



Zagdu Singh Charitable Trust's (Regd.)

**THAKUR SHYAMNARAYAN ENGINEERING COLLEGE**

*Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE), and Government of Maharashtra (GoM)*

Thakur Complex, Kandivali (East), Mumbai - 400 101.

Mob.: 8828888840 / 9833463489 Tel.: 2854 2481 / 2854 3540 / 2854 7707 / 6675 6300 / 301 / 302 / 303 Email: tsec@thakureducation.org

Website : www.tsecmumbai.in

Date : 25<sup>th</sup> April 2025

Ref. No.-TSEC/NT/712-A/24-25

**NOTICE FOR IQAC MEETING**

Respected Sir/ Madam,

You are requested to attend the IQAC meeting of Thakur Shyamnarayan Engineering College. It is scheduled on 3<sup>rd</sup> May, 2025 at 2.00 pm at Board room, second floor.

**Agenda for meeting:**

1. Opening Address and Welcome Note
2. Confirmation and Endorsement of the Previous IQAC Meeting Minutes
3. Review of Exam Cell Readiness for Upcoming Practical Examinations (Even & Odd Semesters)
4. Status Update on the Institute's Ongoing ISO Process
5. Assessment and Consolidation of CBT & CBL Records
6. Approval and Implementation of ERP Software Solution
7. Strategic Planning for the Upcoming Academic Year
8. Enhancement of Faculty Qualifications
9. Teacher Performance Evaluation/Appraisal
10. Planning of Academic Workload, Staff Recruitment, and Infrastructure Requirements for A.Y. 2025-26
11. Other Matters Permitted by the Chairman

Yours faithfully,

**Dr. S. M. Ganeshari**  
**(IQAC-Chairman)**



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	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Hon. Chairman (Head of Institution)	Dr. S. M. Ganachari	
2.	Teacher Representative (seven)		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
2.2	Teacher Representative(2)	Dr. Mily Jashank	
2.3	Teacher Representative(3)	Ms. Vaishali Rane	
2.4	Teacher Representative(4)	Mrs. Rita Vora	
2.5	Teacher Representative(5)	Mrs. Kavita Singh	
2.6	Teacher Representative(6)	Dr. Suresh Pathak	
2.7	Teacher Representative(7)	Mrs. Umita Gajjar	
3	One member from the Management	Dr. G.D.Giri(Principle,-TSDC)	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer (1)	Mrs. Sarita Singh	
4.2	Senior Administrative officer (2)	Mr. Akhilesh Singh	
5	One Nominee each from local society		
5.1	Nominee from Society	Mrs. Jayashree Varhade (Social Worker)	
5.2	Nominee from Student	Ms. Ishika Mehta (F.E.CO)	
6	One nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
6.2	Nominee from Industrialists	Mr. B. A. Damahe. Larsen & Toubro Ltd.,	
6.3	Nominee from Stakeholders	Mr. Dhananjay Singh (Parent- ECE)	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mrs. Pratibha Lotlikar	



## Minutes of meeting

### 1. **Opening Remarks and Welcome.**

Academic Coordinator, Mrs. Nehal Muchhala extended a warm welcome to all members and presented the agenda items for the meeting.

### 2. **Confirmation and Endorsement of the minutes of the previous IQAC meeting.**

The IQAC Coordinator read out the minutes of the previous meeting, which was held on 28th February 2025 at 2:00 PM. All IQAC members were present for the session. The following key points were discussed, and significant decisions were taken during the last meeting:

- All examination-related activities for the even semester were thoroughly reviewed.
- The ISO process for Thakur Shyamnarayan Engineering College has been streamlined.
- CBT and CBL records were found to be systematically maintained.
- Strategic measures were outlined for effective documentation and record keeping in line with NAAC assessment and accreditation requirements.
- The performance of students in the Internal Assessment Test (IAT) was analyzed, and the committee suggested certain techniques to enhance student outcomes.
- To promote student involvement in community-oriented initiatives, the NSS Cell, DLLE Cell, and Green Club were established.
- The next IQAC meeting was scheduled for 3<sup>rd</sup> May 2025 at 2.00 pm in the Board Room on the second floor.

### 3. **Review of Exam cell readiness for upcoming practical exam. (Odd & Even)**

Academic Coordinator, Mrs. Nehal Muchhala instructed faculty, Assistant Professor, Mrs. Umita Gajjar to oversee and coordinate the appointment of the external examiner for the First Year practical examinations of the even semester.

### 4. **Status update on the ongoing ISO process of the Institute.**

ISO Management Representative, Mrs. Pratibha Lotlikar, congratulated everyone on the successful completion of the ISO surveillance audit held on 30th April 2025. She informed the committee that BSI will be issuing the Certificate of Registration for QMS-ISO 9001:2015 to Thakur Shyamnarayan Engineering College by the end of May 2025. Hon'ble CEO, Mr. Rajesh Singh, commended the dedicated efforts of all staff members in achieving the ISO certification for the institute.

### 5. **Assessment and Consolidation of CBT & CBL record.**

Academic Coordinator, Mrs. Nehal Muchhala assured the committee that faculty members are regularly updating the CBT and CBL records in a timely and consistent manner

### 6. **Approval, Installation and implementation of ERP software.**

Academic Coordinator, Mrs. Nehal Muchhala briefed the committee on the importance of implementing ERP software to streamline academic operations and enhance record management across the Institute.



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Hon.CEO, Mr. Rajesh Singh and Hon. Chairman Dr. S.M. Ganeshari approved the procurement and installation of the ERP system.

Subsequently, Hon.Chairman Dr. S.M. Ganeshari instructed the Academic Coordinator to initiate the process by inviting quotations for the software purchase and installation

**7. Strategic Planning for the upcoming Academic Year.**

Hon.Chairman, Dr. S.M. Ganeshari informed that all Heads of Departments are required to submit their departmental budgets for laboratory development, along with the proposed requirements for teaching and non-teaching staff for the upcoming academic year 2025–26.

**8. Enhancement of faculty qualification.**

Hon.Chairman, Dr. S.M. Ganeshari stated that faculty members are expected to enhance their qualifications in accordance with UGC guidelines.

**9. Teacher performance Evaluation/ Teacher's Appraisal**

Academic Coordinator Mrs. Nehal Muchhala presented the Faculty Appraisal format before the committee. The members engaged in a detailed discussion on its contents and provided few suggestions. Hon.Chairman, Dr. S.M. Ganeshari instructed that the format be finalized and implemented from the Academic Year 2025–26.

**10. Planning of Academic Workload for A.Y.2025-26 and recruitment of Teaching, Non-teaching staff and requirement of Infrastructure.**

With the commencement of the second year of Engineering from the Academic Year 2025-26, Academic Coordinator Mrs. Nehal Muchhala informed that the workload distribution and academic planning for the upcoming year must be submitted to her.

**11. Any relevant matter with prior permission of Chairman.**

There being no further points for discussion, the meeting was concluded on a positive and constructive note

**Dr. S. M. Ganeshari**  
**Chairman**  
**Internal Quality Assurance Cell**



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Website : www.tsecmumbai.in

Date: 3<sup>rd</sup> May, 2025

Ref. No.- TSEC/IQAC/718-A/24-25

**List of IQAC Members present for the Meeting**

	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Chairman (Head of Institution) (Principal)	Dr. S. M. Ganachari	
2.	Teacher Representative (seven)		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
2.2	Teacher Representative(2)	Dr. Mily Jashank	
2.3	Teacher Representative(3)	Ms. Vaishali Rane	
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2.6	Teacher Representative(6)	Dr. Suresh Pathak	
2.7	Teacher Representative(7)	Mrs. Umita Gajjar	
3	One member from the Management	Dr. G.D.Giri(Principal-TSDC)	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer (1)	Mrs. Sarita Singh	
4.2	Senior Administrative officer (2)	Mr. Akhilesh Singh	
5	One Nominee each from local society		
5.1	Nominee from Society	Mrs. Jayashree Varhade (Social Worker)	
5.2	Nominee from Student	Ms. Ishika Mehta (F.E.CO)	
6	One nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
6.2	Nominee from Industrialists	Mr. B. A. Damahe. Larsen & Toubro Ltd.,	
6.3	Nominee from Stakeholders	Mr. Dhananjay Singh (Parent-ECE)	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mrs. Pratibha Lotlikar	



Estd in 2024

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Date : 21<sup>st</sup> February 2025

Ref. No.-TSEC/NT/570-A/24-25

### **Notice for IQAC Meeting**

**Respected Sir/Madam,**

You are cordially invited to attend the upcoming IQAC (Internal Quality Assurance Cell) meeting of Thakur Shyamnarayan Engineering College, scheduled to be held on 28th February 2025 at 2:00 PM in the Board Room, Second Floor.

#### **Agenda for the Meeting:**

1. Opening remarks and welcome
2. Review and approval of the minutes from the previous IQAC meeting
3. Discussion on Exam Cell Preparedness for the Odd Semester Examinations
4. Progress update of the Institute's ISO process
5. Compilation and review of CBT & CBL records
6. Record management related to NAAC assessment and accreditation
7. Review of student performance in the Internal Assessment Test (IAT)
8. Formation of NSS Cell, DLLE Cell, and Green Club
9. Any other relevant matters with prior approval of the Chairman

Your presence and valuable contributions will be highly appreciated.

Yours faithfully,

**Dr. S. M. Ganeshari**  
**(IQAC-Chairman)**



Estd. in 2024

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	Description	Names	Signature
<b>A</b>	<b>Special invitee</b>	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
<b>1</b>	<b>Hon. Chairman (Head of Institution)</b>	Dr. S. M. Ganechari	
<b>2.</b>	<b>Teacher Representative (seven)</b>		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
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<b>3</b>	<b>One member from the Management</b>	Dr. G.D.Giri(Principle,-TSDC)	
<b>4</b>	<b>Two Senior Administrative officer</b>		
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<b>5</b>	<b>One Nominee each from local society</b>		
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<b>6</b>	<b>One nominee each from Employers/Industrialist/Stakeholders</b>		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
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6.3	Nominee from Stakeholders	Mr. Dhananjay Singh (Parent-ECE)	
<b>7</b>	<b>One of the Senior teachers as the Coordinator/Director of the IQAC</b>	Mrs. Pratibha Lotlikar	



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### Minutes of meeting

#### 1. Opening remarks and welcome

Academic Coordinator, Mrs. Nehal Muchhala, extended a warm welcome to all members and presented the agenda for the meeting..

#### 2. Review and approval of the minutes from the previous IQAC meeting

The previous IQAC meeting was held on 16<sup>th</sup> November 2024 at 12:00 noon, with all members in attendance. The following key points were discussed, and significant decisions were made:

- Intake of each program of CSE( AIML) & CO will be increased to 120 from A.Y.2025-26.
- Readiness of Exam cell was reviewed.
- Reviewed the ISO process , CBT & CBL updation.
- Faculty recruitment planning is done on the basis of requirement.
- Plans were initiated to incorporate unique & innovative practices into the academic processes of the Institute.
- Planning for cultural events and Sports day is done with lot of inputs.
- It was decided to start even semester from 13<sup>th</sup> January 2025.
- It was also decided to arrange various training programs for the students.
- The next IQAC meeting was scheduled for 28<sup>th</sup> February 2025 at 2.00pm in the Board Room, Second Floor.

#### 3. Discussion on Exam Cell Readiness for Even Semester Examination

- Hon.Chairman, Dr. S. M. Ganeshari expressed satisfaction with the conduct of the University examinations and Internal Assessment Tests (IAT) held during the odd semester by the Exam Department.
- Academic Coordinator, Mrs. Nehal Muchhala, assured the committee that all examination-related activities for the upcoming even semester—such as scheduling, appointment of invigilators and examiners, student seating arrangements, issuance of hall tickets, provision of stationery and logistics, and result processing—will be efficiently managed by Exam Coordinator, Mr. Sharad Yenkar.
- Academic Coordinator, Mrs. Nehal Muchhala also instructed faculty, Assistant Professor, Mrs. Umita Gajjar to coordinate for appointing the external examiners required for conducting practical examinations of even semester courses.
- Assistant Professor, Mrs. Kavita Singh recommended organizing training and briefing sessions for all staff members prior to the commencement of the examinations to ensure smooth execution.



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#### **4. Progress update of the Institute's ISO Process**

- ISO Management Representative & IQAC Coordinator, Mrs. Pratibha Lotlikar, provided the committee with a summary of the audit report from the first internal ISO audit, which was conducted in January 2025.
- Hon.Chairman, Dr. S. M. Ganeshari, emphasized the importance of ISO certification for Thakur Shyamnarayan Engineering College and proposed scheduling the BSI external audit in May 2025.
- ISO Management Representative & IQAC Coordinator, Mrs. Pratibha Lotlikar further recommended conducting the second internal ISO audit in March 2025 to ensure continual improvement and preparedness.
- Hon. CEO, Mr. Rajesh Singh, expressed satisfaction with the ongoing quality enhancement initiatives within the institute.

#### **5. Compilation and review of CBT & CBL records.**

First Year Coordinator, Dr. Mily Jashank provided an update on the preparation of course booklets for both theory and laboratory courses for the current academic session. She informed the committee that all faculty members have completed the CBT and CBL documentation for Semester I, and the records have been submitted to the Humanities & Science Department.

#### **6. Record management related to NAAC/NBA Assessment and Accreditation**

Hon.Chairman, Dr. S. M. Ganeshari underscored the importance of maintaining systematic and comprehensive documentation to support the NAAC/NBA accreditation process. He emphasized that accurate records are the foundation for validating both qualitative and quantitative metrics in the Self-Study Report (SSR).

The committee reviewed the essential documentation required under each NAAC criterion, which includes:

- Institutional policies and strategic plans
- Minutes of meetings
- Academic calendars and attendance records
- Course syllabi
- Annual Quality Assurance Reports (AQARs)
- Records of faculty and student achievements, research publications, internal assessments
- Feedback forms and action taken reports
- Financial audit reports and utilization certificates
- Departmental Documentation Responsibility
- It was resolved that every department will appoint a NAAC Documentation In-Charge, responsible for coordinating with the IQAC and ensuring that records are maintained and updated in the prescribed NAAC format.
- The committee approved departmental PEOs and PSOs submitted by all departments.



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### Centralized Digital Repository:

- The IQAC proposed establishing a centralized digital repository, either cloud-based or integrated with the ERP system. A standardized folder structure will be provided to all departments for uploading verified documents.
- Frequency of Record Submission
- All departments will submit quarterly updates to the IQAC, covering:
- Departmental activities and events
- Faculty and student data
- Feedback collection and analysis
- Updates aligned with NAAC criteria

### Staff Training on Documentation :

A training workshop will be organized for both teaching and non-teaching staff to familiarize them with standard documentation procedures, file naming conventions, and uploading protocols.

### Internal Audit of NAAC Documentation:

The IQAC will conduct bi-annual internal audits of the NAAC documentation to ensure compliance and preparedness for NAAC peer team visits.

### Resolutions Passed by the Committee:

Each department will nominate a NAAC documentation in-charge

IQAC will distribute the digital folder structure for record maintenance

A workshop on NAAC documentation practices will be held

Bi-annual internal audits of NAAC documentation will commence from the next academic year

### 7. Review performance of the students in IAT exam.

- Hon.Chairman, Dr. S.M. Ganeshari, taken a review of IAT exam .
- The IQAC coordinator, Mrs. Pratibha Lotlikar presented a consolidated analysis of student performance in IATs conducted during the current semester submitted by First year Coordinator, Dr. Mily Jashank .
- Data was categorized department-wise and course-wise, including pass percentage, class average, topper scores, and subject-wise performance trends etc.
- The committee discussed possible academic gaps, including:
- Difficulty level of question papers, Teaching methodology alignment,
- Student engagement and attendance issues, Late syllabus coverage,
- Remedial Actions and Academic Support.

### Dr. G.D.Giri Principal, TSDC advised to

- Conduct remedial classes for low-performing students,
- Arrange mentoring sessions and doubt-solving hours
- Share feedback with students individually
- Review and calibrate IAT question papers as per Bloom's taxonomy
- Faculty Accountability and Review
- Faculty teaching the underperforming subjects were requested to submit action



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plans to improve student learning outcomes.

IQAC will initiate peer reviews and teaching observations in selected departments. The importance of collecting structured feedback from students on question paper design, syllabus coverage, and difficulty level was discussed by the committee. Assistant Professor, Mrs. Rita Vora suggested to integrate continuous assessment strategies beyond IATs (e.g., open book tests, MCQ-based quizzes, short projects) and advised to start remedial and mentoring sessions for identified students.


Hon. Chairman, Dr. S.M. Ganeshari informed that a comparative IAT result dashboard will be developed by the examination cell.

### 8. Formation of NSS cell, DLLE cell and Green club

- Hon. Chairman, Dr. S.M. Ganeshari, announced the establishment of the NSS Cell, DLLE Cell, and Green Club.
- Assistant Professor, Dr. Suresh Pathak was appointed as the NSS Program Officer, Assistant Professor, Mrs. Nilam Parmar was designated as the DLLE Coordinator, and Assistant Professor, Mrs. Kavita Singh was assigned the role of Green Club Coordinator.
- IQAC Coordinator, Mrs. Pratibha Lotlikar, recommended that all planned activities of these newly formed cells be submitted to the IQAC for record and monitoring purposes.

### 9. Any relevant matter with prior permission of Chairman.

As there was no additional information for discussion, the meeting concluded on a positive and constructive note.

  
**Dr. S. M. Ganeshari**  
**Chairman**  
**Internal Quality Assurance Cell**



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Date : 28<sup>th</sup> February 2025

Ref. No.-TSEC/IQAC/582-A/24-25

### List of IQAC members present for the Meeting

	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Chairman (Head of Institution) (Principal)	Dr. S. M. Ganachari	
2.	Teacher Representative (seven)		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
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3	One member from the Management	Dr. G.D.Giri(Principal-TSDC)	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer (1)	Mrs. Sarita Singh	
4.2	Senior Administrative officer (2)	Mr. Akhilesh Singh	
5	One Nominee each from local society		
5.1	Nominee from Society	Mrs. Jayashree Varhade (Social Worker)	
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6	One nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
6.2	Nominee from Industrialists	Mr. B. A. Damahe. Larsen & Toubro Ltd.,	
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7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mrs. Pratibha Lotlikar	



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Ref. No.-TSEC/NT/336-A /24-25

Date : 8<sup>th</sup> November 2024

**Notice for IQAC Meeting**

**Respected Sir/Madam,**


You are cordially invited to attend the upcoming IQAC (Internal Quality Assurance Cell) meeting of Thakur Shyamnarayan Engineering College, which is scheduled to be held on **16th November 2024 at 12:00 noon** in the **Board Room, Second Floor**.

**Agenda for the Meeting:**

1. Opening and welcome address
2. Review and approval of the minutes from the previous IQAC meeting
3. Proposal for increasing the intake capacity of Computer Engineering and Computer Science & Technology (Artificial Intelligence and Machine Learning) from the Academic Year 2025-26
4. Readiness of the Examination Cell for the upcoming odd semester examinations
5. Status update on the Institute's ISO process
6. Preparation and documentation of CBT and CBL records
7. Faculty recruitment planning for the even semester
8. Review of the Institute's unique and innovative practices
9. Planning for Sports Day celebrations and cultural events
10. Upgradation and enhancement of the Gymkhana facilities
11. Requirements and preparations for the commencement of the even semester
12. Discussion on Student Training Programs
13. Any other relevant matters with prior approval of the Chairman

Your presence and valuable inputs will be highly appreciated

Yours faithfully,

  
**Dr. S. M. Ganachari**  
(IQAC-Chairman)



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	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Hon. Chairman (Head of Institution)	Dr. S. M. Ganchari	
2.	Teacher Representative (seven)		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
2.2	Teacher Representative(2)	Dr. Mily Jashank	
2.3	Teacher Representative(3)	Ms. Vaishali Rane	
2.4	Teacher Representative(4)	Mrs. Rita Vora	
2.5	Teacher Representative(5)	Mrs. Kavita Singh	
2.6	Teacher Representative(6)	Dr. Suresh Pathak	
2.7	Teacher Representative(7)	Mrs. Umita Gajjar	
3	One member from the Management	Dr. G.D.Giri(Principle,-TSDC)	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer (1)	Mrs. Sarita Singh	
4.2	Senior Administrative officer (2)	Mr. Akhilesh Singh	
5	One Nominee each from local society		
5.1	Nominee from Society	Mrs. Jayashree Varhade (Social Worker)	
5.2	Nominee from Student	Ms. Ishika Mehta (F.E.CO)	
6	One nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
6.2	Nominee from Industrialists	Mr. B. A. Damahe. Larsen & Toubro Ltd.,	
6.3	Nominee from Stakeholders	Mr. Dhananjay Singh (Parent- ECE)	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mrs. Pratibha Lotlikar	



### Minutes of meeting

#### 1. **Opening and welcome address**

Mrs. Pratibha Lotlikar, the IQAC Coordinator, extended a warm welcome to all the members and presented the agenda for the meeting.

#### 2. **Review and approval of the minutes from the previous IQAC meeting.**

The previous IQAC meeting was held on 3rd August 2024 at 12:00 noon, with all IQAC members in attendance. The following key points were discussed and important decisions were taken:

- IQAC will spearhead the process of assessment and accreditation of TSEC by NAAC.
- The working committee and Heads of Departments (HODs) were directed to draft the vision, mission, and objectives for the Institute and its various academic programs.
- It was resolved that the proposal for ISO certification should be presented for approval in the upcoming Governing Council meeting.
- It was agreed to prepare a comprehensive Institute Rule Book and a Staff Rule Book.
- Strategies were discussed to enhance the institutional standards through the NAAC accreditation process.
- Planning of unique academic practices to enrich institutional processes was undertaken.
- It was recommended to establish collaborations with industries and sign Memorandums of Understanding (MoUs) with reputed companies.
- The next IQAC meeting was scheduled for 16th November 2024 at 12:00 noon, to be held in the Board Room, Second Floor.

#### 3. **Proposal for increasing the intake capacity of Computer Engineering and Computer Science & Technology (Artificial Intelligence and Machine Learning) from the Academic Year 2025–26**

The management has resolved to enhance the intake capacity for Computer Engineering and Computer Science & Technology (Artificial Intelligence and Machine Learning) starting from the Academic Year 2025–26.

#### 4. **Readiness of the Examination Cell for the upcoming odd semester examinations.**

The committee members deliberated on several important aspects to evaluate and ensure the Exam Cell's readiness for the forthcoming Odd Semester Examinations. The key areas of discussion included:

- **Invigilation and Seating Arrangements:** Preparation of the invigilation duty and systematic seating plans for students.
- **Stationery and Logistics:** Verification and replenishment of required stationery and logistics. Functionality of printing and photocopying equipment must be checked to ensure readiness.
- **IT and Technical Support:** Assessment of IT infrastructure, including backup power supply and stable internet connectivity, to guarantee uninterrupted examination procedures.
- **Student Communication:** Circulation of exam-related information—such as rules, timetables, and hall ticket collection—must be prominently displayed on notice boards and shared through student communication channels. The Controller of



Examinations, Mr. Sharad Yenkar, will be briefed on these discussions.

- **Confidentiality and Security:** Strict adherence to protocols for maintaining the confidentiality of question papers, secure handling of paper coding, and the evaluation process of answer sheets.

**5. Status update on the Institute's ISO process**

The meeting included a review of the ongoing ISO process at the Institute. IQAC Coordinator and ISO Management Representative, Mrs. Pratibha Lotlikar, informed the members that all academic and administrative departments have updated their respective ISO documentation.

**6. Preparation and documentation of CBT and CBL records**

- The committee reviewed the progress of Course Booklet preparation for both theory and laboratory subjects for the current academic session.
- Academic Coordinator, Mrs. Nehal Muchhala, reported that all faculty members are consistently updating the course booklets for CBT and CBL components.
- First Year Coordinator, Dr. Mily Jashank, confirmed that the timely submission and quality assurance of all course booklets are being effectively monitored.

**7. Faculty recruitment planning for the even semester**

Hon.Chairman, Dr. S.M. Ganeshari sir informed the committee that the recruitment of new faculty for the upcoming even semester will be carried out based on the curricular requirements.

**8. Review of the Institute's unique and innovative practices**

The committee conducted a brainstorming session to identify and plan innovative and distinctive institutional practices that align with the vision and mission of both the Institute and its departments, with a focus on academic excellence, student development, and community involvement. The discussion highlighted the purpose and relevance of these practices, which aim to:

- Promote institutional uniqueness
- Facilitate the holistic development of students
- Enhance quality standards in line with NAAC and other accreditation requirements
- Encourage innovation, sustainability, and inclusivity within the campus environment.

Several unique practice suggestions were proposed by committee members, including:

- **Green Campus and Sustainability Initiatives** such as expanding solar panel installations, implementing rainwater harvesting systems, and conducting zero-plastic campaigns
- **Student Research and Innovation Ecosystem** by promoting mini-research projects, launching interdisciplinary student journals, and organizing hackathons
- **Establishment of a Student Research Club** and publishing a bi-annual digital newsletter
- **Community Engagement and Rural Outreach** through the adoption of nearby villages or schools for activities like literacy promotion, digital literacy training, and water conservation projects
- **NSS-Linked Thematic Campaigns** to raise awareness and encourage civic



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involvement

- **Digital Literacy Programs** targeting non-teaching staff, local communities, and parents through structured training sessions
- **Industry-Academia Collaboration**, including a monthly “Industry Talk Series” and short-term consultancy projects conducted by faculty for local industries.

### **Implementation Strategy Proposed by Hon. Chairman Dr. S. M. Ganachari:**

- Each department will identify and adopt one or two practices based on their core strengths
- IQAC will provide a standardized documentation format covering objectives, implementation process, outcomes, and supporting evidence
- All initiatives will be mapped to relevant NAAC criteria for accreditation purposes
- Outcome metrics, along with reports and photographic evidence, will be systematically maintained for each practice

### **9. Planning for Sports Day celebrations and cultural events**

The committee deliberated on the planning and execution of the upcoming **Sports Day and Cultural Activities**, aimed at fostering physical fitness, creativity, and active student involvement beyond the academic sphere. The discussion included valuable inputs from student representative **Ms. Ishika Mehta** and faculty member, Assistant Professor, **Mrs. Rita Vora**, as well as administrative directions from the Hon. Chairman, Dr. S.M. Ganachari.

#### **a. Sports Day Celebration**

Student Nominee Ms. Ishika Mehta proposed the following points:

- **Tentative Schedule:** The event is likely to be held in January 2025.
- **Planned Events:** A range of competitions including track and field events, as well as indoor and outdoor games such as cricket, volleyball, badminton, and chess.
- **Participation:** Open to students, teaching staff, and non-teaching staff. Participant selection will be finalized through trial rounds.
- **Logistics and Arrangements:**
  - All sports equipment has been checked and is ready for use.
  - Medical assistance and refreshments will be arranged for participants and attendees.
  - Certificates and trophies will be procured in advance.
- **Faculty Coordination:** Specific faculty members will be designated to supervise individual sports, ensuring adherence to rules, fair play, and smooth scheduling.

#### **b. Cultural Activities**

- Mrs. Rita Vora suggested the following for cultural programming:
  - Annual Day is tentatively planned for January 2025.
  - **Proposed Events:** Singing, dancing, skits, instrumental performances, and a fashion show.
  - **Highlights:**
    - Encourage maximum student participation across all departments.
    - Celebrate with a theme-based approach.
    - Rehearsals and auditions will be conducted two weeks prior to the main event.
    - The Discipline Committee and student volunteers will manage coordination and backstage support.



*Thakur Singh Charitable Trust's (Regd.)*

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### **c. Budget and Sponsorship**

The Hon. Chairman,, Dr. S. M. Ganachari sir advised the preparation of a preliminary budget to be submitted for approval. He also emphasized exploring local sponsorship opportunities to support prize distribution and event branding.

### **d. Discipline and Documentation**

- Assistant Professor, Dr. Suresh Pathak provided guidance on event discipline and record-keeping;
- Dedicated discipline committees will be formed to manage crowds and ensure orderly conduct during the events.
- All activities must be properly documented through photographs and detailed reports for use in the college magazine, official website, and for NAAC/AQR documentation.

### **10. Upgradation and enhancement of the Gymkhana facilities**

The committee unanimously decided to upgrade gymkhana for the physical and mental fitness of the students

### **11. Requirements and preparations for the commencement of the even semester.**

Taking into account the university schedule, Academic Coordinator, Mrs. Nehal Muchhala informed that the even semester is set to commence from 13th January 2025.

### **12. Discussion on arranging various training programs for the students.**

The committee engaged in a discussion on organizing diverse training programs for students. Hon. Chairman, Dr. S. M. Ganachari, emphasized the significance of implementing well-structured training initiatives aimed at improving student preparedness for careers in industry, entrepreneurship, and higher education.

The conversation centered around identifying key training areas, establishing implementation timelines, and exploring potential collaboration opportunities. Mr. B. A. Damahe highlighted that the primary objective of these programs is to bridge the gap between academic instruction and industry demands, thereby equipping students for placements, competitive examinations, internships, and entrepreneurial pursuits.

### **13. Any other relevant matters with prior approval of the Chairman**

There were no additional matters were raised during the meeting. It concluded on a positive and constructive note.

**Dr. S. M. Ganachari**  
**Chairman**  
**Internal Quality Assurance Cell**



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Website : www.tsecmumbai.in

Date : 16<sup>th</sup> November 2024

Ref. No.- TSEC/NT/351-A/24-25

### List of IQAC Members present for the Meeting

	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Chairman (Head of Institution) (Hon. Chairman,)	Dr. S. M. Ganachari	
2.	Teacher Representative (seven)		
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3	One member from the Management	Dr. G.D.Giri(Hon. Principle-TSDC)	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer (1)	Mrs. Sarita Singh	
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5	One Nominee each from local society		
5.1	Nominee from Society	Mrs. Jayashree Varhade (Social Worker)	
5.2	Nominee from Student	Ms. Ishika Mehta (F.E.CO)	
6	One nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
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Ref. No.-TSEC/NT/99-A/24-25

Date : 29<sup>th</sup> July, 2024

### **Notice for IQAC meeting**

Respected Sir/Madam,

You are kindly requested to attend the upcoming Internal Quality Assurance Cell (IQAC) meeting of **Thakur Shyamnarayan Engineering College**, scheduled to be held on **3rd August 2024 at 12:00 noon** in the **Board Room, Second Floor**.

#### **Agenda of the Meeting:**

1. Formal welcome and opening remarks
2. Constitution of the IQAC
3. Review of the Institute and Program vision, mission, and objectives
4. Implementation of ISO processes and proposal for ISO certification approval in the Governing Council
5. Finalization of the Institute Rule Book and Staff Rule Book
6. Discussion on the preparation and maintenance of CBT and CBL records
7. NAAC accreditation and assessment planning for the institute
8. Enhancing library resources
9. Infrastructure development, including installation of smart boards in classrooms
10. Planning and implementation of unique institutional practices
11. Establishment of MoUs with other institutions and industries
12. Any other matter with the prior permission of the Chairperson

Your presence and valuable inputs in the meeting will be highly appreciated

Yours faithfully,

**Dr. S. M. Ganechari**  
(IQAC-Chairman)



Estd. in 2024

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### Minutes of meeting

#### **1. Formal welcome and opening remarks**

The IQAC Coordinator, Ms. Pratibha Lotlikar, extended a warm welcome to all the committee members and Hon'ble CEO, Mr. Rajesh, and briefly outlined the purpose and objectives of the meeting.

#### **2. Constitution of the IQAC**

The IQAC Coordinator, Mrs. Pratibha Lotlikar, highlighted the significance of establishing the Internal Quality Assurance Cell (IQAC) in the institution, emphasizing that its formation is mandatory. She explained that the IQAC plays a crucial role in fostering a culture of quality, ensuring coordination among various institutional activities, and driving continuous improvement. Additionally, she stated that the IQAC is responsible for preparing the Annual Quality Assurance Report (AQAR) in alignment with the standards and parameters set by NAAC. All members unanimously took the decision of formation of IQAC.

#### **3. Review of the Institute and Program vision, mission, and objectives**

Hon. Chairman, Dr. S.M. Ganachari, emphasized the significance of clearly defined vision and mission statements, along with well-articulated objectives for both the Institute and its academic programs. He stated that these statements reflect the institution's core values and strategic direction. Dr.S.M. Ganachari sir further stressed the importance of formulating these statements with greater precision through consultation with the management and relevant stakeholders. He noted that such guiding principles serve as a roadmap, offering clarity, purpose, and motivation to all members of the academic community, especially students, in the pursuit of their goals and aspirations.

#### **4. Implementation of ISO process and approval for ISO certification in governing council.**

ISO process in education institutes ensures to meet international quality standards in the field of education. Hon. Chairman, Dr. S.M. Ganachari, explained that ISO process helps to provide quality services and teach professionalism. Hon. Chairman, Dr. S.M. Ganachari, suggested to form ISO team and start the work as per guidelines of ISO and NAAC , NBA requirements. Hon. CEO Rajesh Singh Sir, had assured that the approval of ISO certification of TSEC will be taken in governing council. Hon. CEO Rajesh Sir also mentioned that standard operating process (SOP) can be followed through ISO certification within the next four months.

To standardise ISO process was the conclusive decision.

ISO process awareness sessions need to be conducted for teaching and non-teaching staff to ensure understanding of procedures and compliance.

More focused training sessions have to be planned for newly inducted staff and departments needing support.



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### 5. Finalization of the Institute Rule Book and Staff Rule Book

Hon. Chairman, Dr. S.M. Ganeshari, emphasized the necessity of publishing an Institute Rule Book and a Student Rule Book to provide clear guidelines for both staff and students. He informed the committee that the task of drafting these documents will be undertaken by Mrs. Nehal Muchhala, Dr. Mily Jashank, and Mrs. Pratibha S. Lotlikar. The formulation will be carried out in accordance with university regulations and in coordination with Hon. Chairman, Dr. S.M. Ganeshari and the management.

### 6. Discussion on preparation of CBT & CBL record.

The Academic Coordinator, Mrs. Nehal Muchhala, presented the current status of Course Booklet preparation for both Theory and Laboratory courses for the ongoing academic session. The following key points were discussed and reviewed:

#### a. Course Booklet – Theory

- All faculty members are required to develop course booklets in the prescribed format, which must include:
  - Clearly defined course objectives and outcomes, along with COs–POs mapping.
  - A copy of the approved syllabus.
  - A detailed teaching plan with a weekly lesson schedule.
  - An assessment scheme covering CIE components, attendance, assignments, etc.
  - A list of learning resources including textbooks, reference books, and online materials.
  - A comprehensive question bank with model answers.
- Finalized soft and hard copies of the course booklets must be submitted to the IQAC prior to the commencement of the semester.

#### b. Course Booklet – Laboratory

- Laboratory course booklets must include the following components:
  - Clearly stated lab outcomes and PO mapping.
  - A complete list of experiments with objectives and detailed procedures.
  - A weekly lab schedule along with manual submission deadlines.
  - Standardized observation and record formats.
  - Well-defined assessment rubrics for lab performance and viva voce.
  - Safety guidelines, wherever applicable.
- The compilation process has been initiated by all departments; however, a few departments are yet to finalize experiment-wise assessment rubrics.
- A standardized template has been provided to ensure uniformity across all departments.

#### c. Monitoring and Compliance

- Heads of Departments (HODs) were reminded of their responsibility to ensure the timely submission and quality review of all course booklets.
- The IQAC, in collaboration with academic coordinators, will conduct random audits to verify adherence to the required standards.
- All finalized course booklets will be archived and maintained as documentation for NAAC, Autonomy, and University audit purposes.



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### **7. NAAC accreditation and assessment planning for the institute.**

Hon. CEO, Mr. Rajesh Singh, expressed his strong conviction that quality education plays a vital role in equipping individuals with essential knowledge and skills, while also promoting intellectual development and critical thinking.

He further elaborated on the Assessment and Accreditation process for engineering institutions conducted by the NAAC (National Assessment and Accreditation Council).

With the Chairman's permission, Academic Coordinator and NAAC In-charge, Mrs. Nehal Muchhala, provided a detailed explanation of the importance, procedures, and assessment criteria involved in the NAAC accreditation process.

Hon. CEO, Mr. Rajesh Singh emphasized the need for active involvement of all stakeholders—including employers, employees, students, parents, alumni, and the community—to uphold and enhance the quality standards of TSEC through the accreditation framework.

All members of the IQAC assured their commitment and active participation in the preparation and execution of the accreditation process, agreeing to take initiative and contribute meaningfully toward its successful assessment.

### **8. Enhancing library resources**

The library, being a vital knowledge resource for every Higher Education Institution (HEI), was taken up as a key point of discussion during the meeting. The topic was opened for deliberation, and the expert members actively participated in the discussion. They commended the college library for its aesthetically pleasing infrastructure and its role as a knowledge-centric space.

Both faculty and student representatives concurred, stating that the library is a noteworthy asset of the college and a source of pride. The discussion then focused on the upgradation and enhancement of library resources and services.

Suggestions were made by faculty and student members to enhance the library through the following digital resources:

- OPAC (Online Public Access Catalogue): A digital catalogue of the library's holdings, providing users with online access to the library collection.
- NDL (National Digital Library): It was recommended that the college acquire membership to NDL, which provides a vast repository of academic resources.
- N-List (National Library and Information Services Infrastructure for Scholarly Content): This initiative offers access to e-resources, benefitting students and knowledge seekers through a wide range of online academic materials.

The committee unanimously decided to begin the library upscaling process by implementing OPAC, NDL, and N-List services to enrich the learning environment and support academic excellence.

### **9. Infrastructure development, including installation of smart boards in classrooms**

The teacher representative highlighted the need for further enhancement of infrastructure amenities. While the current infrastructure was appreciated by the faculty members, they pointed out that with the anticipated increase in the number of classes and student intake, there is a growing need to upgrade classroom facilities, particularly the teaching boards.



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The student members supported this suggestion, acknowledging the importance of improved infrastructure to enhance the learning environment. The expert members also recognized the necessity of such upgrades.

Hon. CEO, Mr. Rajesh Singh, acknowledged the concern and assured the committee that the management would address the matter on a priority basis. He also committed to the +provision of smart boards in all classrooms in the near future to support modern teaching and learning practices.

### 10. Planning and implementation of Unique institutional practices.

Hon. Chairman, Dr. S.M. Ganeshari emphasized the need to design and implement unique institutional practices, considering that academics, teaching-learning-evaluation processes, and extension activities are core areas of focus in any educational institution.

He advised the Heads of Departments (HODs) of all programs to identify innovative and distinctive practices that can be adopted by the institute, encouraging the active involvement of a maximum number of students in these initiatives to enhance their overall learning experience and institutional engagement.

### 11. Establishment of MoUs with other Institutions and Industries

Hon. Chairman, Dr. S.M. Ganeshari proposed establishing collaborations with industries and signing Memorandums of Understanding (MoUs) with reputed companies to enhance training and placement opportunities for students.

He assigned this responsibility to Training and Placement Officer (TPO) In-charge, Mr. Sudhir Thakre, and his team, who will take charge of initiating and managing these industry partnerships.

### 12. Any Other Matter with Prior Permission of the Chairman:

No additional matters were raised during the meeting. The meeting concluded on a positive and constructive note.

**Dr. S. M. Ganeshari**  
Chairman

Internal Quality Assurance Cell



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Ref. No.-TSEC/NT/123-A/24-25

Date: 3<sup>rd</sup> August 2024

**List of IQAC members present for the meeting**

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A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Hon. Chairman (Head of Institution)	Dr. S. M. Ganchari	
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2.4	Teacher Representative(4)	Mrs. Rita Vora	
2.5	Teacher Representative(5)	Mrs. Kavita Singh	
2.6	Teacher Representative(6)	Dr. Suresh Pathak	
2.7	Teacher Representative(7)	Mrs. Umita Gajjar	
3	One member from the Management	Dr. G.D.Giri(Principle,-TSDC)	
4	Two Senior Administrative officer		
4.1	Senior Administrative officer (1)	Mrs. Sarita Singh	
4.2	Senior Administrative officer (2)	Mr. Akhilesh Singh	
5	One Nominee each from local society		
5.1	Nominee from Society	Mrs. Jayashree Varhade (Social Worker)	
5.2	Nominee from Student	Ms. Ishika Mehta (F.E.CO)	
6	One nominee each from Employers/Industrialist/Stakeholders		
6.1	Nominee from Employers	Sameer Rajadhyakx, India Business and Public Services, TCS	
6.2	Nominee from Industrialists	Mr. B. A. Damahe. Larsen & Toubro Ltd.,	
6.3	Nominee from Stakeholders	Mr. Dhananjay Singh (Parent-ECE)	
7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mrs. Pratibha Lotlikar	



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Website : [www.tsecmumbai.in](http://www.tsecmumbai.in)

.Ref. No.-TSEC/NT/513-A/24-25

Date : 15<sup>th</sup> May, 2024

### **Notice for IQAC meeting**

**Respected Sir/Madam,**

You are kindly requested to attend the upcoming Internal Quality Assurance Cell (IQAC) meeting of **Thakur Shyamnarayan Engineering College**, scheduled to be held on **22<sup>nd</sup> May' 2024 at 12:00 noon** in the **Board Room, Second Floor**.

#### **Agenda of the Meeting:**

1. Formal welcome and opening remarks
2. Formation of Vision, Mission and Objectives of the Institute.
3. Design Strategic Plan
4. Identify SWOC of the Institute and Core Values of the Institute..
5. Constitution of the IQAC
6. Implementation of Performance Based Appraisal System ( PBAS)
7. Any other matter with the prior permission of the Chairperson

Your presence and valuable inputs in the meeting will be highly appreciated

Yours faithfully,

**Dr. S. M. Ganeshari**  
(IQAC-Chairman)



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Date : 15<sup>th</sup> May, 2024

	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Chairman (Head of Institution)	Dr. S. M. Ganachari	
2.	Teacher Representative (seven)		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
2.2	Teacher Representative(2)	Dr. Mily Jashank	
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5.2	Nominee from Student	Ms. Ishika Mehta (F.E.CO)	
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22<sup>nd</sup> May, 2024

### **Minutes of meeting**

#### **1. Formal welcome and opening remarks**

Hon. Chairman, Dr. S.M. Ganeshari, extended a warm welcome to all the committee members and Hon'ble CEO, Mr. Rajesh, and briefly outlined the purpose and objectives of the meeting.

#### **2. Formation of Vision, Mission and Objectives of the Institute and the Department.**

- Hon. Chairman, Dr. S.M. Ganeshari, emphasized the significance of well-defined vision and mission statements, along with well-articulated objectives for both the Institute and its academic programs. He stated that these statements reflect the institution's core values and strategic direction. Dr.S.M. Ganeshari sir further stressed the importance of formulating these statements with greater precision through consultation with the management and relevant stakeholders.
- Members deliberated on framing Vision, Mission, and Objectives (VMO) in alignment with the Institute's long-term strategy.
- Draft statements on Vision (excellence in education and research), Mission (quality teaching, innovation, ethics, social responsibility), and Objectives (academic excellence, research, student development, industry linkage) were discussed.
- A drafting committee was formed which includes Principal, all head of the departments and stakeholders.
- A drafting Committee shall prepare the Vision, Mission and Objectives and circulate for stakeholder feedback.
- Final draft to be presented in next meeting for approval.
- Hon. Chairman, Dr. S.M. Ganeshari also mentioned that all head of Department shall prepare departmental Vision, Mission, and Objectives (VMO) in alignment with the Institute's Vision, Mission, and Objectives (VMO)

#### **3. Design Strategic Plan of the Institute.**

- Hon. Chairman, Dr. S.M. Ganeshari, emphasized the need for a well-structured **Strategic Plan** to guide the Institute's growth in academics, research, infrastructure, and community engagement.
- Members deliberated on key focus areas for the Strategic Plan, including:
  - Long-Term Strategic Goals (2024–2032)
  - Short-Term Strategic Plans (2024–2028) as below
    - a. Enhancing Institutional Status
    - b. Strengthening Governance
    - c. Leadership Development
    - d. Physical Infrastructure Development
    - e. Advancing Teaching-Learning Resources



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- f. Faculty Retention and Welfare
- g. Research, Development, and Consultancy
- h. Global Collaborations and MoUs
- i. Enhancing Industry Collaboration
- j. Placement, Entrepreneurship, and Incubation
- k. Alumni Engagement

- All members agreed to prepare a draft document combining the Strategic Plan with short and long-term goals.
- A Committee was formed under the leadership of Mrs. Nehal Muchhala, HOD of Mechanical Department to design Strategic Plan of the Institute.
- The Committee will prepare a draft will be circulated to all stakeholders for feedback before final approval in the next meeting.

#### **4. Identify SWOC and Core Values of the Institute.**

- Hon. Chairman, Dr. S.M. Ganeshari highlighted the importance of conducting a **SWOC analysis** to assess the Institute's internal and external position.
- Members discussed:
  - **Strengths:** Competent faculty, good academic practices, strong student performance.
  - **Weaknesses:** Limited research output, infrastructure gaps, lesser international exposure.
  - **Opportunities:** Industry collaborations, new programs, focus on innovation and research.
  - **Challenges:** Increasing competition, evolving technologies, regulatory constraints.

Core Values essential to guide institutional growths were also deliberated. Suggested values:

- **Integrity,**
- **Excellence,**
- **Innovation,**
- **Inclusivity,**
- **Sustainability, and**
- **Social Commitment.**

- A **SWOC Committee** was constituted under the leadership of Hon. Chairman and Principal, Dr. S.M. Ganeshari.
- The Committee will prepare a draft report on SWOC and Core Values in line with the Vision and Mission of the Institute.
- The draft will be circulated to all stakeholders for feedback before final approval in the next meeting.

#### **5. Constitution of the IQAC**

Hon. Chairman, Dr. S.M. Ganeshari, highlighted the significance of establishing the Internal Quality Assurance Cell (IQAC) in the institution, emphasizing that its formation is



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mandatory. IQAC plays a crucial role in fostering a culture of quality, ensuring coordination among various institutional activities, and driving continuous improvement. Additionally, IQAC is responsible for preparing the Annual Quality Assurance Report (AQAR) in alignment with the standards and parameters set by NAAC.

Hon. Chairman, Dr. S.M. Ganachari, announced Mrs. Pratibha S. Lotlikar as IQAC Co-ordinator, all members unanimously agreed for the appointment of IQAC Co-ordinator.

### **6. Implementation of Performance Based Appraisal System ( PBAS)**

- Hon. Chairman, Dr. S.M. Ganachari, stressed the need to introduce a Performance Based Appraisal System (PBAS) to ensure fairness, transparency, and accountability in evaluating faculty and staff performance.

Members discussed the parameters of evaluation, which would include:

- Teaching-learning and student feedback.
- Research publications, projects, and consultancy.
- Participation in seminars, workshops, FDPs, and conferences.
- Contributions to administrative, extension, and co-curricular activities.
- The importance of aligning PBAS with UGC/AICTE guidelines and institutional policies was emphasized.
- Members agreed that PBAS will be linked to annual increments, promotions, and recognition of meritorious work.
- A need was identified for a standardized format of PBAS to be circulated among faculty for uniform reporting.
- A PBAS Committee was formed under the leadership of Mrs. Suwarna Thakre to design and implement the system.
- The Committee will prepare a PBAS proforma in line with UGC/AICTE regulations.
- The PBAS system will be implemented from the Academic Year 2024-25 after final approval in the next meeting.

### **7. Any other matter with the prior permission of the Chairperson.**

No additional matters were raised during the meeting. The meeting concluded on a positive and constructive note.

**Dr. S. M. Ganachari**  
**Chairman**  
**Internal Quality Assurance Cell**



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Date: 22<sup>nd</sup> May' 2024

### List of IQAC Members Present for the Meeting

	Description	Names	Signature
A	Special invitee	Mr. Rajesh Singh, Hon. CEO, ZSCT's Thakur Shyamnarayan Engineering College	
1	Hon. Chairman (Head of Institution)	Dr. S. M. Ganeshari	
2.	Teacher Representative (seven)		
2.1	Teacher Representative(1)	Mrs. Nehal Muchhala	
2.2	Teacher Representative(2)	Dr. Mily Jashank	
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7	One of the Senior teachers as the Coordinator/Director of the IQAC	Mrs. Pratibha Lotlikar	



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Date : 15<sup>th</sup> May, 2024

### Notice for IQAC meeting

Respected Sir/Madam,

You are kindly requested to attend the upcoming Internal Quality Assurance Cell (IQAC) meeting of Thakur Shyamnarayan Engineering College, scheduled to be held on 22<sup>nd</sup> May' 2024 at 12:00 noon in the Board Room, Second Floor.

#### Agenda of the Meeting:

1. Formal welcome and opening remarks
2. Formation of Vision, Mission and Objectives of the Institute.
3. Design Strategic Plan
4. Identify SWOC of the Institute and Core Values of the Institute..
5. Constitution of the IQAC
6. Implementation of Performance Based Appraisal System ( PBAS)
7. Any other matter with the prior permission of the Chairperson

Your presence and valuable inputs in the meeting will be highly appreciated

Yours faithfully,

Dr. S. M. Ganeshari  
(IQAC-Chairman)



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22<sup>nd</sup> May, 2024

### Minutes of meeting

#### 1. Formal welcome and opening remarks

Hon. Chairman, Dr. S.M. Ganeshari, extended a warm welcome to all the committee members and Hon'ble CEO, Mr. Rajesh, and briefly outlined the purpose and objectives of the meeting.

#### 2. Formation of Vision, Mission and Objectives of the Institute and the Department.

- Hon. Chairman, Dr. S.M. Ganeshari, emphasized the significance of well-defined vision and mission statements, along with well-articulated objectives for both the Institute and its academic programs. He stated that these statements reflect the institution's core values and strategic direction. Dr.S.M. Ganeshari sir further stressed the importance of formulating these statements with greater precision through consultation with the management and relevant stakeholders.
- Members deliberated on framing Vision, Mission, and Objectives (VMO) in alignment with the Institute's long-term strategy.
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- All members agreed to prepare a draft document combining the Strategic Plan with short and long-term goals.
- A Committee was formed under the leadership of Mrs. Nehal Muchhala, HOD of Mechanical Department to design Strategic Plan of the Institute.
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### **7. Any other matter with the prior permission of the Chairperson.**

No additional matters were raised during the meeting. The meeting concluded on a positive and constructive note.

  
**Dr. S. M. Ganachari**  
**Chairman**  
**Internal Quality Assurance Cell**



Est'd in 2024

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Date: 22<sup>nd</sup> May' 2024

**List of IQAC Members Present for the Meeting**

	Description	Names	Signature
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ISO 9001:2015 Certified Institute | DTE Code - 03143 | UOM Code - 1286*

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Mob. : 8828888840 / 9833463489 | Tel.: 2854 2481 / 2854 3540 / 2854 7707 / 022 6775 6300 / 301 / 302 / 303 | Email : tsec@thakureducation.org

Date : 24<sup>th</sup> March 2026

Ref. No.: TSEC/IQAC/1221/25-26

To,  
Dr B.K. Mishra  
Thakur college of engineering and technology  
Principal

Sub.: **Invitation for IQAC Meeting for Academic Year 2025-26.**

Respected Sir

The undersigned is pleased to invite you for the meeting of IQAC (Internal Quality Assurance Cell) of Thakur Shyamnarayan Engineering College, on Second Floor, Board Room, on 27<sup>th</sup> March 2026 at 11.00 am.

You are requested to make it convenient to attend the same.

### **Agenda for the Meeting:**

1. Welcome and Opening Remarks by the Chairperson.
2. Review of Previous Meeting Minutes and Action Taken Report.
3. Academic Planning for the Upcoming Year.
4. Faculty Development Initiatives for the Upcoming Year.
5. Research, Innovation, and Consultancy Activities.
6. ISO- Recertification Audit.
7. Review of Feedback.
8. Infrastructure and Learning Resources.
9. Review of Placement and Training Activities.
10. Budget and Resource Allocation.
11. Any Other Point with the Permission of the Chair.
12. Vote of Thanks.

We look forward to your valuable presence and guidance.

Thanking you.

With Regards,

**Dr. S. M. Ganeshari**  
Principal



Zagdu Singh Charitable Trust's (Regd.)

## THAKUR SHYAMNARAYAN ENGINEERING COLLEGE

Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE), and Government of Maharashtra (GoM)

ISO 9001:2015 Certified Institute | DTE Code - 03143 | UOM Code - 1286

Thakur Complex, Kandivali (East), Mumbai - 400 101.

Mob. : 8828888840 / 9833463489 | Tel.: 2854 2481 / 2854 3540 / 2854 7707 / 022 6775 6300 / 301 / 302 / 303 | Email : tsec@thakureducation.org

Website : www.tsecmumbai.org

Ref. No.: TSEC/IQAC/1224/25-26

Date : 24<sup>th</sup> March 2026

To,  
Mr. Sandeep Raut  
"Country Head"- India  
WD Bearing Group

**Sub.: Invitation for IQAC Meeting for Academic Year 2025-26.**

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With Regards,

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Principal



Zagdu Singh Charitable Trust's (Regd.)

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Thakur Complex, Kandivali (East), Mumbai - 400 101.  
Mob. : 8828888840 / 9833463489 | Tel.: 2854 2481 / 2854 3540 / 2854 7707 / 022 6775 6300 / 301 / 302 / 303 | Email : tsec@thakureducation.org

Date : 24<sup>th</sup> March 2026

Ref. No.: TSEC/IQAC/1223/25-26

To,  
Mr. Shankar Rane

Sub.: **Invitation for IQAC Meeting for Academic Year 2025-26.**

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Principal



Zagdu Singh Charitable Trust's (Regd.)

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Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE), and Government of Maharashtra (GoM)  
ISO 9001:2015 Certified Institute | DTL Code: 03113 | UOM Code: 1186

Thakur Complex, Kandivali (East), Mumbai - 400 101.  
Mob.: 8828888840 / 9833463489 | Tel.: 2854 2481 / 2854 3540 / 2854 7707 / 022 6775 6300 / 301 / 302 / 303 | Email: tsec@thakureducation

Website: www.tsec.edu

Date : 24<sup>th</sup> March 2026

Ref. No.: TSEC/IQAC/1224/25-26

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"Country Head"- India  
WD Bearing Group

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With Regards,

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Principal



Zagdu Singh Charitable Trust's (Regd.)

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Date : 24<sup>th</sup> March 2026

Ref. No.: TSEC/IQAC/1223/25-26

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Mr. Shankar Rane

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With Regards,

**Dr. S. M. Ganeshari**  
Principal



Zagdu Singh Charitable Trust's (Regd.)

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Website: www.thakureducation.org

Date : 24<sup>th</sup> March 2026

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Thakur college of engineering and technology  
Principal

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With Regards,

  
Dr. S. M. Ganachari  
Principal

**THAKUR SHYAMNARAYAN ENGINEERING COLLEGE**

Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE) and Government of Maharashtra (G.O.)

Thakur Complex, Kandivli (East) Mumbai - 400 101  
Mob. 9822636200 / 9833463489 Tel. 2854 2481 / 2854 3540 / 2854 1101 / 2854 1550 / 2854 1101 / 2854 1101Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/286/25-26

To,  
Mr. B. A. Damahe  
Head – CTEA Madh Corporate Training Technical,  
Larsen & Toubro Ltd.

**Sub.: Invitation for IQAC Meeting for Academic Year 2025-26.**

Respected Sir,


The undersigned is pleased to invite you for the meeting of IQAC for Thakur Shyamnarayan Engineering College, on Second Floor, Board Room, on Wednesday, 15<sup>th</sup> October 2025 at 9.30 am.

You are requested to make it convenient to attend the same. The Following Members constitute the IQAC Committee:-

Sr.No.	Names	Designation	Position
1	Hon. Mr. Rajesh Singh	CEO, ZSCT's Thakur Shyamnarayan Engineering College	Special invitee
2	Dr. S. M. Ganachari	Principal, TPOLY & TSEC	Chairperson (Head of Institution) (Principal)
3	Mrs. Nehal Muchhala	HOD, ME Department Assistant Professor	Teacher Representative
4	Dr. Mily Jashank	FE Coordinator, Assistant Professor	Teacher Representative
5	Dr. Nirmala Kamble	HOD, CSE- AIML Departmen, Assistant Professor	Teacher Representative
6	Mr. Ganesh Akoliya	HOD, ECE Department Assistant Professor	Teacher Representative
7	Ms. Vaishali Rane	HOD, CO Department Assistant Professor	Teacher Representative
8	Mrs. Suvarna Thakre	HOD, IT Department Assistant Professor	Teacher Representative
9	Mr. Sharad Yenkar	Controllor of Examination Assistant Professor	Teacher Representative
10	Dr. B K Mishra	Principal, TCET	Member from the Management
11	Mrs. Sarita Singh	Office Supritendent	Senior Administrative officer
12	Mr. Akhilesh Singh	Senior. Clerk	Senior Administrative officer
13	Mr. Shankar Rane	Social Worker	Nominee from Society
14	Ms. Ishika Mehta	Student, SE-CO	Nominee from Student
15	Mr. Sandeep Raüt	"Country Head"- India WD Bearing Group	Nominee from Employers
16	Mr. B. A. Damahe.	Head – CTEA Madh Corporate Training Technical, Larsen & Toubro Ltd.,	Nominee from Industrialists
17	Mr. Dhananjay Singh	Parent-ECE	Nominee from Stakeholders
18	Mrs. Pratibha Lotlikar	Assistant Professor	Coordinator of IQAC

Agenda for the Meeting is enclosed herewith.

With Regards,

  
Dr. S. M. Ganachari  
Principal – TSEC  
Encl: Agenda Copy

  
B. A. Damahe  
14/10

o/c



*Thakur Shyam Narayan Trust's (a/k/a)*

**THAKUR SHYAMNARAYAN ENGINEERING COLLEGE**

*Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE) and Government of Maharashtra (1978)*

*Thakur Complex, Landesh (East), Mumbai - 400 101*

*Mob. 9829882840 / 9833483489 Tel. 2854 2681 / 2854 3540 / 2854 2707 / 6675 6300 / 301 / 302 / 303 Email: nec@thakurtrust.org*

Website: [www.tsecmumbai.in](http://www.tsecmumbai.in)

**Agenda for IQAC meeting on 15<sup>th</sup> October 2025:**

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7. Review Institutional Strategy and Long-Term Planning
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11. Vote of Thanks.



Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/287/25-26

To,  
Mr. Sandeep Raut  
"Country Head"- India  
WD Bearing Group

Sub.: Invitation for IQAC Meeting for Academic Year 2025-26.

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18	Mrs. Pratibha Lotlikar	Assistant Professor	Coordinator of IQAC

Agenda for the Meeting is enclosed herewith.

With Regards,

  
Dr. S. M. Ganeshari  
Principal - TSEC





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Thakur Shyam Narayan Engineering College

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Thakur Complex, Bandra (East), Mumbai - 400 101  
Main: 267000000 / 0223467400 Fax: 2654 2481 / 2654 3540 / 2654 1101 / 6435 6700 / 301 / 302 / 303 Email: [thakur@tsec.edu.in](mailto:thakur@tsec.edu.in)

Encl: Agenda Copy

**Agenda for IQAC meeting on 15<sup>th</sup> October 2025:**

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Thakur Complex, Kandivli (East), Mumbai - 400 101  
Phone: 022-25447000/25447001/25447002/25447003/25447004/25447005/25447006/25447007/25447008/25447009/25447010/25447011/25447012/25447013/25447014/25447015/25447016/25447017/25447018/25447019/25447020/25447021/25447022/25447023/25447024/25447025/25447026/25447027/25447028/25447029/25447030/25447031/25447032/25447033/25447034/25447035/25447036/25447037/25447038/25447039/25447040/25447041/25447042/25447043/25447044/25447045/25447046/25447047/25447048/25447049/25447050/25447051/25447052/25447053/25447054/25447055/25447056/25447057/25447058/25447059/25447060/25447061/25447062/25447063/25447064/25447065/25447066/25447067/25447068/25447069/25447070/25447071/25447072/25447073/25447074/25447075/25447076/25447077/25447078/25447079/25447080/25447081/25447082/25447083/25447084/25447085/25447086/25447087/25447088/25447089/25447090/25447091/25447092/25447093/25447094/25447095/25447096/25447097/25447098/25447099/25447100

Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/288/25-26

To,  
Dr. B K Mishra  
Principal, TCET

Sub.: Invitation for IOAC Meeting for Academic Year 2025-26.

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Agenda for the Meeting is enclosed herewith.

With Regards,

  
Dr. S. M. Ganeshari  
Principal - TSEC

Encl: Agenda Copy



Website: www.tsec.org

Dr. Late Smt. Charitable Trust's (A Regd.)  
**THAKUR SHYAMNARAYAN ENGINEERING COLLEGE**

Affiliated to University of Mumbai, Approved by All India Council of Technical Education (AICTE) and Government of Maharashtra (G.O. No. 101)

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MOB. 9822000000 / 9822000000 Tel: 2854 2481 / 2854 3540 / 2854 7707 / 6475 6700 / 301 / 302 / 303 Email: tsec@thakurshyamnarayan.com

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Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/289-A/25-26

To,  
Mr. Dhananjay Singh

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Agenda for the Meeting is enclosed herewith.

With Regards,

Dr. S. M. Ganachari  
Principal - TSEC

Encl: Agenda Copy



Thakur Shyam Narayan Trust (a Regd.)

**THAKUR SHYAMNARAYAN ENGINEERING COLLEGE**

Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE) and Government of Maharashtra (G.M.)

Thakur Complex, Kandivli (East), Mumbai - 400 101

Web : 022268888 / 0222683483 Tel : 2654 2481 / 2654 1501 / 2654 2207 / 6675 6300 / 2654 2021 / 2654 2011 Email : tsec@subrahmanyan.com

Website : www.tsec.edu

**Agenda for IQAC meeting on 15<sup>th</sup> October 2025:**

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Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/289-B/25-26

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15	Mr. Sandeep Raut	"Country Head"- India WD Bearing Group	Nominee from Employers
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17	Mr. Dhananjay Singh	Parent-ECE	Nominee from Stakeholders
18	Mrs. Pratibha Lotlikar	Assistant Professor	Coordinator of IQAC

Agenda for the Meeting is enclosed herewith.

With Regards,

Dr. S. M. Ganachari  
Principal - TSEC

Encl: Agenda Copy



Shri. Shri. Charitable Trust's (Regd.)

**THAKUR SHYAMNARAYAN ENGINEERING COLLEGE**

Affiliated to University of Mumbai, Approved by All India Council for Technical Education (AICTE) and Government of Maharashtra (1974)

Thakur Complex, Bandra East, Mumbai - 400 051  
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Website: [www.tsec.edu.in](http://www.tsec.edu.in)

**Agenda for IQAC meeting on 15<sup>th</sup> October 2025:**

1. Welcome and Opening Remarks by the Chairperson..
2. Review of Previous Meeting Minutes and Action Taken Report.
3. Infrastructure Development and Enhancement.
4. Fundraising Strategies and Grant Opportunities.
5. Partnerships and Collaborations with Industry.
6. Student Growth, Training, and Development Initiatives
7. Review Institutional Strategy and Long-Term Planning
8. Overview of Teaching Learning process as per UGC and State Government guidelines.
9. Review of examination activities.
10. Any Other Point with the Permission of the Chair
11. Vote of Thanks.



*Thakur Singh Charitable Trust's (Regd.)*

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Website : [www.tsecmumbai.in](http://www.tsecmumbai.in)

Date 15<sup>th</sup> October' 2025

## **AGENDA FOR IQAC/CDC/IAB/DAB MEETING**

1. Welcome and Opening Remarks by the Chairperson.
2. Review of Previous Meeting Minutes and Action Taken Report.
3. Infrastructure Development and Enhancement.
4. Fundraising Strategies and Grant Opportunities.
5. Strengthening III, Partnerships and Collaborations with Industry.
6. Discussion on research innovation and consultancy activities.
7. Quality assurance and accreditation process.
8. Overview of Teaching Learning process as per UGC and State Government guidelines.
9. Faculty and staff development program.
10. Student development, internship, placement and entrepreneurship related activities.
11. Review Institutional Strategy and Long-Term Planning
12. Review of examination activities.
13. Monitoring and Review of Institutional Performance
14. Any Other Point with the Permission of the Chair
15. Vote of Thanks.





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15. Vote of Thanks.



Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/289-A/25-26

To,  
Mr. Dhananjay Singh

Sub.: Invitation for IQAC Meeting for Academic Year 2025-26.

Respected Sir,

The undersigned is pleased to invite you for the meeting of IQAC for Thakur Shyamnarayan Engineering College, on Second Floor, Board Room, on Wednesday, 15<sup>th</sup> October 2025 at 9.30 am.

You are requested to make it convenient to attend the same. The Following Members constitute the IQAC Committee:-

Sr.No.	Names	Designation	Position
1	Hon. Mr. Rajesh Singh	CEO, ZSCT's Thakur Shyamnarayan Engineering College	Special invitee
2	Dr. S. M. Ganeshari	Principal, TPOLY & TSEC	Chairperson (Head of Institution) (Principal)
3	Mrs. Nehal Muchhala	HOD, ME Department Assistant Professor	Teacher Representative
4	Dr. Mily Jashank	FE Coordinator, Assistant Professor	Teacher Representative
5	Dr. Nirmala Kamble	HOD, CSE- AIML Departmen, Assistant Professor	Teacher Representative
6	Mr. Ganesh Akoliya	HOD, ECE Department Assistant Professor	Teacher Representative
7	Ms. Vaishali Rane	HOD, CO Department Assistant Professor	Teacher Representative
8	Mrs. Suvarna Thakre	HOD, IT Department Assistant Professor	Teacher Representative
9	Mr. Sharad Yenkar	Controller of Examination Assistant Professor	Teacher Representative
10	Dr. B K Mishra	Principal, TCET	Member from the Management
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18	Mrs. Pratibha Lotlikar	Assistant Professor	Coordinator of IQAC

Agenda for the Meeting is enclosed herewith.

With Regards,

Dr. S. M. Ganeshari  
Principal – TSEC

Encl: Agenda Copy



Thakur Shyam Narayan Engineering College (Autonomous)

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11. Vote of Thanks.



Langhe & Singh Charitable Trust's (a Regd.)  
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Website : www.tsecmumbai.in

Date : 11<sup>th</sup> October 2025

Ref. No.: TSEC/IQAC/289-B/25-26

To,  
Mr. Shankar Rane

Sub.: Invitation for IQAC Meeting for Academic Year 2025-26.

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With Regards,

  
Dr. S. M. Ganachari  
Principal – TSEC

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*Yashwantrao Chavan Charitable Trust's (Regd.)*

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