foundation on board as of IQAC as Local Society member
3. Planning to change CO - PO Mapping to Low, Medium, High and PO attainment calculation formula
4. It was discussed to consider following Best Practices for next 5 years from 2023 to 2027

Expected outcomes of all activities will have to be defined beforehand.

- a. Technology & Development - Curriculum Enhancement
- b. Women Empowerment
- c. Green Environment

5. Revise ISO manual as per ISO 21001-2018 Standard with requirements of NAAC and NBA incorporated

Prepared by

IQAC Coordinator *RAJ*

Circulated to:

Director *✓*



Thakur Educational Trust's (Regd.)

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

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IQAC: Internal Quality Assurance Cell

12/12/2022

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

The meeting was conducted in the Director's cabin on December 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 revised ISO manual to comply with NBA and NAAC guidelines and the revised curriculum of 2 years MCA Program.

Action Taken:

1. All NAAC and NBA criteria heads were informed to suggest changes as per their Criteria and documented the same in google sheet

Following topics were discussed:

1. Planning of student's induction program (SIP) for first year students and commencement of semester I
2. Reviews of NBA and NAAC expert team visit and the suggestions given by the accrediting teams.
3. Planning of International Conference ICAIM 2023 and conduct of preconference session, IoT and AWS workshop for students and Doctors workshop.
4. Proposed conduct of ISO lead auditor training for revision of ISO manual as per ISO 21001-2018 Standard
5. Planning to present research poster. It is decided to present & publish research poster from semester I students on ICAIM 2023 theme.
6. Promoting a culture of research excellence among faculty members through a sponsorship scheme under QIP

Prepared by

IQAC Coordinator

Circulated to:

Director