



### IQAC QUALITY INITIATIVES (2025-26)

Sr. No.	Date	Content	Page no.
1	02/06/2025 to 05/06/2025	Faculty Induction Program	01
2	11/06/2025	Workshop on Smartboard Training Session	05
3	12/06/2025	Seminar on Personal & Professional Development - New Age Requirements for Teachers	08
4	05/07/2025	Workshop on NEP 2020 Sensitization	11
5	18/08/2025 & 19/08/2025	Second Year Student Orientation on Field Project	14
6	17/10/2025	Term-I End Meeting	18
7	30/10/2025 to 04/11/2025	Departmental Review Meeting	24
8	06/12/2025	Workshop on How to Teach Specially Abled Students	29
9	12/01/2026	ISO Surveillance Audit	32
10	28/01/2026	Seminar on Wellness & Well-Being	55
11	31/01/2026	Academic & Administrative Audit (2024-25)	58
12	06/04/2026 to 08/04/2026	Management Development Program on Stress Management	87
13	24/03/2026 to 13/04/2026	Individual Review Meeting	90
14	25/04/2026	Year-End Meeting	100

# **Faculty Induction Program**



TRCAC/DC/IQAC/001/2025-26

Date: 24/05/2025

**NOTICE  
(DC)**

**Faculty Induction Program**

All faculty members of TRCAC are hereby informed that an **Faculty Induction Program** has been organized by IQAC. The detailed schedule for the same is attached herewith. Reporting time for all is 07:15 am.

**The details are as follows:**

**Date: Monday, 2 June, 2025 to Thursday, 5 June, 2025**

**Session Timings: 07:30 a.m. to 10:00 a.m.**

**Venue: Seminar Hall & Room no 404**

Day & Date	Particulars	Resource Person
Monday, June 2, 2025	Spirituality at Workplace	Abhijit Kripa Das
Tuesday, June 3, 2025	Holistic Wellbeing for Educators	Ms. Madhurima Mazumdar
Wednesday, June 4, 2025	Meditation	Ms. Kalyani Shah
Thursday, June 5, 2025	Music Therapy	Mr. Roshan Mansukhani

  
**Mr. Vaqar Bubere**  
IQAC Coordinator



  
**Dr. Sumathi Rajkumar**  
Principal



**Faculty Induction Program (2025-26)**

**Day-1: Monday, 2 June, 2025**

Timing	Sessions	Venue
07:30 am to 09:00 am	Spirituality at Workplace	Seminar Hall
09:05 am to 09:15 am	Address by the Principal	Room no: 404
09:15 am to 09:45 am	Teaching-Learning Process	
09:45 am to 10:15 am	Examination Process	
10:15 am to 10:45 am	College Infrastructural Visit	

**Day-2: Tuesday, 3 June, 2025**

Timing	Sessions	Venue
07:30 am to 09:00 am	Holistic Wellbeing for Educators	Seminar Hall
09:05 am to 09:15 am	Address by Vice-Principal	Room no: 404
09:15 am to 09:30 am	RDC	
09:30 am to 09:45 am	WDC	
09:45 am to 10:00 am	Placement & Internship	
10:00 am to 10:15 am	Training & Higher Education	

**Day-3: Wednesday, 4 June, 2025**

Timing	Sessions	Venue
07:30 am to 09:00 am	Meditation Session	Seminar Hall
09:05 am to 09:15 am	Address by IQAC Coordinator	Room no: 404
09:15 am to 09:30 am-10.15	Cultural Committee	
09:30 am to 09:45 am-10.30	Sports Committee	
09:45 am to 10:00 am-10.45	NSS	
10:00 am to 10:15 am-11.00	EDC	

**Day-4: Thursday, 5 June, 2025**

Timing	Sessions	Venue
07:30 am to 09:00 am	Music Therapy	Seminar Hall
09:05 am to 09:15 am-10.30	TRCAC – Socials	Room no: 404
09:15 am to 09:30 am-10:45	Nature Club	
09:30 am to 09:45 am-11:00	Literary Club	
09:45 am to 10:00 am-11:15	Library	
10:00 am to 10:15 am	Induction Form & Committee Selection process	





TRCAC/IP/06/FRM/07

Revision: A

## REPORT ON Faculty Induction Program

**Organised By: IQAC**  
**Date: 2nd June, 2025 to 5th June, 2025**  
**Time: 7:30 a.m to 10:00 a.m**  
**Venue: Seminar Hall & Room no 404**

### BRIEF INTRODUCTION

The Faculty Induction Program empowers new educators with essential pedagogical skills, professional ethics, and institutional orientation to enhance teaching effectiveness and holistic development.

### OBJECTIVES OF EVENT

The main objectives behind the induction held was

- Focus on the emotional, mental, and physical well-being of educators.
- Enhance physical, mental, and emotional wellness to ensure a balanced lifestyle.
- Equip faculty with techniques to improve focus, reduce anxiety, and maintain mental clarity.
- Foster creative healing, reduce stress, and boost positivity among educators

### DETAILS OF PARTICIPANTS: 47 faculty members

### OUTCOME

- Enhanced wellbeing through mindfulness, music, and holistic wellness practices.
- Value-based teaching is enriched with ethics, empathy, and spiritual purpose.



  
**Mr. Vaqar Bubure**  
 IQAC Coordinator



  
**Dr. Sumathi Rajkumar**  
 Principal

# **Workshop on Smartboard Training Session**



TRCAC/DC/IQAC/002/2025-26

Date: 06/06/2025

**NOTICE**  
**(DC)**

**Workshop on Smartboard Training Session**

All faculty members of TRCAC are hereby informed that a **Workshop on Smartboard Training Session** has been organized by IQAC. The detailed schedule for the same is attached herewith. Reporting time for all is 10:45 am.

**The details are as follows:**

**Date: Wednesday, 11 June, 2025**

**Session Timings: 11:00 a.m. to 12:30 p.m.**

**Venue: Room no 404**

**Smartboard Trainer: Mr. Harjeet Laungin, Cybernetyx**

**Mr. Hardev Singh, Cybernetyx**

  
**Mr. Vaqar Bubere**  
**IQAC Coordinator**



  
**Dr. Sumathi Rajkumar**  
**Principal**



TRCAC/IP/06/FRM/07

Revision: A

## REPORT ON Workshop on Smartboard Training Session

**Organised By: IQAC**  
**Date: 11th June, 2025**  
**Time: 11:00 a.m. to 12:30 p.m.**  
**Venue: Seminar Hall & Room no 404**

### BRIEF INTRODUCTION

This workshop introduces faculty to Smartboard technology, enhancing teaching methods through interactive tools for effective, engaging, and modern classroom experiences.

### OBJECTIVES OF EVENT

The main objectives behind the induction held was

- To familiarize faculty with the features and functions of Smartboard technology.
- To demonstrate practical classroom applications for interactive teaching.
- To enhance digital teaching skills for improved student engagement.

### DETAILS OF PARTICIPANTS: 41 faculty members

### OUTCOME

- Faculty will confidently operate and navigate Smartboard tools.
- Participants will design interactive lessons using Smartboard features.
- Improved classroom engagement through the integration of Smartboard technology.



  
Mr. Vaqar Bubure  
IQAC Coordinator



  
Dr. Sumathi Rajkumar  
Principal

**Seminar on Personal &  
Professional Development  
New Age Requirements  
for Teachers**



TRCAC/DC/IQAC/002/2025-26

Date: 09/06/2025

**NOTICE**  
**(DC)**

All faculty members of TRCAC are hereby informed that a seminar has been organized by the IQAC on "Personal & Professional Development - New Age Requirements for Teachers". The detailed schedule for the same is attached herewith. All faculty members will report to the venue 15 minutes before the start of the session.

The details are as follows:

**Date:** Thursday, 12 June, 2025

**Session Timings:** 11:00 a.m. to 12:30 p.m.

**Venue:** Room no 804

**Resource person:** Dr. Joyee Chatterjee

**Mr. Vaqar Bubere**  
IQAC Coordinator



**Dr. Sumathi Rajkumar**  
Principal

TRCAC/IP/06/FRM/07

Revision: A

## REPORT ON

### Personal & Professional Development - New Age Requirements for Teachers

Organised By: IQAC

Date: 12th June, 2025

Time: 11:00 a.m. to 12:30 p.m.

Venue: Room no 804

#### BRIEF INTRODUCTION

This seminar explores evolving personal and professional growth needs for teachers, equipping them with skills, mindsets, and strategies essential in today's dynamic educational landscape.

#### OBJECTIVES OF EVENT

The main objectives behind the induction held was

- To understand the evolving roles and expectations of teachers in the 21st century.
- To enhance self-awareness, emotional intelligence, and communication skills for effective teaching.
- To equip teachers with strategies for continuous personal and professional growth.

#### DETAILS OF PARTICIPANTS: 39 faculty members


#### OUTCOME

- Improved understanding of modern competencies required for effective teaching.
- Adoption of practical tools for ongoing self-improvement and career development.
- Enhanced ability to balance personal well-being with professional responsibilities.



  
Mr. Vaqar Bubure  
IQAC Coordinator



  
Dr. Sumathi Rajkumar  
Principal

# **Workshop on NEP 2020 Sensitization**



TRCAC/DC/IQAC/004/2025-26

Date: 30/06/2025

**NOTICE**  
**(DC)**

**NEP - 2020 Sensitization Workshop**

All faculty members of TRCAC are hereby informed that an "NEP - 2020 Sensitization Workshop" has been organized by NEP Cell in collaboration with IQAC.

Attendance of all the faculty members are mandatory.

The details are as follows:

Speaker: NEP Cell

Day & Date: Saturday, 5th July, 2025

Session Timings: 1:00 p.m. to 2:00 p.m.

Venue: 204

**Dr. Neha Goel**  
Chairperson, NEP Cell  
(Vice-Principal)



**Dr. Sumathi Raikumar**  
Principal



Thakur Educational Trusts (Regd.)

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Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 066  
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TRCAC/IP/06/FRM/07

Revision: A

## REPORT ON NEP - 2020 Sensitization Workshop

Organised By: NEP Cell in collaboration with IQAC

Date: 5th July, 2025

Time: 01:00 pm to 02:00 pm

Venue: Room no 204

### BRIEF INTRODUCTION

This session aims to sensitize faculty members about NEP 2020, highlighting its key reforms, objectives, and the role of educators in effective implementation.

### OBJECTIVES OF EVENT

The main objectives behind the induction held was

- To familiarize faculty with the core principles and vision of NEP-2020.
- To highlight the structural and curricular changes impacting higher education.
- To encourage faculty participation in effective NEP implementation at the institutional level.

### DETAILS OF PARTICIPANTS: 46

### OUTCOME

- Faculty gain clarity on NEP-2020 policies and institutional expectations.
- Faculty become proactive contributors to curriculum and academic reforms.
- Increased readiness to align teaching methods with NEP goals.



Dr. Neha Goel  
Chairperson, NEP Cell



Dr. Sumathi Rajkumar  
Principal

**Second Year Student  
Orientation on Field  
Project**



Thakur Educational Trusts (Group)

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Tel: 022-2828-1300 | Fax: 022-2828-1300 | www.iracac.org.in

TRCAC/DC/IQAC/006/2025-26

Date: 12/08/2025

**NOTICE  
(DC)**

**Field Project Committee**

A **Field Project Committee** has been constituted to plan, coordinate, and monitor the execution of field projects for the current academic year.

The committee members are as follows:

Sr. No.	Name	Designation
1	Dr. Neha Goel	Vice Principal HOD (Commerce), Chairperson, NEP Cell.
2	Mr. Sandeep Kamble	HoD (Science)
3	Ms. Ranjani Mishra	HoD (Arts)
4	Mr. Prashant Kamble	BAMMC Coordinator
5	Ms. Nisha Kekan	B.Com Coordinator
6	Ms. Daksha Chaudhary	B.Com (A&F) Coordinator
7	Ms. Nikita Singh	B.Com (M.S.) Coordinator
8	Mr. Raashid Shaikh	(B.Sc. I.T. & C.S.) Coordinator

**Roles & Responsibilities:**

- Plan the schedule, guidelines, and evaluation criteria for field projects
- Coordinate with faculty mentors and students for smooth execution
- Ensure timely submission of field project reports.
- Facilitate presentations and assessments as per the academic calendar.

*Neha Goel*  
Dr. Neha Goel  
Chairperson, NEP Cell  
(Vice-Principal)



*Sumathi*  
Dr. Sumathi Rajkumar  
Principal



TRC/AC/DC/IQAC/007/2025-26

Date: 13/08/2025

### NOTICE (DC)

An **Orientation Program** on the **Field Project** will be conducted **department-wise** to guide students about project objectives, methodology, university guidelines, and assessment criteria.

Tues

Details of the Orientation is given below;

Class	Day & Date	Time	Classroom
S.Y.B.A.	Monday, 18/08/2025	9:30 AM - 10:30 AM	504
S.Y.B.A.M.M.C.	Tuesday, 19/08/2025	9:30 AM - 10:30 AM	604
S.Y.B.Com (A) & (B)	Monday, 18/08/2025	9:30 AM - 10:30 AM	404
S.Y.B.Com (A&F)	Monday, 18/08/2025	8:00 AM - 9:00 AM	802
S.Y.B.Com (M.S.) (A)	Tuesday, 19/08/2025	9:30 AM - 10:30 AM	904
S.Y.B.Com (M.S.) (B)	Monday, 18/08/2025	9:30 AM - 10:30 AM	904
S.Y.B.Sc. I.T.	Monday, 18/08/2025	8:00 AM - 9:00 AM	204
S.Y.B.Sc. C.S.	Monday, 18/08/2025	9.30 AM - 10.30AM	304

The session will be conducted by the respective **Field Project Coordinators**. Attendance is **compulsory** for all students as the orientation will provide essential information required for successful completion of the Field Project.

  
Dr. Neha Goel  
Chairperson, NEP Cell  
(Vice-Principal)



  
Dr. Sumathi Rajkumar  
Principal

TRC/AC/06/FRM/07

Revision: A

## Second Year Field Project Orientation Program

### Brief Introduction

The NEP Cell of Thakur Rammurayan College of Arts & Commerce organised the S.Y. Field Project Orientation Programme on 18th & 19th August 2025 as per the University of Mumbai guidelines under NEP 2020. The programme aimed to familiarise students with the objectives, methodology, evaluation criteria, and structure of the Field Project. Students were oriented about project execution, group formation, topic selection, and faculty mentor allocation.

### Objective of the Activity

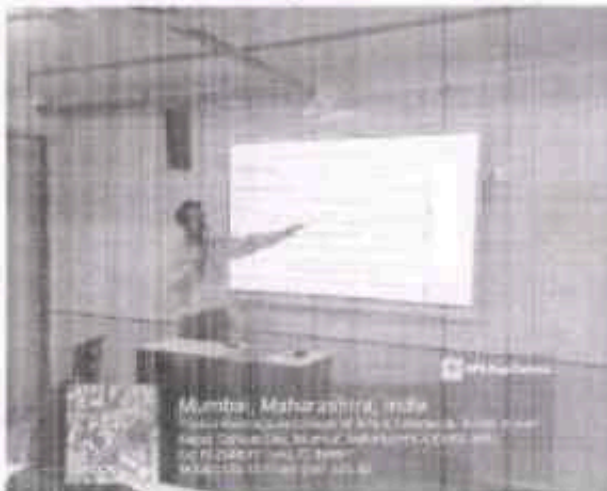
The objective of this programme was to provide clarity to undergraduate students regarding the University-mandated Field Project. The activity is intended to align classroom learning with real-world socio-economic contexts, encourage teamwork, and instill research aptitude, social awareness, and problem-solving skills among students.

### Total number of participants: 553

(BA – 53, BAMMC – 17, B.Com – 99, BAF – 77, BMS – 108, IT – 98, CS – 101)

### Outcome of the Event

The orientation enabled students to clearly understand the process of implementing their Field Projects, including topic allocation, mentor guidance, and evaluation structure. Students were grouped and assigned mentors to ensure effective supervision. The sessions also encouraged active participation, clarified doubts, and strengthened the foundation for smooth execution of projects across all programmes. The event successfully prepared students to undertake their projects with responsibility, collaboration, and alignment with NEP 2020 objectives.



*Neha Goel*  
Dr. Neha Goel  
Chairperson, NEP Cell  
Vice Principal



*Sumathi*  
Dr. Sumathi Rajkumar  
Principal

# **Term-I End Meeting**



TRCAC/DC/IQAC/008/2025-26

Date: 15/10/2025

**NOTICE**  
**(JC-DC)**

**Term-I End Meeting (2025-26)**

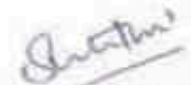
All Faculty Members are hereby informed that the **Term-I End Meeting (2025-26)** will be conducted by the Principal. Attendance for all faculty members is mandatory. The details for the same is given below:

**Date: Friday, 17 October, 2024**

**Timing: 12:30 pm onwards**

**Venue: Seminar Hall**

  
Dr. Neha Goel  
Vice-Principal

  
Dr. Sumathi Rajkumar  
Principal





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TRCAC/MP/07/FRM/01

Faculty/Staff Attendance

Rev: A

Programme: Term I End Staff Meeting

Date: 17/10/2025

Time: 12:30 pm

Sr. No.	Name	Designation	Signature
1.	Dr. Neha Gode	Vice-Principal	
2.	Ms. Jayali Pesuna	Asst Teacher	
3.	Sharnita B. Sewi	ASST Teacher	
4.	RASHMI MIEMRA	Asst Teacher	
5.	Ms Asma Khan	Asst Teacher	
6.	Ms. Jami Rathod	Asst. Teacher	
7.	Ms. Ashna Digra	Asst. Teacher	
8.	Verissa Koli	Asst Teacher	
9.	Gautam Upadhyay	Asst. Teacher	
10.	Rajkumar Kumbhar	Asst. Teacher	
11.	Manish Gupta	Asst. Teacher	
12.	Mr Sandeep Prapatti	Asst. Teacher	
13.	Mr Madhusudhan Valakati	Asst. Teacher	
14.	Ms. Nisha Kekan	Asst. Professor	
15.	Dr. Sareelvi VS	Asst. Professor	
16.	Sunder Singh	Asst. Pro.	
17.	Shivam Pandey	Asst. Professor	
18.	PRAVIN T. SANGALE	Asst. Prof.	
19.	Shubham R Chavhan	Asst. Prof.	
20.	Dharmakhee Potdar	Asst Prof	

Sr. No.	Name	Designation	Signature
21	Ms. Sanjana Pandey	Asst. Professor	Pandey
22	Ms. Feai Pandhi	Asst. Professor	Pandhi
23	Dr. Bipati Alore	Asst. Prof.	B
24	Dr. Jaspreet Kaur	Asst. Prof.	JK
25	Gauri Salunke	Asst. Prof.	GS
26	Dhanashree Kapadia	Asst. Prof.	DK
27	Priya Singh	Asst. Prof.	PS
28	Poochi Singh	Asst. Prof.	Poochi
29	Soni V Singh	Asst. Teacher	SV
30	Purnima Pochhe	Asst. Teacher	PP
31	Shruti Kulkarni	Asst. Teacher	SK
32	Akash Pandey	Asst. Teacher	AP
33	Durgesh Gupta	Asst. Professor	DG
34	Prashant Kamde	Asst. Professor	PK
35	ARJUN V. SATHI	Asst. Prof.	AS
36	PRASOON PANDEY	ASST. PROFESSOR	Prasoon
37	Kajal Yadav	Asst. Prof.	Kajal
38	Ms. Songeeta Yadav	Asst. Prof.	SY
39	Ms. Nikita Vishwakarma	Asst. Prof.	NV
40	Swapna Gawde	Asst. Prof.	SG
41	Rashmita Stettiger	Asst. Prof.	RS
42	Smriti Dubey	Asst. Prof.	SD
43	Prachi Patode	Asst. Prof.	PP
44	Komal Jambhale	Asst. Prof.	KJ
45	Sandhya R. Shukla	Asst. Teacher	SS
46	Endre Kulkarni	Asst. Prof.	EK
47	Vagav Bhusare	Asst. Prof.	VB





## TERM-I END MEETING (2025-24)

### MINUTES OF THE MEETING

**VENUE:** Seminar room

**DATE:** 17/10/2025

**TIME:** 12:30 pm to 1:30 pm

The Term - I, End Meeting was conducted by the Principal. The main intention for the conduct of this meeting was to discuss the academic, research, extra-curricular, and co-curricular work undertaken by the Degree College and Junior College section as a whole. Attendance for the same is attached with the minutes of the meeting.

#### Points that were discussed during the meeting:

1. Faculties were informed about the requirement to complete at least two research paper publications within an academic year.
2. The last working day for Term I will be 18 October 2025 and the first working day of Term II will be 1 November 2025.
3. Internal ISO Audit will be conducted in the month of November.
4. Faculty members are required to report exclusively for supervision duties from 28 October to 31 October 2025.
  - Morning supervision: Reporting time is 9:30 a.m.
  - Afternoon supervision: Reporting time is 1:30 p.m.
5. From 1 November 2025 regular college reporting will resume for all staff.
6. Students will report to college from 3 November 2025.
7. All faculty must ensure submission of at least one research paper immediately.
8. All communication and responsibilities must be conducted by following the institutional hierarchy.
9. A YouTube recording consent form will be provided to faculty before recording any educational videos.
10. WDC, Green Club, RDC and Social are not to function as separate entities; they will operate under the institution's umbrella activities.
11. Department review meetings will be conducted as per the scheduled plan.



  
**Dr. Sumathi Rajkumar**  
Principal

**DEPARTMENTAL  
REVIEW  
MEETING**



TRCAC/DC/IQAC/009/2025-26

Date: 27/10/2025

**NOTICE**  
**(DC)**

**Departmental Review Meeting**

All the Program Coordinators are hereby informed that the **Departmental Review Meeting** for Term-I will be conducted department-wise by the Principal. The schedule for the same is given below:

**Timing: 12:00 noon onwards**

**Venue: Seminar Hall**

30/10/2025 (Thu)	01/11/2025 (Sat)	03/11/2025 (Mon)	04/11/2025 (Tue)
B.A.	B.Com (M.S.)	B.A.M.M.C.	B.Com
-	B.Sc (I.T & C.S.)	B.Com (A&F)	-

Attendance for all faculty members is mandatory.

**Mr. Vaqar Bubere**  
IQAC Coordinator

**Dr. Neha Goel**  
Vice-Principal

**Dr. Sumathi Rajkumar**  
Principal





### Departmental Review (2025-26) Term-I Attendance Sheet

Department of B.A.			
Sr.	Name of the Faculty	Sign	Date
1	RANJANI SHUKLA	Rshukla	30/10/25
2	CRISSET BURBOZE	Crisset	30/10/25
3	SANJANA PANDEY	Pandey	30/10/25
4	Dr. SUSHMA SHUKLA	Sushma	30/10/25
5	SUJATA DEBNATH	Sujata	30/10/25
6	FENI PANDHI	Pandhi	30/10/25
7	SHIVAM PANDEY	Shivam	30/10/25
8	RANJEETA PRAJAAPTI	On leave	
9	DHANSHREE POTDAR	Dhanashree	30/10/25
10	DR. JADPREET KAUR	Jkaur	30/10/25
11	AKSHAY WAGH	Akshay	30/10/25
12	KAJAL YADAV	Kajal	30/10/25

Department of B.A.M.M.C.			
Sr.	Name of the Faculty	Sign	Date
1	PRASHANT KAMBLE	Prashant	03/11/25
2	PRIYADARSHINI SINGH	Priyadarshini	3/11/25
3	DR. RUPALI ALONE	Rupali	03/11/25
4	DURGESH GUPTA	Durgesh	05/11/25



Department of I.T. & C.S.			
Sr.	Name of the Faculty	Sign	Date
1	SANDEEP KAMBLE		11/11/25
2	RAASHID SHAIKH		11/11/25
3	SUMEET RATHOD	O/O.	
4	PRACHI SINGH		11/11/25
5	KOMAL JAMBHALE		11/11/25
6	SMRITI DUBEY		11/11/25
7	RASHMITHA SHETTIGAR		11/11/25
8	ARJUN SAH	On leave	
9	VISHAL SHARMA		11/11/25
10	SANGEETA YADAV		01/11/25
11	DR. SREEDEVI V.S.	On leave	
12	AARYA JOSHI		11/11/25
13	AMAN JOSHI		11/11/25
14	SWAPNA GAWADE		11/11/25
15	GAURJ SALUNKE		11/11/25
16	NIKITA VISHWAKARMA		11/11/25
17	CHIRAG DEORA		11/11/25
18	PRASOON PANDEY		11/11/25
19	RIDDHI PANDYA		01/11/25



**DEPARTMENTAL REVIEW MEETING TERM-I (2025-26)**

**MINUTES OF THE MEETING**

**VENUE: Seminar Hall**

**DATE: 05/11/2025**

The Individual Review Meeting for Term - I was conducted by the Principal, the Vice-Principal and the IQAC Coordinator. The main intention for the conduct of this meeting was to discuss the Academic, Research and Extra Curricular & Co-curricular work undertaken by the individual faculty members & by the department as a whole. Attendance for the same is attached with the minutes of the meeting.


The meeting is conducted in four days:

Sr. No.	Program	Date	Faculty Present	Faculty Absent
1	B.A.	30/10/2025	11	01
2	B.A.M.M.C.	03/11/2025	04	-
3	B.Com	04/11/2025	06	-
4	B.Com (A&F)	03/11/2025	04	-
5	B.Com (M.S.)	01/11/2025	04	-
6	B.Sc (I.T.) & (C.S.)	01/11/2025	16	03

**Common points that were discussions with all departments:**

1. Status of answer paper assessment of Semester- I & III.
2. Syllabus completion of Semester-I & III.
3. Preparation of University Examination that was to begin from 28 October, 2025.
4. Any persisting problems that the coordinators face in the department.
5. Any problems that the faculty members face with the coordinator of the department.
6. Attendance of the students in the classroom.
7. Limiting the number of co-curricular and extra curricular activities and focusing more on academics.
8. Importance was given to completion of work within the stipulated deadlines.
9. The department achieved more than 90% results in the previous university examinations.
10. The Principal proposed a vote of thanks.



  
**Dr. Sumathi Rajkumar**  
 Principal

# Workshop on How to Teach Specially Abled Students



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Tel: 022 2628 1200 | Fax: 022 2628 1300 | www.trcac.org.in

TRCAC/DC/IQAC/010/2025-26

Date: 28/11/2025

**NOTICE  
(JC / DC)**

All faculty members of TRCAC are hereby informed that a workshop on “**How to Teach Specially Abled Students**” has been organized by IQAC. This workshop will help faculty members to understand the need of specially abled learners.

Attendance of all the faculty members are mandatory.


The details are as follows:


Speaker: Dr. Mihir Parekh, Special Educator & Psychologist


Day & Date: Saturday, 6th December, 2025

Session Timings: 1:00 p.m. onwards

Venue: Google Meet (online mode)

  
Mr. Vaqar Bubere  
IQAC Coordinator

  
Dr. Neha Goel  
Vice-Principal

  
Dr. Sumathi Raikumar  
Principal





Thakur Educational Trust's (Regd.)

THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE

NAAC Accredited & ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068  
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

TRCAC/IP/06/FRM/07

Revision: A

## REPORT ON Workshop on "How to Teach Specially Abled Students"

Organised By: IQAC  
Day & Date: Saturday, 6th December, 2025  
Time: 01:00 p.m. to 02:00 p.m.  
Venue: Google Meet (on-line mode)

### BRIEF INTRODUCTION

This workshop helps faculty develop practical skills and compassionate approaches for effectively teaching specially abled students, promoting inclusive learning environments that support diverse needs all.

### OBJECTIVES OF EVENT

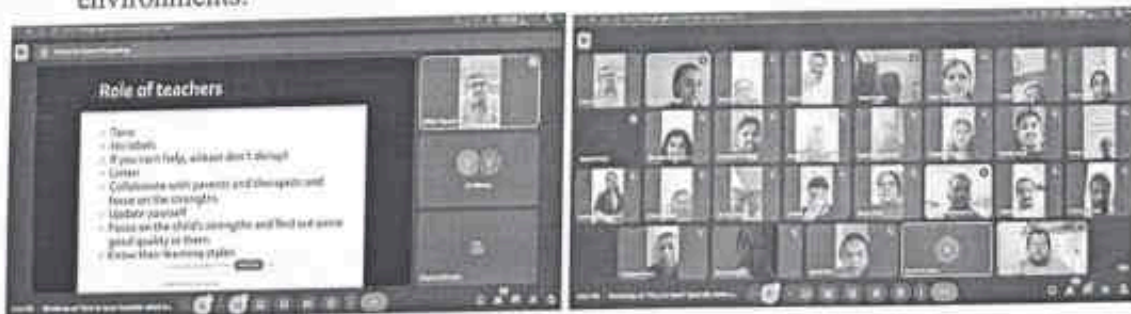
The main objectives behind the induction held was


- To understand diverse learning needs of specially abled students.
- To learn inclusive teaching strategies and classroom adaptations.
- To create supportive and accessible learning environments for all learners.


**DETAILS OF PARTICIPANTS: 62 faculty members (both Degree & Junior combined)**

### OUTCOME


- Improved ability to recognise and support diverse learning needs of specially abled students.
- Adoption of inclusive teaching strategies and practical classroom adaptations.
- Enhanced capacity to create accessible, supportive, and learner-friendly learning environments.




  
Mr. Vaqar Bubure  
IQAC Coordinator

  
Dr. Neha Goel  
Vice-Principal



  
Dr. Sumathi Rajkumar  
Principal

# **ISO Surveillance Audit**

 © INDIAN REGISTER OF SHIPPING 1993	<b>Indian Register Quality Systems</b> (A Division of IRCLASS Systems and Solutions Pvt. Ltd.)	IV IRQS:FORM:146:01
	<b>Audit Report for ISO 21001:2018 - Educational organizations — Management systems for educational organizations</b>	Eff. Date 12-12-2024 Developed by NR Approved by HEAD-IRQS

<b>General information:</b>	
Name of the Client	Thakur Ramnarayan College of Art & Commerce
Address of HO & Site(s)	Thakur Ramnarayan Educational Campus, Swami Vivekananda Marg, Anand Nagar, Dahisar East, Mumbai, 400068
File Number	T/6415/ISO 21001
Name of Organization Representative coordinating with CB	Dr. Sumathi Rajkumar - Principal
Audit Criteria (strike out the standard not under audit)	<b>ISO 21001:2018 - Educational organizations — Management systems for educational organizations — Requirements with guidance for use</b> <ul style="list-style-type: none"> <li>• Applicable legal &amp; other requirements.</li> <li>• Organization's procedures &amp; documented information in line with the respective standards.</li> <li>• <b>IAF/ISO joint communique on addition of climate change considerations to management system standards (MSS).</b></li> </ul>
Date of Audit	12 JAN 2026
Type of Audit (strike out the standard not under audit)	<del>Stage II/Renewal/ Surveillance2/ Scope extension / Scope reduction / Follow-up / Transfer</del> <del>Joint/Combined / Integrated / Onsite / Remote</del>

<b>Audit Objective, is to Verify:</b>	
a)	<b>Stage 2 Audit :</b> <del>a) Information and evidence about conformity to all requirements of the applicable management system standard or other normative document;</del> <del>b) performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);</del> <del>c) the organization's supply chain security management system and performance regarding meeting of applicable statutory, regulatory and contractual requirements;</del> <del>d) operational control of the client's processes;</del> <del>e) internal auditing and management review;</del> <del>f) management responsibility for the client organization's policies;</del> <del>g) links between the normative requirements, policy, performance objectives and targets, any applicable legal requirements, responsibilities, personnel competence, operations, procedures, performance data and internal audit results.</del>
b)	<b>Renewal Audit :</b> <del>a) The effective interaction between the processes of the supply chain security management system.</del> <del>b) The effectiveness of the supply chain security management system in its entirety in the light of internal &amp; external changes</del> <del>c) demonstrated commitment to maintain the effectiveness and improvement of the supply chain security management system in order to enhance overall performance;</del> <del>d) that the operation of the certified supply chain management system contributes to the achievement of the organization's policy and objectives.</del> <del>e) In case of Transfer: — Information provided is appropriate</del> <del>— Previous audit findings are effectively addressed and closed</del> <del>— Validity of certificate</del>
c)	<b>Surveillance Audit :</b> <del>a) internal audits, security assessment and planning, and management review,</del> <del>b) a review of actions taken on nonconformities identified during the previous audit,</del> <del>c) complaints handling / treatment of complaints</del> <del>d) effectiveness of the supply chain security management system with regard to achieving the certified client's objectives and the intended results of the same.</del> <del>e) progress of planned activities aimed at continual improvement,</del>

	<p>f) continuing operational control, g) review of any changes h) use of marks and/or any other reference to certification. f) In case of Transfer: - Information provided is appropriate - Previous audit findings are effectively addressed and closed - Validity of certificate</p>						
d)	<p><b>Special Audit:-</b> a) For expanding the scope of a certification already granted, undertake a review of the application and determine any audit activities necessary to decide whether or not the extension may be granted; b) To investigate complaints, or in response to changes, or as follow up on suspended clients c) In case of Transfer: - Information provided is appropriate - Previous audit findings are effectively addressed and closed - Validity of certificate</p>						
<p><b>NOTE:</b> To verify the above audit objectives, in case of Remote audit carried out using ICT facility for gathering the audit evidences by utilizing the computer-assisted techniques such as MS Team, Skype, Video conferencing, for information available in soft etc. as applicable.</p>							
<p><b>Changes to the audit objectives, audit scope or audit criteria (e.g. physical location, organizational units, activities and processes), if any: Please attach "Notice of Change"</b></p>							
<p>There is no change.</p>							
<p><b>Comment on the verification of the information provided in AAF. In case of Changes in information, kindly highlight below</b></p>							
Contact person details	Dr. Sumathi Rajkumar - Principal						
Client under suspension	No						
Verification of issued "Certificate of approval." Certificate Number: Current Issue date: Expiry date: Scope:	<p>IRQS/243100186 05/02/2024 05/02/2027</p> <ul style="list-style-type: none"> <li>To Provide Undergraduate Education in Faculty of Arts, Commerce and Science as per Norms and Standards of University of Mumbai</li> <li>To Provide Higher Secondary Education in Arts and Commerce Stream as per Curriculum of Maharashtra State Board of Secondary and Higher Secondary Education, Pune</li> </ul>						
Scope in Annexure issued:	No Annexures						
Number of effective employees	Permanent – 10; Temporary (on annual renewal of contract) – 66. Total- 76						
Working in shifts	Single shift only- DC - 7am to 5pm & JC – 12noon to 6pm						
<b>Audit Team Details</b> (Team Leader, Team Member, Provisional Auditor, Provisional Team Leader, Evaluator, Industry Expert Any accompanying persons; e.g. Guides, Observers, Translator, Facilitator etc)	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Cdr Shrinivas Nilkund</td> <td>Team Leader</td> </tr> <tr> <td>--</td> <td></td> </tr> </tbody> </table>	Name	Role	Cdr Shrinivas Nilkund	Team Leader	--	
Name	Role						
Cdr Shrinivas Nilkund	Team Leader						
--							
<b>Audit conducted at [Physical location(s)/Site(s),as applicable]</b>	<b>Address</b>	<b>Date of Audit</b>	<b>Functions/ Process(es) /Activities audited at the Location/Site</b>				
ONSITE AUDIT at physical location	Thakur Ramnarayan Educational Campus, Swami Vivekananda Marg, Anand Nagar, Dahisar East, Mumbai, 400068.	12.01.2026	Top Mngt., MR Processes, Core Processes (Admission, Teaching & Learning Process & Examination)– Degree College & Junior college; Resources (Human Resource, Facilities, Competence & Training); Library				

			<b>Process, Communication, Placement and Higher Education and Co-curricular, Extra-curricular and Extension Activities</b>
<b>Any deviation from audit plan and their reasons (if yes, please justify):</b>			
NO deviation			
<b>Upon any adverse conditions faced during the audit (e.g.; power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities):</b>			
NO			

<b>Previous Audit Findings and comments on the effectiveness of the closures</b>			
<b>Number of "Areas of Concerns" raised during Stage 1</b>		NA	
<b>Number of Previous audit NCs:</b>	01	NIL	
<b>Current Audit Summary</b>			
<b>Scope:</b>			
For new clients / Renewal / Transfer / Scope modification. <b>"Scope of Certification" (To be issued):</b>		NA	
<b>Site wise:</b> (If Multi-site audit, then scope as applicable at each site should be highlighted)		NA	
<b>Justification for the scope of certification:</b>			
<i>In the event that a service listed in the differentiated scope statement has not been realized for the past 12 months, the scope shall be lowered by eliminating the product/service. The certificate shall be reissued with reduced scope. (Process shall be initiated through "INOC Notice Of Change" and "SOC (Scope Of certification)"</i>			
<b>Core Process- (Admission, Teaching &amp; Learning &amp; Examination)</b>			
Once the Curriculum is available, each faculty teaching staff prepares own Teaching (Lesson) Plan, vide TRCAC/IP/02/FRM/07.			
<b>Design development of Semester Plan (Lesson Plan):</b>			
The design of the Lesson Plans followed is a per the process elaborated in the College EOMS Manual. Verified, the Lesson Plan Faculty Diary (Teaching Plan)			
- TRCAC/IP/02/FRM/07 of Ms. Ranjani Mishra			
- Subject Basic Concepts			
The Teaching plan was prepared by the faculty and reviewed and approved by the HOD.			
The developmental activities including the stages of approvals, are recorded in the document.			
<b>Admissions (Degree &amp; Jr College):</b>			
The SOP followed for ADMISSIONS - Ref No: TRCAC/IP/01			
Organisation for Admissions:			
In charge – Ms. Anitha Sallan.			
Total Team Strength – 4			
Admissions in Year 2025-2026, and Current Class Strengths, as follows:			
COLLEGE	DEGREE	HIGHER SECONDARY	TOTAL STRENGTH
Arts	739	435	1464
Commerce	1588	1196	2928
Science	862	-	864
Example of Admissions:			
Student Name: Kasbe Shree Santosh for Course: Degree College, F.Y B.COM (A&F)			
<b>TEACHING LEARNING – Degree &amp; Jr College:</b>			
SOP reference number: TRCAC/IP/02			
Degree College-			
Designation	Faculties		

TLP Process Owner HOD, Arts	Ms. Ranjani Mishra
HOD, Commerce Vice Principal	Dr. Neha Goel
HOD, Science	Mr. Sandeep Kamble
Coordinator, Bsc IT & BSc CS	Mr. Raashid Shaikh
Coordinator, BMS	Ms. Nikita Singh
Coordinator, BAF	Ms. Daksha Chaudhary
Coordinator, BCom	Ms. Nisha Kekan
Coordinator, BCom	Mr. Prashant Kamble

**Teaching Learning Delivery:**

Verified – The Teaching delivery for Degree College.

Examples -Faculty Diary - Teaching Plan- TRCAC/IP/02/FRM/07 of Ms. Ranjani Mishra

- Subject Basic Concepts in Economics-I For Semester I.

Verified- There were 30 lectures planned and all 30 were conducted.

Verified - Faculty diary of Mr. Sumeet Rathod Faculty of IT CS.

Junior College:

Junior college In-charge Mr. Vinitkumar Dubey.

Faculty Diaries of 2 Faculty teachers – Jr College:

1. Ms. Ashna Digra for the subject Sociology

Teaching plan Reference No. TRCAC/IP02/FRM/07

Number of Lectures Planned for SYJC A1 - 67, Conducted- 67

2. Ms. Janvi Rathod for the subject Economics

Teaching plan Reference No. TRCAC/IP02/FRM/07

Number of Lectures Planned for FYJC C5 - 56 , Conducted- 56

**Examinations:**

Degree College:

In charge – Ms. Riddhi Pandya

Total Team Strength – 11

SOP: TRCAC/IP/03

Junior College:

In charge – Ms. Asma Khan

Total Team Strength – 6

SOP: Ref No: TRCAC/IP/03

The Colleges conduct Internal and external Examinations.

-Formative and summative assessment outcomes:

The Result analysis of Semester I (Regular), Sem III (Regular) and Sem V (Regular) Examination conducted in Oct 2025:

Programmes	First Year (FY) Sem- I	Second Year (SY) Sem - III
B.A.	83.91%	80.31%
B.A.M.M.C.	72.91%	84.07%
B.COM	76.73%	85.69%
B.COM (A&F)	90.20%	89.39%
B.M.S.	95.83%	96.15%

B.Sc. I.T.	90.9%	97.22%
B.Sc. C.S.	94.44%	88.81%

External Examinations conducted in 2025-26 To date

COLLEGE	DEGREE	TOTAL STRENGTH	HIGHER SECONDARY	TOTAL STRENGTH
Arts	1	640	1	224
Commerce	1	1583	1	588
Science	1	862	-	

Degree College Results-  
Second Year April - 2025

Stream	Registered	Appeared	Passed	Percentage
Arts	223	223	161	72.20%
Commerce	517	517	445	86.07%
Science	287	287	243	84.67%
Total	1027	1027	849	82.68%

Total No of Students: 1027; No of Passed: 849; No of Failed: 178

Junior College:

HSC Board Feb - 2025 Results

Stream	Registered	Appeared	Passed	Percentage
Arts	224	224	212	94.64%
Commerce	588	588	568	96.59%
Total	812	812	780	96.05%

Total No of Students: 812; No of Passed: 780; No of Failed: 32

To prevent Malpractice in Examinations, there is an Unfair practice Management committee:

UMC Committee List

Sr. No	Name of the Faculty	Designation
1.	Mr. Sandeep Kamble	UMC Chairperson
2.	Ms. Sonali Serigar	UMC Member
3.	Ms. Prachi Singh	UMC Member
4.	Ms. Daksha Choudhary	UMC Member
5.	Ms. Nisha Kekan	UMC Member
6.	Ms. Ranjani Shukla	UMC Member

Total No. of Cases found: 05

Action Taken: All students were asked to appear in re-examination held in September 2025.

#### **Vigilance Squad Record**

To ensure integrity and confidentiality and prevent exam malpractice, there is a vigilance squad.

DEGREE COLLEGE:

Sr. No	Name of the Faculty	Designation
1.	Dr. Neha Goel	Head of Vigilance Squad
2.	Mr. Vaqar Bubere	Degree In-Charge
3.	Ms. Ranjani Shukla	Head of Department (Arts)

4.	Mr. Sandeep Kamble	Head of Department (Science)
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**HIGHER SECONDARY SCHOOL**

Sr. No	Name of the Faculty	Designation
1.	Mr. Vinitkumar Dubey	Head of Vigilance Squad
2.	Mr. Manish Gupta	Senior Supervisor

**Placements & Higher education:**

Ms. Prachi Singh – Chairperson, Placement & Higher Education

Placement Team Count: 06

No. of students opted for Placement – 595 / 997

No. of companies offered opportunities till date (December) – 209

Name of few larger Companies:

1. TCS
2. Bajaj Allianz
3. Kotak Mahindra Pension Fund
4. Impact Guru
5. Big Shot Realty

No. of Students got Internship till date (December) – 305

No. of Students got Placement till date (December) – 158

**Comparison Analysis:**

Sr. No.	Particulars	A.Y. 2024 – 25	A.Y. 2025 - 26
1.	Placements	451	158 (Till December)
2.	Internships	403	305 (Till December)

**Programme - Student Development Program (SDP) for Third Year**

**Training Head - Mr. Sumeet Rathod; Total Members - 08.**

The following training sessions are conducted by the trainers for the **third year students** -

**Science**

- 1) T.Y.B.Sc. (I.T.)
- 2) T.Y.B.Sc. (C.S.)

**Commerce**

- 3) T.Y.B.Com.
- 4) T.Y.B.Com. (A & F)
- 5) T.Y.B.M.S.

**Arts**

- 6) T.Y.B.A.
- 7) T.Y.B.A.M.M.C.

Sr. No	Domain	Trainers	Duration
1	Soft Skills and Communication	Mr. Sumeet Rathod	1 hour
2	ATS-Optimized Resume Building	Mr. Aman Joshi	1 hour
3	Corporate Communication Training	Ms. Kajal Yadav	1 hour
4	Aptitude Training	Mr. Shivam Pandey	1 hour
		<b>Total</b>	<b>4 Hours</b>

The following is the data for comparative growth of training -

Sr. No	Domain	A.Y. 2024-25	A.Y. 2025-26
1	Soft Skills and Communication	56%	61%
2	ATS-Optimized Resume Building	39%	54%
3	Corporate Communication	68%	76%

	Training		
4	Aptitude Training	61%	72%

Example: Names of the third year students who have attended the training –

Sr. No	Roll No.	Name of the student	Class
1	2307086	Ms. Niharika Gupta	T.Y.B.Sc. (C.S.)
2	2305036	Mr. Jerson Pereira	T.Y.B.M.S.
3	2304066	Ms. Anshika Pandey	T.Y.B.Com. (A & F)
4	2301034	Mr. Soham Gosavi	T.Y.B.A.

Learner Development Support: Remedial Lectures conducted.

Example- on 7/10/2025 by Mr. Summer Rathod

T.Y.B.Sc.(I.T.) A - Subject: Advanced Web Development

2306026 - George George Samuel Beena

This helped support relatively weaker students and improved results:

Internal I (Out of 20) 13 (65 %) and Internal II (Out of 20) : 15 (75 %) Semester End (Out of 100) : 76 (76 %)

Three Years Comparative Result Analysis –

TY BSc IT - The overall result was 63.16% in 2022-23, 70% in 2023-24 which has improved to 90.28% in 2024-25

Remedial students Identified for the subject Political Science

Roll. No	Name of the Student	19/09/2025	26/09/2025
2412018	Niharika Lambah	Present	Present
2412030	Ayush Singh	Present	Present
2412082	Saloni Chavan	Present	Present

#### Context of organization:

The organisation's **External and internal issues** have been identified and documented.

The internal issues include-

- Holistic development through Co-curricular, Extra-curricular and Extension activities
- Facilitating teaching-learning for vernacular medium students
- Academic pressure from peers and parents

External issues include-

- Technological innovations and developments
- Key economic and market development which can impact the TRCAC
- Norms and standards of external statutory and regulatory bodies

#### Climate Change:

Climate change has been considered in the External issues list and the associated risks. Though it poses some risks to educational institutions, measures have been incorporated that mitigate the effects.

Moreover, following certifications have been pursued in a move towards the environmental protection and reduced energy consumption- Certificate of Registration of Energy Audit as conducted by QRO Certification LLP – Cert. No.

305023121874EN; dt of Issue: 18/12/23 & dt. of expiry: 17/12/26.

Also, Environmental Audit certification vide Cert. No. 305023121875E dt. Of Issue 18/12/23 valid until 17/12/26, issued by QRO Certification LLP.

**Process of Understanding the needs and expectations of interested parties.**

Determined Interested parties, needs and expectations	Relevant requirements of IP's	Process of monitoring and reviewing information about these interested parties and their relevant requirements.
Learners, Parents, Industry	Technological innovations and developments.	Holistic development through Co curricular, Extra-curricular and Extension activities
Statutory/ Regulatory bodies	Issues relating to norms and standards of Statutory and Regulatory Body	The requirements of all Statutory/ regulatory bodies are reviewed Monthly basis and also during Management Review Meetings and ensured that all requirements are complied before time
Management	Retaining intake of students despite potential academic institutes in the vicinity	Effective teaching, learning to retain students' interest in academics

**Briefly the process involved in EOMS, sequence and their interaction of processes.**

The key processes are – Admissions, Teaching learning including designing Teaching Plans, Examinations, Placement and support processes.

Admissions – adhere to sop→ all admissions require principal clearance, approval

Teaching & Learning of the Degree Section: Academic Calendar → Resource Planning → TimeTable → Faculty Diary → Daily Work Report → Attendance Sheet → Monthly Attendance → Feedback

Examinations: Conduct as per SOP a→ strict adherence to announced schedule→ ensuring there is no malpractice and any cases are reported to UCM.

Placement: Meet/ contact all past and prospective companies → support students and prepare for placement activities→ monitor and follow up with company once placed, for feedback.

Support processes– Development of staff faculty through additional trainings, development programs.

Eg - DrillBit Plagiarism Detection Software Workshop for faculty members on 25 August 2025. The session was conducted by Ms. Swara Manduskar, Associate Vice President, DrillBit Softech Pvt. Ltd., The program demonstrated the use of plagiarism detection tools and aimed to promote ethical writing and originality in academic research.

Competence & Training: The College conducts a series of programs towards competence development trainings for the staff. Additionally, with the same purpose, the publishing of Research papers is supported and encouraged.

There is an R&D Cell, of 6 members, with Ms Daksha Choudhary as the Chairperson.

Consequently, the number of Research paper publications through this year were very high:

S No	Particulars	No of Publications
01	Shodh Anveshan	17
02	Shodh Samiksha	52
03	Edited book	75
04	Conference Proceedings and chapters publication	23
05	UGC Care and Scopus Publication	04
	TOTAL	171

Complaint Process - The Internal Complaint Cell of TRCAC handles the complaints as received from time to time. A committee is constituted for the same & MoM of the various meetings held are recorded for actions thereof

Co-curricular, Extra-curricular and Extension Activities:

YouTube Channel - Started in June 2025 with 21 videos till date and 335 subscribers

Model United Nations was conducted where 32 students participated

Shark Tank was conducted with 33 students as participants

**Legal, regulatory and other requirements:**

Record of Legal/Statutory/Regulatory Compliances			
Name of the Authority	Subject	Issue Date	Validity
Government of Maharashtra - The Office Of Charity Commissioner	Trust Registration Certificate	18/04/90	Lifetime
Thakur Educational Trust	Bye Laws	26/12/94	Lifetime
Government of Maharashtra - Minorities Development Department	Minority status valid certificate	31/07/09	Lifetime
Government of Maharashtra	Deed of Conveyance (Sale Deed)	12/11/12	Lifetime
Sunlight Consultancy Pvt. Ltd.	Completion of the Rainwater harvesting project	01/06/15	Lifetime
Government of Maharashtra- Department of Land Records	Property Card	05/11/15	Lifetime
Government of Maharashtra - School Education & Sport Department	Government Resolution - New Junior College Permission	17/06/16	Lifetime
Municipal Corporation of Greater Mumbai	Commencement Certificate	01/02/17	Lifetime
Government of Maharashtra/ Industries, Energy and Labour Department	License for Working of the lift	24/08/17	Lifetime
Municipal Corporation of Greater Mumbai/Mumbai fire Brigade	N.O.C. from fire fighting & fire protection system installation point of view for occupation & use of entire high rise Educational School building on plot bearing C.T.C. No. 1192/A of Village Dahisar, Dahisar (E) for Thakur Educational Trust.	06/11/17	Lifetime
Municipal Corporation of Greater Mumbai/Appendix XXII	Full Occupation Certificate	06/01/18	Lifetime
Government of Maharashtra - School Education & Sport Department	Government Resolution - New Junior College Permission	17/06/16	Lifetime
Maharashtra Government	Government Resolution	15/06/18	Lifetime
University of Mumbai	Affiliation Letter	28/06/19	Lifetime
Maharashtra Government	Certificate	05/07/18	Lifetime
University of Mumbai	TAAS Letter	24/07/18	Lifetime

**Briefly about Leadership and commitment,** (accountable for the effectiveness of the EOMS, promoting the use of the process approach and risk-based thinking, resources are available, engaging, directing and supporting persons to contribute to the effectiveness of the EOMS, promoting continual improvement, supporting the sustainable implementation of the educational vision and related educational concepts, ensuring that learners' educational requirements, including special needs, are identified and addressed; considering principles of social responsibility).

The top management has assumed accountability for the EOMS System and constantly endeavours to keep the curriculum and teaching learning delivery updated to meet changing contemporary education requirements.

The requirements of the EOMS management system have been integrated with the business processes of the College. The top management promotes Risk based thinking and has ensured it is integrated into all business processes - (Admissions, LP preparation, Examination, support activities) of the Colleges.

The key roles, responsibilities and authorities are assigned for effective implementation of EOMS and Continual improvement is pursued at all levels.

Top management leadership has ensured the provision of required resources related to teaching, learning for all students. Example – for Special needs learners, accessibility to resources and appropriate learning environment in an equitable manner, is ensured. Verified the record of Special Needs Students of AY 2025-2026 – for 12 learners in Degree College and 22 in the Jr College.

Similarly, top management promotes the research and development activities among staff/ faculty, towards competence development. Thus, in this Academic Year, 171 Research papers were published.

**Briefly comments on the Policy, organizational roles, responsibilities and authorities:**

EOMS Policy has been established. It has been widely communicated and is displayed at prominent locations, including Conference room and staff rooms.

The Organisational roles and responsibilities have been documented and communicated to all concerned.

Example – The role and responsibility has been elaborated for the ISO coordinator role and the respective departmental HODs.

Verified – role and responsibility of the Examinations Head including the focus to be maintained always regarding the confidentiality and integrity of the question papers and the answer correction process.

The Organization Structure has been spelt out - verified as per Part III Sec. 1 & 2 of Apex Manual Doc.

TRCAC/EOMS/AM/01 depicting hierarchy, reportability, & responsibilities.

**Briefly about the actions to address risks and opportunities:-**

The College has determined external and internal issues affecting its ability to achieve the intended results of EOMS document. Thereafter the organization has determined the various risks and opportunities.

**Risk Examples:**

1. In Teaching/ learning process, Risk of delays in education delivery, due lack of timely planning of academic calendar, timetable, and semester plan.

Action: Periodically ensuring that teaching related planning is progressing as per prescribed timelines.

During Examinations, use of malpractice, unfair means by students is a risk to the veracity of the examination process. It is also a non-compliance with norms & standards of Regulatory and affiliating bodies.

Action: It is ensured that an Exam committee is formed, duties assigned and hierarchy of lock and key and confidentiality system is maintained. Also, there is a Vigilance Flying duty squad setup, to make surprise checks to ensure no malpractice occurs.

**Opportunities:**

1. A well-defined Examination process contributing towards achieving total confidentiality of question papers, answer sheets and marking process.

2. Setting up an Unfair Means Control committee (UCM).

**EOMS Objectives – Establishing, Planning and how to achieve, status with examples:-**

TRCAC has established the objectives and also planned how to achieve them.

Measurable EOMS objectives are listed in Doc. TRCAC/EOMS/AM/01. These are derived from the Educational Organization Objectives and the same are reviewed in every Management Review Meeting.

Verified EOMS Objectives as listed in Doc. TRCAC/EOMS/AM/01

Also Verified MoM of MRM dt. 14/12/24 as per Doc. TRCAC/MP/07/FRM/03 A detailed strategic plan is outlined to achieve Educational Organization Objectives.

Process	Measuring Indicators Derived from Educational Organisation Objectives	Observations
Admission	By ensuring zero error in admission process	No error was identified in the audit.
Teaching Learning	By ensuring that 80% of faculty attain more than 75% level of students' satisfaction	Full-time faculty members of degree & Jr college achieved desired level of satisfaction, in the 1st half of academic year 2025-26.
Examination	By ensuring zero malpractices and zero lapses in the examination process	Zero lapses were found in the examination process with respect to the April and May 2025 examinations.
Library	By ensuring purchase of books, e-resources, online journals in one month from date of requisition	There were purchases made of books and other library resources according to the requisitions submitted.

Purchase	By ensuring that the material procurement process is completed before commencement of the semester	Required materials were procured before the commencement of the semester.
CEEP	By organising at least two social events in each academic year	<p><b>Over 65 activities conducted in the second half of academic year 2025-26 Extension Activities (N.S.S)</b></p> <p><b>Few examples:</b></p> <ul style="list-style-type: none"> <li>• Akshay Aahar (AnnaDaan &amp; Ration Distribution)</li> <li>• Mega Pranic Healing Camp (WORLD HEALTH DAY)</li> <li>• Dr. B.R. Ambedkar Jayanti commemoration</li> <li>• Blood Donation Camp-01</li> <li>• Beach Cleanup Drive-01</li> <li>• Tree Plantation-SRPF CAMP (Jogeshwari)</li> <li>• JC NSS Annual Meet 2024-2025</li> <li>• Tree Plantation-Kandivali</li> <li>• International Yoga Day - University</li> <li>• ELP - Jan Aushadhi Kendra</li> <li>• World tourism Day Session on Chhatrapati Shivaji Maharaj and his Forts &amp; Mission POLO</li> <li>• Polio Drive Training Session</li> <li>• Mass Vande Mataram Singing</li> <li>• Akshay Dhaaga</li> <li>• Emergency Management Training - Borivali</li> </ul> <p><b>Extracurricular Activities</b></p> <ul style="list-style-type: none"> <li>• Fusion Carnival</li> <li>• Natrang</li> <li>• Freshers Party - Navarambh</li> <li>• Freshers - Party - Juniors Gala</li> </ul> <p><b>Co-curricular Activities</b></p> <ul style="list-style-type: none"> <li>• Mock Parliament</li> <li>• Model United Nations</li> <li>• Business Bazigar</li> <li>• Shark Tank</li> </ul>
Placement and Higher Education	By ensuring that at least 30% of eligible students opting for the placement get placed in jobs	<p><b>Following details of placement and internships were presented:</b></p> <p><b>Placement: 136 students</b></p> <p><b>Few Examples:</b></p> <ul style="list-style-type: none"> <li>• USDC 3</li> <li>• Kotak Mahindra Pension Fund. 2</li> <li>• ERTC media 2</li> <li>• TATA Power 1</li> <li>• Alumak 1</li> <li>• Jayant K Furnisher 1</li> <li>• Madhav Vacation Private Limited 1</li> <li>• Royal Enterprise 1</li> <li>• KPGM 4</li> <li>• First source 3</li> </ul>

		<ul style="list-style-type: none"> <li>• Northview Cars Pvt. Ltd. 1</li> <li>• Paisa Bazaar 1</li> <li>• Baldor Technologies Private 1 Limited</li> <li>• Indo Thai 2</li> </ul> <p>Internships: (182 students) – few examples.</p> <ul style="list-style-type: none"> <li>• Amigos 29</li> <li>• Footprints consultancy 1</li> <li>• Queen Margarita 1</li> <li>• Sapphire Foods 1</li> <li>• Prodigy Infotech 1</li> <li>• LIONSGATE PLAY 1</li> <li>• Times of India 1</li> <li>• Imarticus Learning 1</li> <li>• StampMyVisa 2</li> <li>• Snabbit 1</li> <li>• Threads &amp; Stitches 1</li> <li>• Impact Guru Technology Ventures Private Limited 1</li> </ul>	
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**Briefly about the planning and the need for changes to the EOMS. (Purpose, Integrity, availability and readiness of internal resources, the allocation or reallocation of responsibilities and authorities; the availability and readiness of external providers needed to implement the change).**

**EOMS Objectives – Establishing, Planning and how to achieve, status with examples:-**

TRCAC has established the objectives and also planned how to achieve them.

Measurable EOMS objectives are listed in Doc. TRCAC/EOMS/AM/01. These are derived from the Educational Organization Objectives and the same are reviewed in every Management Review Meeting.

Verified EOMS Objectives as listed in Doc. TRCAC/EOMS/AM/01

Also Verified MoM of MRM dt. 14/12/24 as per Doc. TRCAC/MP/07/FRM/03 A detailed strategic plan is outlined to achieve Educational Organization Objectives.

Process	Measuring Indicators Derived from Educational Organisation Objectives	Observations
Admission	By ensuring zero error in admission process	No error was identified in the audit.
Teaching Learning	By ensuring that 80% of faculty attain more than 75% level of students' satisfaction	Full-time faculty members of degree & Jr college achieved desired level of satisfaction, in the 1st half of academic year 2025-26.
Examination	By ensuring zero malpractices and zero lapses in the examination process	Zero lapses were found in the examination process with respect to the April and May 2025 examinations.
Library	By ensuring purchase of books, e-resources, online journals in one month from date of requisition	There were purchases made of books and other library resources according to the requisitions submitted.

**Briefly about the resources:** (To sustainably enhance: learner engagement and satisfaction, that improve learning and promote the achievement of learning outcomes, staff engagement and satisfaction to improve staff competences to facilitate learning; other beneficiary satisfaction that contribute to the social benefits of learning).

TRCAC has an established process that indicates the provision of resources and their review. This process ascertains the requirement of resources for the various teaching, learning and related support activities, like infrastructure, library and other learning systems.

The management reviews, the availability and readiness of internal resources, the allocation or reallocation of responsibilities and authorities; the availability and readiness of external providers needed. The administrative support and key functions are retained using internal resources.

Verified - List of Staff for 2025-26. Permanent – 10; Temporary (on annual renewal of contract) – 66. Total- 76.

Staff Development - In addition to the regular Support activities for teachers/ staff, additional training is conducted to enhance staff/ teacher development.

Example: Staff Engagement -The library organized a DrillBit Plagiarism Detection Software Workshop for faculty members on 25 August 2025. The session was conducted by Ms. Swara Maduskar, Associate Vice President, DrillBit Softech Pvt. Ltd., who demonstrated the use of plagiarism detection tools. The workshop aimed to promote ethical writing and originality in academic research and was attended by a total of 41 faculty members.

Other Resources:

Degree College & Junior College

1. Class Rooms- 24
2. Labs – 7
3. Faculty Rooms- 2
4. Halls-1
5. NSS 1, NAAC Room- 1
6. Gym- 1
7. Play Area-1
8. Water Coolers- 4

**Development Training Conducted for Faculty of Degree College & Junior College:**

COLLEGE	Training Conducted	From – To date	By whom
Arts, Commerce, Science	1.Mastering Research Paper Publication 2.IP Awareness Training 3.How to teach Specially Abled Students	1.2/12/2025 2. 27/06/2025 3. 6/12/2025	1. Dr. Hema Mehta 2. NIPAM 3. Dr. Mihir Parekh
Junior College	Training Conducted	From – To date	By whom
Arts & Commerce	1.Drillbit 2. Special Needs Learners	1.25/08/2025 2. 6/12/2025	1. Ms. Swara Maduskar 2. Dr. Mihir Parekh

Verified -Examples of Faculty who attended the Trainings:

Degree College - Mr. Vaqar Bubere, IQAC Coordinator

Mr. Sandeep Kamble, HOD, Science

Junior College - Ms Sandhya Shukla, Asst Teacher & MS Soni Singh, Assist Teacher.

For good health of all, drinking water test was Conducted by- Unique Assessment Systems, on Date: 17/12/2025. Th report was satisfactory.

**Process of determination and monitoring of resources provided by the Organization and external providers:**

The procedure for defining the provision of resources and their review is given at the College's Procedure Manual. While some support Activities like maintenance and purchase of stationery are obtained from external providers, the other resources are provided internally, Example – many of the teaching supports like presentations and lesson plans for teaching learning delivery are created inhouse.

Example – The Learning Plan and teaching resources for Subject – Basic concepts – Verified - Lesson Plan Faculty Diary (Teaching Plan)- TRCAC/IP/02/FRM/07 of Ms. Ranjani Mishra. - Subject Basic Concepts

The Teaching plan was prepared by the faculty and reviewed and approved by the HOD.

**Human resources:- (Staff, Volunteers and interns, staff of external providers):-**

TRCAC has a staff strength of 76. The composition of these is:  
 Permanent – 10; Temporary (on annual renewal of contract) – 66. Total- 76  
 There are no Volunteers on the rolls, and no interns.

**Briefly on the Facilities (Building and grounds, equipment [ Including hardware & software, utilities, ensure that the dimensions of the facilities are adequate to the requirements of those using them, for: teaching; self-learning; implementing knowledge; rest and recreation; subsistence.)**

The facilities include the following that meet learner requirements:

- a) buildings, and grounds
- b) equipment including computers, hardware and software
- c) utilities Infrastructure – Floor-wise details
- 1st Floor: Admin office, Principal's room, Seminar Hall, Library
- 2nd Floor: Computer Lab and 3 Class rooms
- 3rd Floor: Computer Lab and 3 Class rooms
- 4th Floor: Faculty room, Computer Lab and 3 Class rooms
- 5th Floor: Computer Lab and 3 Class rooms
- 6th Floor: Examination room and 3 Class rooms
- 7th Floor: Psychology Lab and 3 Class rooms
- 8th Floor: NSS & NAAC Room and 3 Class rooms
- 9th Floor: 4 Class rooms
- Ground Floor: 6 Rooms and the Gym

**Briefly on Monitoring and measuring resources, measurement traceability:**

It is verified that the equipment at TRCAC does not need calibration. However, there are resources like computers which are used and these are also maintained by inhouse IT team itself.

There is a requirement of Assessments that assess and measure the performance of the Learners. The Colleges conduct Internal and external Examinations and the Formative and summative outcomes are measured. The result analysis of Semester I (Regular), Sem III (Regular) and Sem V (Regular) was conducted in Oct 2025.

**Briefly on Organizational knowledge:**

The TRCAC has determined the knowledge necessary for the operation of its processes and to achieve conformity of education services. This knowledge is maintained and made available to the extent necessary, through hard and soft documentation. When addressing changing needs and trends, organization considers its current knowledge and determines how to acquire or access the necessary additional knowledge.

Organisation knowledge is maintained and shared among all faculty and staff members. It comprises - Rules/ Regulations related to the academic institutions, Boards, and related Circulars/ notifications. Best practices are retained, collated as Organizational knowledge, which is made available to all personnel in the organization.

**Briefly on the process of Learning resources**

The staff have the responsibility of imparting teaching learning to conduct the Session plans in a timely manner. To this end, a Faculty Development FDP was conducted on 02 Dec 2025, on Mastering Research Paper publication. On 06 Dec 2025, IP Awareness training was also conducted for faculty of both Colleges. For student learning, the Library is a vital resource:

Sr. No.	Particulars	Quantity
1.	Books for Degree College	2731
2.	Books for Junior College	1160

3.	Journals	17 (07 International & 10 National)
4.	E-Books	3135000
5.	E-Journals	6000
6.	Magazines	02
7.	Newspapers	05 (Hindi, English & Marathi)
8.	E-Database	02 (N-LIST & DELNET)
9.	Plagiarism Detection Software	01 ( DrillBit)

In the current academic year, the average daily usage increased to 62 users, as compared to 42 in previous year, thus indicating growing interest in library resources and services.

**Competence, Additional requirements for special needs education, Awareness:**

Special Needs Counsellors:

Degree College:

In charge – Ms. Feni Pandya, Counsellor & Assistant Professor, Psychology  
and Ms. Sanjana Pandey, Counsellor & Assistant Professor, Psychology

Total Team Strength – 2

TRCAC proposes a faculty training program on "**How to Teach Specially Abled Students**", enhancing inclusive teaching practices for specially abled students. The objective is to create awareness about disabilities, develop empathetic attitudes, and equip teachers with inclusive teaching strategies. The session aims to ensure equal learning opportunities and an inclusive academic environment.

TRCAC is committed to providing inclusive and equitable education for all learners. The college proposes a training program for college teachers on "**How to Teach Specially Abled Students**".

Conducted on: Saturday, 6 December 2025

Conducted by: Dr. Mihir Parekh, Special Educator and Psychologist

Total Participants: 62 faculty members (Junior college & Degree college combined)

SOP: No Specific SOP part of Admission, TLP, Examination, PHE

For Jr College, In-

charge is– Ms. Purnima Padhye

Special Needs students

SPECIAL NEEDS STUDENTS: TRCAC- Academic Year 2025-26

COLLEGE	DEGREE	HIGHER SECONDARY
Arts	8	12
Commerce	3	10
Science	1	-
Total	12	22

In the Library, special needs students are provided additional facilities as follows:

Special Needs Library facilities:

- i. 6 seats reserved
- ii. buddy facility for drawing/ returning books
- iii. 3 days extra for book submission

**Communication: - Process, purposes, arrangements**

Communication (Information & Public Relations):

Communication of the programs offered, faculty/ dept subjects available, admission criteria, terms of admissions, resources, facilities is done by the Degree and Junior colleges through the website.

Communication is also done through interactions when parents, learners visit the campus.

For placement activities too, considerable communications with each past client company where students were placed and for prospective companies, is done by the Placements teams. Even after placement, communication is sustained to obtain satisfaction feedback.

Name	Designation	Interviewed for	Remark based on interaction
Dr. Sumathi Rajkumar	Principal	Leadership & EOMS processes	Well aware
Ms Sayali Pereira	Teacher JC, EOMS Support	Core process, EOMS Support	Well aware
Mr Vaqar Bubere	Assist Professor, IQAC Coordinator	EOMS Support, teaching learning process	Well aware
Ms Sarwari Rangila	Commerce Coordinator, JC	Teaching learning, Co-curricular	Well aware
Ms Anitha Salian	In charge Admissions	Admission process	Well aware
Ms. Ranjani Mishra	HOD Arts	Teaching Learning process	Well aware
Mr Raashid Shaikh	Coordinator, BSc IT & BSc CS	Teaching Learning delivery	Well aware
Mr Sumeet Rathod	Faculty IT CS	TLP process; Teaching Plan design	Well aware
Ms Janvi Rathod	Faculty Economics	Faculty diary, TLP	Well aware
Ms Riddhi Pandya	Chairperson Examinations, DC	Examination process, DC	Well aware
Ms Sandhya Shukla	Assist Teacher Academics Arts & NSS	NSS activities	Well aware
Ms Asma Khan	Chairperson Exams, JC	Examination process, JC	Well aware
Ms Prachi Singh	Placements in charge	Placements process	Well Aware

**Briefly about documented information:**

The Institute has an EOMS Manual, that contains all the processes, procedures and Forms required for the EOMS system. Some examples: The Apex manual for EOMS implementation as per Doc. TRCAC/EOMS/AM/01 Issue Date: 01/11/2020. TRCAC has documents Procedures as per Doc. TRCAC/EOMS/PM/02 Issue Date: 01/11/2020 for the effective planning, operations, and control of the processes.

Records needed to demonstrate the conformance with the processes and the requirements of the standards have been indicated in the Process Maps. Key processes are adequately determined, established & implemented.

**Briefly about Operational planning and control, including** Delivery of the educational products and services, Summative assessment, Recognition of assessed learning, Additional requirements for special needs education, **Identification and traceability**, Property belonging to interested parties, Preservation, Protection and transparency of learners data, Release of the educational products and services, Control of the educational nonconforming outputs,

For the control of the teaching learning processes, the HODs ensure that the teaching plans properly reflect the curriculum requirements. These are therefore periodically reviewed and approved, for control effectiveness.

For identification and traceability each student learner is allotted a number which enables effective tracking of learner's academic progress and related results.

**Data security** of personal information is ensured through password protections and controlled access. It is also ensured that integrity of personal learner data is preserved through backup servers systems.

**Briefly about** Control of externally provided processes, products and services

There are 6 Suppliers approved by the TEG – Thakur Education Group. The Supplier Evaluation is done in Form – FRM/IP-02B-02, Dt 14.07.21; Issue 6.

Verified- the re-evaluation has been done for all these vendors.

Parameters Rated - Quantity supplied; Quality of Supply; Delivery Period; Supplier Rating – Excellent, Good, Fair, Poor. Example- AIRSERVE ENGG, Goregaon East, for Supply of Water Coolers.

Re-evaluation done on 09.10.25. for Purchase, service and Maintenance.

Ratings - Quantity – As per requirement; Quality Acceptable; Delivery period – Acceptable; Supplier Rating – Good. Hence, the external provider continued to be included in Approved Vendor list.

Admission of learners:- (Pre-admission, Conditions)

Admissions of Learners, Pre-Admissions, Conditions:

Before accepting any student's admissions requests, College ensures that it meets the required terms and conditions, and it has all necessary approvals from statutory and regulatory bodies.

The SOP followed for the process, is at Doc- Ref No: TRCAC/IP/01

Organisation for Admissions- In charge – Ms. Anitha Salian.

Total Team Strength – 4

Admissions in Year 2025-2026, and Current Class Strengths, as follows:

College	Degree	Higher Secondary	Total Strength
Arts	739	435	1464
Commerce	1588	1196	2928
Science	862	-	864

**Briefly on the process of performance evaluation based on Monitoring, measurement, analysis and evaluation. (Monitoring satisfaction handling of complaints and Appeals).**

**Learning/ Teaching Performance Evaluation-**

Performance evaluations are done for students and staff and alumni satisfaction feedback ratings.

Feedbacks Obtained IN 2025-26:

Learner feedback:

SOP – TRCAC/MP/05

–Feedbacks from Students:

College	Degree/ Year	Ratings	Higher Sec/ Year	Ratings
Arts	2	83.78	2	78.70
Commerce	2	84.32	2	78.58
Science	2	84.41	-	

These were analysed. The satisfaction rating is high and better than previous year.

Feedback from Staff

College	Degree/ Year	Ratings	Higher Sec/ Year	Ratings
Arts	2	83.78	2	78.70
Commerce	2	84.32	2	78.58
Science	2	84.41	-	

An analysis of the feedbacks was done. The results are better than previous year and indicate that perceptions of staff satisfaction are high.

Alumni Feedback:

The ratings were found to meet and exceed alumni expectations:

Academics: 79%

Ambience 80.73%

**Briefly on the process of conduct of Internal Audit & Management Review and Effectiveness:**

**Internal Audit**

The College conducts Internal Audit through each academic term, viz, twice a year. The recent Internal Audit was conducted on 14 Nov 2025, by the College staff who have undergone IA training, are qualified and are competent Internal Auditors.

Verified record of IA Plan as per TRCAC/MP/07/FRM/01 that was made and communicated on dt 16/10/25. All the relevant functions like TLP, R&D, Purchase, Placement and Higher Education, were found to have been audited.

Verified records of Internal Audit Findings Doc. TRCAC/MP/06/FRM/02 & Internal Audit Summary Doc, Ref -

TRCAC/MP/06/FRM/04, dated 15/11/2025.

There were no NCs and two Opportunities for Improvement.

**MRM:** The MRM meetings are held twice a year as per the College Manual's requirement. The recent MRM was announced in advance and was held on 05 Dec 2025. It was chaired by the Principal and attended by 44 other members including all HODs and the ISO Coordinator.

All the agenda points as indicated at the ISO 21001 requirement were covered.

Few examples:

Changes to internal issues. There were no changes.

Student feedback was obtained for the period June 2025 to Oct 2025. The attainment of 75% student satisfaction is the target. Achieved status is 84%.

Similarly, faculty feedback about the institute was taken, where the number of respondents were 52 out of 69 and level of satisfaction was found to be more than the target of 75%.

Process performance and conformity of services- all found in accordance with the required targets.

The Internal audit report was reviewed and there was no NC.

The MRM report was prepared in the form TRCAC/MP/07/FRM/03.

Both the IA and MRM were found to be effective.

**Examples of improvement/s, corrective actions, break through changes, innovation and reorganization including continual improvement. Opportunities for improvement,**

**Awards and Recognition:**

1. Rashtriya Darpan Shikshak Gaurav Puraskar 2025

-Smt. Arya Joshi, Assistant Professor in the B.Sc. IT and CS Department, was honoured with this award, by the Darpankar Balshastri Jambhekar Patrakar Sangha, Nashik.

2. NIPAM Appreciation Award:

Thakur Ramnarayan College of Arts and Commerce, Mumbai, has received a certificate of appreciation under the National Intellectual Property Awareness Mission (NIPAM), an initiative by the Government of India

3. Hem Value Excellence Award:

The College has been honoured with the prestigious Hem Value Excellence Award by the Hema Foundation. This recognition celebrates the College's continuous commitment to nurturing human values and promoting value-based education among students. It is a proud milestone reflecting the College's dedication towards building responsible and compassionate citizens of tomorrow!

**Teaching/ Learning:**

Resources added:

Smart Boards - 10

Computer Laboratories – 03

**Activities for student development:**

YouTube Channel - Started in June 2025 with 21 videos till date and 335 subscribers

Model United Nations was conducted where 32 students participated

Shark Tank was conducted with 33 students as participants

**Summary of Current Audit Non-conformity**

NC No.	Clause No.	Statement(s)	Grading of NC (Major/Minor)
		NIL	

**Maturity Of The Management System, Comment on:**

(i)	Level of Integration in case of Integrated Management System:	
a)	Integrated Documentation, Manual, policy and objectives, procedures, work instruction etc.)	NA
b)	An Integrated approach to Roles & Responsibilities	
c)	Conduct of Integrated / approach to Internal Audit	
d)	Conduct of Integrated Management Reviews considering the overall business strategy and plan	
e)	An Integrated approach to systems processes	
f)	An Integrated approach to continual Improvement mechanisms	
g)	Organization's personnel to respond to questions more	

	than one management system standards.	
ii)	Commitment of top management, Establishment, Maintenance at different level;	The top management is seen to be very well involved in a daily basis with the EOMS activities and provides effective support to the various functions/ departments. Top management also provides support to the Functional / department Heads, to ensure maintenance and improvements of the Education Organization Management System.
<b>Comments on Usage of Marks / Logos (Accreditation / IRQS)</b>		Not used. Verified.
Use of Marks / Logos: Comments on verification of website. Brochure, Letter head, Visiting card, Banners, issued certificate, etc		
<b>Any Unresolved Issues</b>		NIL
<b>Any Other comments / observations</b>		

<b>Audit Program [To be filled for one cycle, up to Renewal]. Any Significant issues impacting audit program to be recorded</b>										
Type of Audit	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Date of Audit			Jan 2024	23.01.24	Dec 2024	31.01.25	Jan 2026	12 Jan 26	Dec 2026	
No. of Man-days			02	02	01	01	01	01	02	

* Site(s) / Department/ Functions / Processes	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Top Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	
MR process	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Rev of Doc information	✓	✓	-	-	-	-	-	-	✓	
Core process Degree College (Admissions, Teaching Learning, Exams)	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Core process, Junior College, (Admissions, Teaching Learning, Exams)	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Resources (Human Resource, Facilities, Competence & Training)	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Communication (info, public relations,	✓	✓	✓	✓	-	-	✓	✓	✓	
Placements and Higher Education	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Purchase & Externally Provided Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Co-curricular, Extra-curricular and Extension Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	

**NOTE:**

- 01) Processes required for verification of applicability of the Scope of Certification shall be audited in each visit.
- 02) Information required in this Audit Programme is to be updated during First Assessment of the auditee organization in a given cycle i.e. Stage-1 / Transfer / Renewal Audits / Subsequent Audit if there is any modification of Scope (reduction / extension) / Site(S) / Department/ Functions if not audited as planned. (to be discussed)
- 03) Information provided shall remain for guidance purpose only for the Audit Team of subsequent audits in the cycle & hence, shall not be binding w.r.t. additional functions to be audited and / or clauses to be audited in each function to confirm compliance to the respective audit criteria.

**REMOTE AUDIT (USING ICT)**

The Below Ticked ICT has been used in carrying out audit/assessment and the effectiveness of ICT in achieving the audit/assessment objectives are as noted below:

Based on the Input received in IV IRQS:REC:52 A the following ICT were used: (Tick ✓ which were used), any other means if used please include the same for comments on its effectiveness for achieving the objectives).	Used to gather objective evidences.	Effectiveness	
		Achieved for	Not achieved or Not fully achieved: for
Micro Soft Team Meeting ZOOM Go-To Meetings Video conferencing WhatsApp Video call Skype. Use of Drone	Virtual site visit – Based on respective scheme requirements.	NA	
	Operational activities (EG; Process parameters, Operational control etc.).		
	Sharing of Documents, Documented information, Records on Screen		
	Interview with personnel		
	Uninterrupted connectivity throughout audit duration.		
	Overall Audio / Video clarity.		
	Sharing of photos		
	Documents through mails in time.		
	Maintain Integrity of the audit / assessment process.		
	Usage of Drone		
	Objectives of Current Type of audit as noted above under Section 9 of this report.		
	Any other additional information from FORM 52 A / observations.		
	Based on the above:		
Additional Manday required to cover the processes for which objectives not fully achieved	YES <i>(Please mention the audit duration that would be required)</i>		NO
Audit Programme amended.	YES <i>(Please amend the audit program accordingly with appropriate justification)</i>		NO

Recommendation:									
01)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <ul style="list-style-type: none"> <li>- the audit objectives as identified for <input type="checkbox"/> Stage 2 Audit ; <input checked="" type="checkbox"/> Surveillance2 Audit <input type="checkbox"/> Renewal Audit; <input type="checkbox"/> Special Audit , have been fulfilled.</li> <li>- the effectiveness of the management system has the capability to meet requirements and expected outcomes.</li> <li>- Certification Scope is appropriate</li> <li>- Satisfactory conduct of internal audit and management review process</li> </ul> <p><b>And recommend the "Certificate of Approval" for:</b></p> <table border="1"> <tr> <td>a) the issuance</td> <td></td> </tr> <tr> <td>b) the issuance with continuation [in case of renewal/transfer/special audit]</td> <td></td> </tr> <tr> <td>c) continuation</td> <td>YES</td> </tr> <tr> <td>d) revocation of suspension and continuation</td> <td></td> </tr> </table>	a) the issuance		b) the issuance with continuation [in case of renewal/transfer/special audit]		c) continuation	YES	d) revocation of suspension and continuation	
a) the issuance									
b) the issuance with continuation [in case of renewal/transfer/special audit]									
c) continuation	YES								
d) revocation of suspension and continuation									
02)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <p>the audit objectives as identified under <input type="checkbox"/> Stage 2 Audit ; <input type="checkbox"/> Surveillance Audit; <input type="checkbox"/> Renewal Audit; <input type="checkbox"/> Special Audit;</p> <p>the effectiveness of the management system could not be evidenced for the noted non conformities, hence, recommend for :-</p>								

	a) the issuance "Certificate of Approval", subject to satisfactory closure of non-conformities on or before _____.	
	b) the continuation for "Certificate of Approval" , subject to satisfactory closure of non-conformities on or before _____.	
03)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: the audit objectives as identified under <input type="checkbox"/> Stage 2 Audit ; <input type="checkbox"/> Surveillance Audit; <input type="checkbox"/> Renewal Audit; <input type="checkbox"/> Special Audit; , effectiveness of the management system <b>could not be evidenced</b> for the noted Major / Minor non conformity(ies), <b>hence recommends for the</b>	
	a) follow-up visit for closure of major NC(s)/ minor NC(s) requiring closure based on the site visit, before _____.	
	b) follow-up of audit before _____.	
04)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: - the audit objectives as identified under <input type="checkbox"/> Stage 2 Audit; <input type="checkbox"/> Surveillance Audit; <input type="checkbox"/> Renewal Audit; <input type="checkbox"/> Special Audit; , effectiveness of the management system <b>could not be evidenced</b> for the noted Major non conformity(ies) (indicating breakdown of management system or major impact on environment or high potential of an incident which may result in injury/illness), <b>hence recommends fast track review (may lead to suspension or withdrawal of certification)</b>	

**Instructions for Corrective Action Plans Submission:**

Responsibility: It is IRQS's client's responsibility to provide complete and timely responses to finding reports.

**Non Conformance submission:**

- For the date of NC the following to be completed by the client:
  - Correction, Root Cause & Extent Analysis, Evidences of Implemented Correction & Corrective Action, for Verification of effectiveness of implemented Correction / Corrective Action.
- Time Frame of the same:
  - For Major NC – within 30 Days, for Minor NC – within 60 Days

NOTE 1 : If not submitted within the above time frame then the certificate will be intended for Suspension Process.

NOTE 2 : The Close-out of the following :

- Major NC to be completed within 60 Days from the date of audit
- Minor NC to be completed within 90 Days from the date of audit

NOTE 3 :

- Major nonconformities typically require on-site verification of corrective action unless specified by the Auditor. Follow up audit shall take place within 60 days from the last day of the audit activity to IRQS.
- All findings shall be closed before a recommendation for certification can be made.

NOTE 4: In case of issuance of any Major NC or any other situation during surveillance audit(s) and or re certification audit(s), team leader requires to recommend a fast track review by IRQS which may lead to suspension or withdrawal of certification.

**Disagreement with an audit finding/s:**

IRQS Appeals and Control procedure is to be used by the clients for resolving the issue.

**Disclaimer:**

Audit methodology was sample based. Random Samples were chosen from the areas covered in the scope. This is to assess suitability and effectiveness of Management System. Any sampling carries certain amount of uncertainty in auditing. Whenever the ICT facility used for gathering audit evidences the risk associated with poor connectivity of audio / video are taken into the account for uncertainty in auditing. Audit recommendations are subject to an independent review prior to a decision concerning the awarding, renewal of certification or follow-up / re-audit.

**Confidentiality:**

We assure that the information obtained during the audit will be maintained with utmost confidentiality.

Appeal: Our system has a provision of appeal with regards to audit process, difference of opinion and audit report. The client has every opportunity to appeal, dispute or complain against the decision of the auditors.

**Should you wish to Contact IRQS in relation to any queries**

Indian Register Quality Systems

**Head Office:** 2<sup>nd</sup> Floor, New Building, 52 A, Adi Shankaracharya Marg,

Opp. Powai Lake, Powai, Mumbai - 400 072.

Website : [www.irqs.org](http://www.irqs.org)

Tel. No.:+91 22 30519800/ 71199800 Fax No.: + 91 22 2570 3611

Report prepared and forwarded to organization vide E-mail dated : 16.01.2026

By Team Leader Name, Signature & Date: Cdr Shrinivas Nilkund. 15.01.2026



# **Seminar on Wellness & Well-Being**



TRCAC/DC/IQAC/012/2025-26

Date: 27/01/2026

**NOTICE**  
**(JC / DC)**

All teaching and non-teaching staff members of TRCAC are hereby informed that the Internal Quality Assurance Cell (IQAC) has organized a seminar titled "Wellness & Well-Being". The seminar aims to promote holistic well-being by fostering healthy practices along with a positive and mindful state of being.

Attendance is mandatory for all teaching and non-teaching staff members.

The details are as follows:

**Speaker: Arun Rishi 'स्वर्गीय'**

**Day & Date: Wednesday, 28th January, 2026**

**Session Timings: 4:30 p.m. onwards**

**Venue: Auditorium (7th Floor), Thakur College of Science and Commerce, Thakur Village, Kandivali East, Mumbai - 400101**

  
**Mr. Vaqar Bubere**  
IQAC Coordinator

  
**Dr. Neha Goel**  
Vice-Principal

  
**Dr. Sumathi Raikumar**  
Principal





Thakur Educational Trusts (Regd.)

THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE

NAAC Accredited & ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 058  
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

TRCAC/IP/06/FRM/07

Revision: A

## REPORT ON

### Seminar on "Wellness & Well-Being"

Organised By: IQAC

Day & Date: Wednesday, 28th January, 2026

Time: 4:30 p.m. onwards

Venue: Auditorium (7th Floor), Thakur College of Science and Commerce, Kandivali East

#### BRIEF INTRODUCTION

This Wellness & Well-Being seminar builds awareness of physical, mental, and emotional health, offering practical strategies for stress management, work-life balance, and greater energy, resilience, and motivation at work and in life.

#### OBJECTIVES OF EVENT

- To build awareness of physical, mental, and emotional well-being among staff.
- To help participants recognize stress and apply effective management techniques.
- To promote healthy habits that improve energy, focus, and overall health.
- To encourage work-life balance and a supportive, motivated workplace.

DETAILS OF PARTICIPANTS: 60 faculty members (both Degree & Junior combined)

#### OUTCOME

- Increased awareness of physical, mental, and emotional well-being.
- Improved ability to identify stressors and apply effective stress-management techniques.
- Adoption of healthier lifestyle habits that enhance energy, focus, and overall health.
- Better work-life balance and a more supportive, motivated workplace environment.



Mr. Vaqar Bubure  
IQAC Coordinator

Dr. Neha Goel  
Vice-Principal

Dr. Sumathi Rajkumar  
Principal



# ACADEMIC AND ADMINISTRATIVE AUDIT

ACADEMIC YEAR  
**2024-2025**



## TABLE OF CONTENT

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page no.</b>
1	Introduction of the College	1
2	Vision & Mission	2
3	Appointment of the auditors	3
4	Department of B.A.	4
5	Department of B.A.M.M.C.	5
6	Department of B.C.om	6
7	Department of B.C.om (A&F)	7
8	Department of B.C.om (M.S.)	8
9	Department of B.Sc (I.T.) & (C.S.)	9
10	IQAC (Internal Quality Assurance Cell)	10
11	RDC (Research & Development Cell)	12
12	PHE (Placement & Higher Education)	13
13	NSS (National Service Scheme)	14
14	Cultural Committee	16
15	WDC (Women Development Cell)	17
16	EDC (Entrepreneurial Development Cell)	18
17	Sports Committee	19
18	Natures' Club	20
19	Examination Department	21
20	Admin Office	22
21	Recommendations by the committee	23
22	SWOC	26
23	Declaration	27

## **INTRODUCTION OF THE THAKUR EDUCATIONAL TRUST**

**Thakur Educational Trust**, established in 1990, is a prominent educational Trust committed to providing high-quality education across various disciplines. With over 25 institutes under its umbrella, the Trust has made significant contributions to the academic landscape, catering to a diverse range of students. Currently, it serves more than 50,000 students and employs over 3,500 staff members across 9 campuses. The Trust's dedication to academic excellence and holistic development has made it a leader in education, offering an environment where students can thrive, achieve their academic goals, and prepare for successful careers in various fields.

## **INTRODUCTION OF THE THAKUR RAMNARAYAN COLLEGE OF ARTS & COMMERCE**

Our college, **Thakur Ramnarayan College of Arts & Commerce**, established in 2016, is a dynamic institution affiliated with the University of Mumbai. Offering both junior and degree college programs, the college has rapidly grown to accommodate over 3,500 students across its various courses. With a dedicated team of more than 70 employees, TRCAC aims to provide high-quality education that fosters academic growth and personal development. The college offers a diverse range of programs, including Bachelor of Arts (B.A.) in History, Economics, and Psychology, Bachelor of Arts in Multimedia and Mass Communication (B.A.M.M.C.), Bachelor of Commerce (B.Com), B.Com in Accounting and Finance (A&F), B.Com in Management Studies (M.S.), and B.Sc in Information Technology (I.T.) and Computer Science (C.S.). The college is accredited by NAAC in 2024 and ISO 21001:2018 certified in 2024.

### **VISION OF THE COLLEGE**

To be a leading institution of higher education contributing to societal development through holistic approach towards learning.

### **MISSION OF THE COLLEGE**

To nurture and sustain academic excellence by imparting quality education to develop a community of intellectuals with professional skills and ethical values.

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### **VISION OF THE IQAC**

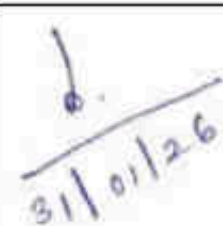


To excel through continuous improvement in education and institutional processes.

### **MISSION OF THE IQAC**

To continuously monitor, modify and maintain quality in institutional practices to achieve excellence.

### APPOINTMENT OF THE AUDITORS

The following esteemed members have been cordially invited to serve as the members of the Academic & Administrative Audit Committee to conduct **Academic & Administrative Audit** for the **Academic Year (2024-25)** at **Thakur Ramnarayan College of Arts & Commerce, Dahisar (East), Mumbai - 400068.**

Sr. No.	Name & Designation	Signature (with date)
1	Dr. Kalpana Jain, Principal Royal College of Arts, Science and Commerce  (Chairperson, Academic & Administrative Audit Committee)	 31/01/26
2	Dr. Alwin Menezes Principal Abhinav College of Arts, Commerce & Science  (Member, Academic & Administrative Audit Committee)	 31/01/2026
3	Ms. Mariyah Ghori IQAC Coordinator Rizvi College of Arts, Science & Commerce  (Member, Academic & Administrative Audit Committee)	 31/1/26

**DEPARTMENT OF B.A.**

The following lists of the activities undertaken by the **Department of B.A. of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	International Yoga Day (21/06/2024)	Yes
2	Veergatha 3.0 (07/02/2025)	Yes

Sr. No.	Particulars	Yes / No
1	Faculty Diary (Log Book)	Yes
2	Record of Doubt Solving/Remedial/Extra Lectures Taken	Yes
3	List PO, PSO, CO and their attainment	Yes
4	Syllabus	Yes
5	Syllabus Coverage Report	Yes
6	Study Material Availability to Students	Yes
7	Attendance Record	Yes
8	Add-on / Value Added / Bridge Course/ MOOCS	Yes
9	Project Work (Black Book Project, if any)	Yes
10	Use of ICT Tools and Student Centric Methods	Yes
11	Departmental Minutes of Meeting	Yes
12	Mentoring Records	No
13	Parents-Teachers' Meeting Records	Yes
14	Passing Percentage for Third Year Students	Yes
15	Students' Achievements	Yes
16	Faculty Achievements	Yes
17	Academic Calendar	Yes
18	Up-to-date record on Website	Yes

### DEPARTMENT OF B.A.M.M.C.

The following lists of the activities undertaken by the **Department of B.A.M.M.C. of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	VFX Training (11/07/2024)	Yes
2	DARBAR (15/01/2025)	Yes

Sr. No.	Particulars	Yes / No
1	Faculty Diary (Log Book)	Yes
2	Record of Doubt Solving/Remedial/Extra Lectures Taken	No
3	List PO, PSO, CO and their attainment	Yes
4	Syllabus	Yes
5	Syllabus Coverage Report	Yes
6	Study Material Availability to Students	Yes
7	Attendance Record	Yes
8	Add-on / Value Added / Bridge Course/ MOOCS	Yes
9	Project Work (Black Book Project, if any)	Yes
10	Use of ICT Tools and Student Centric Methods	Yes
11	Departmental Minutes of Meeting	Yes
12	Mentoring Records	Yes
13	Parents-Teachers' Meeting Records	Yes
14	Passing Percentage for Third Year Students	Yes
15	Students' Achievements	Yes
16	Faculty Achievements	Yes
17	Academic Calendar	Yes
18	Up-to-date record on Website	No

### DEPARTMENT OF B.COM

The following lists of the activities undertaken by the **Department of B.COM of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have 'Available / Not available' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Guru ki Kaksha (20/07/2024)	Yes
2	Session on Financial Markets (06/08/2024)	Yes

Sr. No.	Particulars	Yes / No
1	Faculty Diary (Log Book)	Yes
2	Record of Doubt Solving/Remedial/Extra Lectures Taken	Yes
3	List PO, PSO, CO and their attainment	Yes
4	Syllabus	Yes
5	Syllabus Coverage Report	Yes
6	Study Material Availability to Students	Yes
7	Attendance Record	Yes
8	Add-on / Value Added / Bridge Course/ MOOCS	Recommended
9	Project Work (Black Book Project, if any)	Yes
10	Use of ICT Tools and Student Centric Methods	Yes
11	Departmental Minutes of Meeting	Yes
12	Mentoring Records	No
13	Parents-Teachers' Meeting Records	Yes
14	Passing Percentage for Third Year Students	Yes
15	Students' Achievements	Yes
16	Faculty Achievements	Yes
17	Academic Calendar	Yes
18	Up-to-date record on Website	Yes

### DEPARTMENT OF B.COM (A&F)

The following lists of the activities undertaken by the **Department of B.COM (A&F) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Field visit to Abhijeet Dyes & Tools (17/09/2024)	Yes
2	Field visit to Mahindra Ltd. (28/11/2024)	Yes

Sr. No.	Particulars	Yes / No
1	Faculty Diary (Log Book)	Yes
2	Record of Doubt Solving/Remedial/Extra Lectures Taken	Yes
3	List PO, PSO, CO and their attainment	Yes
4	Syllabus	Yes
5	Syllabus Coverage Report	Yes
6	Study Material Availability to Students	Yes
7	Attendance Record	Yes
8	Add-on / Value Added / Bridge Course/ MOOCS	Yes
9	Project Work (Black Book Project, if any)	Yes
10	Use of ICT Tools and Student Centric Methods	Yes
11	Departmental Minutes of Meeting	Yes
12	Mentoring Records	Yes
13	Parents-Teachers' Meeting Records	Yes
14	Passing Percentage for Third Year Students	Yes
15	Students' Achievements	Yes
16	Faculty Achievements	Yes
17	Academic Calendar	Yes
18	Up-to-date record on Website	Yes

### DEPARTMENT OF B.COM (M.S.)

The following lists of the activities undertaken by the **Department of B.COM (M.S.) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Field visit to Navneet Factory (24/08/2024)	Yes
2	Seminar on Practical Aspects of Bank (13/02/2025)	Yes

Sr. No.	Particulars	Yes / No
1	Faculty Diary (Log Book)	Yes
2	Record of Doubt Solving/Remedial/Extra Lectures Taken	Need improvement
3	List PO, PSO, CO and their attainment	Yes
4	Syllabus	Yes
5	Syllabus Coverage Report	Yes
6	Study Material Availability to Students	Yes
7	Attendance Record	Yes
8	Add-on / Value Added / Bridge Course/ MOOCS	No
9	Project Work (Black Book Project, if any)	Yes
10	Use of ICT Tools and Student Centric Methods	Yes
11	Departmental Minutes of Meeting	Yes
12	Mentoring Records	Yes
13	Parents-Teachers' Meeting Records	Yes
14	Passing Percentage for Third Year Students	Yes
15	Students' Achievements	Yes
16	Faculty Achievements	Yes
17	Academic Calendar	Yes
18	Up-to-date record on Website	Yes

### DEPARTMENT OF B.SC (I.T.) & (C.S.)

The following lists of the activities undertaken by the **Department of B.SC (I.T.) & (C.S.) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Code Carnival (03/09/2024)	Yes
2	Zettabyte (24/01/2025)	Yes

Sr. No.	Particulars	Yes / No
1	Faculty Diary (Log Book)	Yes
2	Record of Doubt Solving/Remedial/Extra Lectures Taken	Yes
3	List PO, PSO, CO and their attainment	Yes
4	Syllabus	Yes
5	Syllabus Coverage Report	Yes
6	Study Material Availability to Students	Yes
7	Attendance Record	Yes
8	Add-on / Value Added / Bridge Course/ MOOCS	No
9	Project Work (Black Book Project, if any)	Yes
10	Use of ICT Tools and Student Centric Methods	Yes
11	Departmental Minutes of Meeting	Yes
12	Mentoring Records	No
13	Parents-Teachers' Meeting Records	Yes
14	Passing Percentage for Third Year Students	Yes
15	Students' Achievements	Yes
16	Faculty Achievements	Yes
17	Academic Calendar	Yes
18	Up-to-date record on Website	Yes

### IQAC (INTERNAL QUALITY ASSURANCE CELL)

The following lists of the activities undertaken by the **IQAC of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have 'Available / Not available' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Faculty Induction Program - (01/06/2024 to 06/06/2024)	Yes
2	NEP-2020 Sensitization Session - (10/06/2024)	Yes
3	Common Strategy for NET/SET Paper I & II - (06/09/2024)	Yes
4	How to Frame F.Y. Question Paper based on CO's & Bloom's Taxonomy - (09/10/2024)	Yes
5	Individual Review Meeting - (21/10/2024 to 22/10/2024)	Yes
6	Term-I End Meeting - (26/10/2024)	Yes
7	Faculty Orientation - (11/11/2024 & 16/11/2024)	Yes
8	Internal ISO Audit - (23/11/2024)	Yes
9	Auditor's Training on ISO 21001:2018 - (03/12/2024 to 05/12/2024)	Yes
10	Recognizing Students with Learning Disability in Classroom - (27/10/2025)	Yes
11	ISO Surveillance Audit - (30/01/2025)	Yes
12	Role of Faculty in Student Mentoring & Student Employability - (31/01/2025)	Yes
13	Academic & Administrative Audit - (18/02/2025)	Yes
14	Individual Review Meeting - (07/04/2025 to 09/04/2025)	Yes
15	Management Development Program - (23/04/2025 to 24/04/2025)	Yes
16	Year-End Meeting - (30/04/2025)	Yes

Sr. No.	Particulars	Yes / No
1	Minutes of Meeting College Development Cell (CDC)	Yes
2	Minutes of Meeting Internal Quality Assurance Cell (IQAC)	Yes
3	Minutes of Meeting Anti-Ragging Cell	Yes
4	Minutes of Meeting Internal Complaint Cell (ICC)	Yes

5	Minutes of Meeting Grievance Redressal Cell (GRC)	Yes
6	Strategic Plan / Perspective Plan	Yes
7	Feedback & Action Taken Report	Yes
8	MOU's (if any)	Yes
9	Annual Performance Appraisal	Yes
10	NAAC / NBA / NIRF / ISO / AAA (mention below) <ul style="list-style-type: none"> <li>• NAAC</li> <li>• ISO</li> </ul>	Yes

### **RDC (RESEARCH & DEVELOPMENT CELL)**

The following lists of the activities undertaken by the **Research & Development Cell (RDC) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have 'Available / Not available' comments only.

<b>Sr. No.</b>	<b>Particulars (with Date)</b>	<b>Yes / No</b>
1	Shodh Anveshan (20/09/2024)	Yes
2	Shodh Sameksha (08/02/2025)	Yes

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes / No</b>
1	Record of Research Paper Publications	Yes
2	Record of Patents Published	Yes
3	Record of Publication of Chapters/Books	Yes
4	Research Conferences held (if any)	Yes
5	Certificates for Paper Presentations	Yes
6	Grants received (if any)	Nil
7	Up-to-date record on Website	Yes

### PHE (PLACEMENT & HIGHER EDUCATION)

The following lists of the activities undertaken by the **Placement & Higher Education Cell (PHE) of TRCAC for A.Y. 2024-25**. The auditor must check any two randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars	Yes / No
1	Training Activities	Yes
2	Career Counselling Sessions	Yes
3	Placement Drives	Yes
4	Job Fair	Yes
5	Appointment Letters / Emails	Yes
6	Internship - Letter / Certificate of Completion	Yes
7	Students progressing to higher education	Yes
8	Training for entrance and competitive exams	No
9	Soft skill development programs	Yes
10	Aptitude test	Yes
11	Crash / bridge courses (for placement purpose)	Yes
12	Govt. competitive exam preparations training	No
13	Up-to-date record on Website	Yes

### NSS (NATIONAL SERVICE SCHEME)

The following lists of the activities undertaken by the **National Service Scheme (N.S.S.) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have 'Available / Not available' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Sarva Shiksha Abhiyaan (year long project)	Yes
2	Swachata Hi Seva (year long project)	Yes

Sr. No.	Particulars	Yes / No
1	Notices for formation of NSS unit	Yes
2	List of Activities conducted as per University of Mumbai a. University Yoga Camp (15/06/2024) b. Har Ghar Tiranga (09/08/2024) c. Election Voter Awareness (23/10/2024)	Yes
3	Record of Certificates Received	Yes
4	Hourly Record of Volunteers	Yes
5	Celebration of Days of National/International importance a. Constitution Day Celebration (26/11/2024) b. World Environment Day Celebration (05/06/2024) c. National Youth Day Celebration (12/01/2025)	Yes
6	NSS Camp	Yes
7	Campaign and Awareness a. Waste Management Awareness Campaign (27/09/2024) b. Plastic Free Environment (14/12/2024) c. Railway Safety (06/01/2025)	Yes
8	Health Awareness Campaigns a. Drug Awareness Campaign (26/06/2024) b. Session on Sudden Cardiac Arrest (28/09/2024) c. Menstrual Hygiene and Sanitary Pad Distribution (06/03/2025)	Yes
9	Community Outreach a. Cleanliness Drive (16/01/2025) b. Free Government Schemes Camp (16/03/2025) c. Polio Vaccination Drive (08/12/2024)	Yes

10	Partnership with NGOs a. Book Distribution - Akshayashakti (20/06/2024) b. Stationary Kit Distribution - IDF (29/06/2024) c. Clothes Collection Drive - Bombay Recycling Concern (16/10/24)	Yes
11	Maintenance of University notices / documents	Yes
12	Up-to-date record on Website	Yes

### CULTURAL COMMITTEE

The following lists of the activities undertaken by the **Cultural Committee of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars	Yes / No
1	Celebration of Days of National/International Importance.	Yes
2	No. of Intercollege Competitions participated in: a. Mridang - Reena Mehta College (06/01/2025) b. COSMOS - Valia College (31/01/2025)	Yes
3	Record of Certificates Received	Yes
4	No. of Intercollege Competitions conducted: a. Fusion Carnival (11/01/2025) b. Hindi Diwas (14/09/2024)	Yes
5	Celebration of Cultural Events: a. Friendship Day (02/08/2025) b. Making Memories (04/02/2025)	Yes
6	Up-to-date record on Website	No

### **WDC (WOMEN DEVELOPMENT CELL)**

The following lists of the activities undertaken by the **Women Development Cell (WDC) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

<b>Sr. No.</b>	<b>Particulars (with Date)</b>	<b>Yes / No</b>
1	Seminar on Women Legal Literacy (03/07/2024)	Yes
2	Skit on Women Equality (29/08/2024)	Yes

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes / No</b>
1	Women' s Day Celebration (8th March)	Yes
2	Conduct of Gender Audit	Yes
3	Up-to-date record on Website	Yes

### EDC (ENTREPRENEURIAL DEVELOPMENT CELL)

The following lists of the activities undertaken by the **Entrepreneurship & Development Cell (EDC) of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have 'Available / Not available' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Innovation Expo (27/06/2024)	Yes
2	Rakhi Stall (10/08/2024)	Yes

Sr. No.	Particulars	Yes / No
1	Registration with MU Ideas	No
2	Registration in Atal Incubation	No
3	Business Fest (Agaaz Utsav)	Yes
4	No. of Startups/Businesses launched	No
5	No. of Certificates of Incorporation Received	No
6	Funds Disseminated / Received (if any)	No
7	Establishment of Incubation Center	No
8	Training/Skill Development Programs/Activities Conducted	Yes
9	Up-to-date record on Website	Yes

### SPORTS COMMITTEE

The following lists of the activities undertaken by the **Sports Committee of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have 'Available / Not available' comments only.

Sr. No.	Particulars	Yes/No
1	Participation in Inter-College / University level Tournaments a. Parivatan (04/11/2024) b. Ashoka Championship (10/12/2024)	Yes Yes
2	Record of Certificates Received	No
3	No. of Intercollege / University level Competitions conducted	No
4	Sports Day	Yes
5	Maintenance of University notices / documents	No
6	Up-to-date record on Website	No

### NATURE CLUB

The following lists of the activities undertaken by the **Nature Club of TRCAC for A.Y. 2024-25**. The auditor must check **any two** randomly selected activities in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars (with Date)	Yes / No
1	Beach Cleanup Drive (21/09/2024)	Yes
2	E-waste Collection Drive (06/03/2025)	Yes

Sr. No.	Particulars	Yes / No
1	Record of Green Audits	No
2	Nature Walks and Field Trips	Yes
3	Collaborations with NGOs	Yes
4	Conservation and Sustainability (Tree Plantation Drives, Clean-up Drives, Waste Management Initiatives, Water Conservation Campaigns, Energy Conservation Initiatives, etc)	Yes
5	Celebration of World Environment Day	Yes

### EXAMINATION DEPARTMENT

The following lists of the activities undertaken by the **Examination Committee of TRCAC for A.Y. 2024-25**. The auditor must check randomly selected documents in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars	Yes / No
1	Schedule of examinations conducted with their details (Exam Time-table, Seating arrangement, Supervisor duty chart, Attendance sheet, Junior supervisor sheet, Stock register)	Yes
2	Grievances received/resolved	Yes
3	Notices for hall ticket/marksheet distribution	Yes
4	Maintenance of University notices / documents	Yes
5	Up-to-date record on Website	Yes

### ADMIN OFFICE

The following lists of the works are undertaken by the **Admin office of TRCAC for A.Y. 2024-25**. The auditor must check randomly selected documents in its entirety. The checklist must have '**Available / Not available**' comments only.

Sr. No.	Particulars	Yes / No
1	Efficient filing system	Yes
2	Records of official correspondences	Yes
3	Administrative softwares (MKCL, ERP, etc.)	Yes
4	Records of staff attendance	Yes
5	Processing & approval of leave applications	Yes
6	Maintenance & updation of student records	Yes
7	Fee collection procedures	Yes
8	Issuance of original & duplicate Student ID cards	Yes
9	Campus security measures (CCTV surveillance and security guards)	Yes
10	Security & protection of college data	Yes
11	Maintenance of Faculty Personal file	Yes
12	Review & maintenance of legal documents (agreements, contracts)	Yes

## RECOMMENDATION BY THE COMMITTEE

### Department of B.A.

1. Student participation should be increased.
2. The participation of students of other colleges should be there.
3. Notices should be specific (time).
4. Activity Specific to names (Plastic minimalisation)
5. No faculty meeting systematic record. (Systematic records)

### Department of B.A.M.M.C.

1. Students' attendance in lectures needs to be improved.
2. More visibility on the website.
3. ICT tools can go beyond PPT.
4. Counselling/Mentoring can be started for FY students.
5. Students and faculty to promote & write Research Paper.

### Department of B.Com

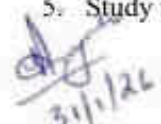
1. Online courses can be done. For eg. Reliance & Saylor
2. Mentoring slots can be created in TT and records can be mentioned.


### Department of B.Com (A&F)

1. Organisation of activities by students (Only IVs are arranged )
2. Absence of students for Industrial visit.
3. No record of Remedial lectures.
4. Maintain record for beneficiary.
5. Signing authority on the first page of project work.
6. Book publication can be increased.
7. Publication in scopus should be promoted.
8. Notice for departmental meetings with agenda.
9. Less response for departmental parents meeting.(PTA)
10. Student participation can be increased.
11. Record of students for participation in Green club, NSS.
12. Arrange more activities for college students and other college students.
13. Awareness by students for society.
14. Quantitative records should be maintained. For some points.

### Department of B.Com (M.S.)

1. Need to take up seminars and workshops for the students.
2. No. of Industrial Visits should be increased.
3. Peer teaching can be promoted by doubts solving.
4. Records of feedback and result analysis of remedials to be added.
5. Study material can be updated and shared for most of the topics.

  
31/1/26  
**Ms. Mariyah Ghori**  
Members

  
21/01/2026  
**Dr. Alwin Menezes**  
Member

  
31/1/26  
**Dr. Kalpana Jain**  
Chairperson

**Department of B.Sc (I.T. & C.S.)**

1. ICT tools can improve.
2. Attendance of students needs to improve.
3. Increase add-on courses in department and MoU
4. Activity for non-teaching and teaching staff on AI.
5. Participation in Avishkar can improve.

**RDC (Research & Development Cell)**

1. Conduct activities in association with other colleges.
2. RDC should function in broader spectra for conduction of activities.
3. Participation of faculty in book publication from Arts can be increased.
4. Separate email IDs for students for research cell.

**EDC (Entrepreneur Development Cell)**

1. Skill Development workshops can be conducted.
2. The college can have a Tuck shop to promote the products prepared by students.
3. Canteen menu can have an item by students each day promotion for which can be done through a weekly chart displayed near the canteen.
4. A portion of profit can be used for notation and extension activities to strengthen Criteria III.

**Sports Committee**

1. Records of students participation and winners to be maintained and certificates should be documented for IQAC requirement of Criteria V.
2. Folders shared with IQAC should have open access.

**Literary Club**


1. Book review competitions among students and faculty members should be conducted.


**Green Club**

1. Certificate of E-Waste to be displayed (Recycling).
2. Registration of 50% students of college in Green Club.
3. Participation in University Green club activities.

**NSS (National Service Scheme)**

1. Please send NSS PO for University training.
2. E-waste recycling activities should get Carbon points for the institute.
3. Please add more units to NSS from the university.
4. Please send a file for NSS District, State and National Awards of students & college.

  
31/01/26  
**Ms. Mariyah Ghori**  
Members

  
31/01/2026  
**Dr. Alwin Menezes**  
Member

  
31/01/26  
**Dr. Kalpana Jain**  
Chairperson

**Examination**

1. The paper setting process should be not through an email but through envelopes.
2. A spare paper printing machine should be available in case of emergency.

**WDC (Women Development Cell)**

1. Collaborations can be done with more NGOs to provide leadership and opportunities.
2. Workshops for staff to be organised.

**PHE (Placement & Higher Education)**

1. Documents can be prepared in the form of soft copy and digital seal and signature can be done to save the environment and go paperless.

**IQAC (Internal Quality Assurance Cell)**

1. Suggestion boxes should be installed at prominent locations.
2. Reports should be prepared in soft copy form only.
3. IQAC should have a dedicated clerk assigned for IQAC functioning.
4. Formation of students council.

**Cultural Committee**

1. Soft copies of the reports to be prepared.
2. Participation in intercollegiate fest should be increased.
3. Various clubs can be created under cultural committees to promote literature activities, skills Hackathons.

**Admin Office**

1. Please conduct a monthly meeting with notice, agenda and minutes for work distribution to staff.



**Ms. Mariyah Ghori**  
Members



**Dr. Alwin Menezes**  
Member



**Dr. Kalpana Jain**  
Chairperson

## SWOC

### Strengths

1. Well organized documentation of records.
2. Placement & Training initiatives of TY.
3. Young, energetic and technosavy staff.
4. Updated infrastructure.
5. Alumni connect well.
6. Good coordination among team & departments.
7. Paper publication & good record maintenance faculty diary.
8. Good support from management for research work.

### Weaknesses


1. Less Students Participation.
2. Poor students' attendance in lectures.
3. No book publications by faculties of some department.
4. No participation in avishakar by some department.
5. Reaching to needy students (weak learners) in a systematic way.
6. Research work promotion among students of departments and participation for avishkar.


### Opportunities

1. Interdepartmental sessions to promote interdisciplinary approach.
2. Industry-academia linkage can lead to better opportunities for the students and institution to grow.
3. Green club participation in university activity.
4. NSS can go for outcome based & long term sustainable activity.
5. 12 faculty members are pursuing Ph.D , this proportion can be increased.

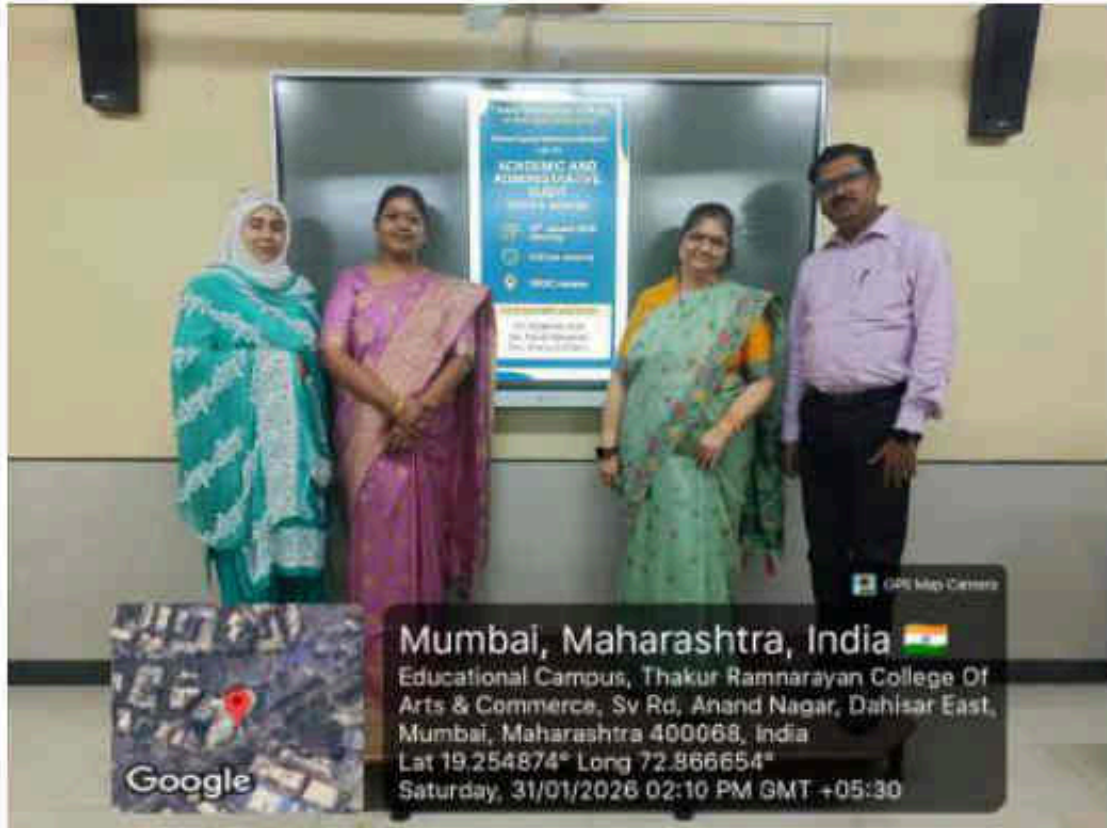
### Challenges

1. Meeting the requirements of NEP while not compromising our quality of education.
2. Retaining the students to complete their degree.
3. Promotion of book reading among all the students either online or offline.
4. NET/SET and Phd holder faculty recruitment.
5. More participation of students in the organisation of events.
6. Less response from parents in PTM.
7. Placement cell to be more efficient.
8. Publication in scopus.

  
31/01/26  
**Ms. Mariyah Ghori**  
Members

  
31/01/2026  
**Dr. Alwin Menezes**  
Member

  
31/01/26  
**Dr. Kalpana Jain**  
Chairperson



### DECLARATION

The institution has conducted an Academic and Administrative Audit for the Academic Year 2024-25 to assess and enhance the quality of its academic programs and processes. The audit was conducted by an external academic audit committee comprising experts in relevant fields. The institution is committed to implementing the recommendations of the audit committee to enhance the quality of its academic programs and ensure continuous improvement.

I also hereby declare that all the information provided is true and correct to the best of my knowledge.

  
  
**Dr. Sumathi Rajkumar**  
**Principal**  
**Thakur Ramnarayan College of Arts & College**

**Date:** 31/01/2026  
**Place:** Dahisar-East, Mumbai

# **Management Development Program on Stress**

# **Management and Holistic Development**



TRCAC/DC/IQAC/013/2025-26

Date: 01/04/2026

**NOTICE  
(DC)**

All faculty members of TRCAC are hereby informed that the Internal Quality Assurance Cell (IQAC) of our college is organizing a Management Development Program (MDP) on the topic "**Stress Management and Holistic Development**". The details are as follows

**Date: Monday, 6th April, 2026 to Wednesday, 8th April, 2026**

**Session Timings: 10:00 a.m. to 11:30 a.m.**

**Venue: Seminar Hall**

**Resource person: Mr. Kirti Astik**

**Note: 1. Attendance is mandatory for all faculty members.**

**2. Kindly report to the venue 10 min before the scheduled time**

**Mr. Vaqar Babere**  
IQAC Coordinator

**Dr. Neha Goel**  
Vice-Principal

**Dr. Sumathi Raikumar**  
Principal



TRCAC/IP/06/FRM/07

Revision: A

### REPORT ON

## Management Development Program (MDP) on the topic "Stress Management and Holistic Development"

Organized By: IQAC

Day & Date: Monday, 6th April 2026 to Wednesday, 8th April 2026

Time: 10:00 a.m. to 11:30 a.m.

Venue: Seminar Hall

### BRIEF INTRODUCTION

The IQAC of TRCAC organized a three-day MDP on "Stress Management and Holistic Development" from 6th to 8th April 2026, led by Mr. Kirti Astik, to enhance faculty well-being and professional growth.

### OBJECTIVES OF EVENT

The main objectives behind the session held was


- To help faculty members understand the causes and impact of stress in personal and professional life.
- To equip participants with effective stress management techniques and coping strategies.
- To improve overall productivity, work-life balance, and professional effectiveness of faculty members.

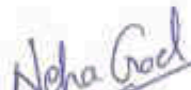
### DETAILS OF PARTICIPANTS: 46 Faculty Members

### OUTCOME

- Faculty members gained practical techniques to manage stress **effectively** in their daily professional and personal lives.
- Participants developed better awareness of maintaining a healthy work-life balance and overall well-being.
- The program enhanced faculty productivity, focus, and positive approach towards their roles and responsibilities.



  
Mr. Vaqar Bubure  
IQAC Coordinator

  
Dr. Neha Goel  
Vice-Principal



  
Dr. Sumathi Rajkumar  
Principal

**INDIVIDUAL  
REVIEW  
MEETING**



TRCAC/DC/IQAC/014/2025-26

Date: 17/03/2026

**NOTICE**  
**(DC)**

**Individual Review Meeting**

All Faculty Members are hereby informed that the **Individual Review Meeting** for A.Y. 2025-26 will be conducted on an individual basis by the Principal. The schedule for the same is attached herewith.

**Note:**

1. Attendance for mentioned faculty members is mandatory.
2. IR will not be conducted for faculty members, who fail to appear for the meeting at the stipulated given time and have to appear for the Re-interview.
3. Re-interview will be scheduled for faculty members whose name is not mentioned in the list

**The details are as follows:**

**Session Timings: 12:00 noon onwards**

**Venue: 1st Floor, Conference Room**

**Mr. Vaqar Bubere**  
IQAC Coordinator

**Dr. Neha Goel**  
Vice-Principal

**Dr. Sumathi Rajkumar**  
Principal





## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	MR. AKSHAY WAGH	Tuesday, 24 March, 2026	01:05	
2	DR. JASPREET KAUR		1:11 pm	
3	MS. RUHI MAIN		1:52 pm	
4	MS. KAJAL YADAV		1:31 pm	
5	MS. FENI PANDHI		3:59	
6	MR. PRAVIN SANGALE		2:40	
7	MS. SWAPNA GAWDE		3:33	
8	MR. SUNDER SINGH		2:18	
9	MS. DHANASHREE POTDAR		4:35	





Thakur Educational Trusts (Regd.)

THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE  
NAAC Accredited & ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068  
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.iracac.org.in

## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	MR. CHIRAG DEORA	Wednesday, 24 March, 2026	2:38	<i>Chirag</i>
2	MS. DHANASHREE KAPADIA		2:08	<i>Dhanashree Kapadia</i>
3	MS. RANJEETA PRAJAPTI		3:51pm	<i>Ranjeeta</i>
4	MS. NIKITA VISHWAKARMA		2:45	<i>Nikita</i>
5	MR. SHIVAM PANDEY		3:16	<i>Shivam</i>
6	MS. GAURI SALUNKE		3:05	<i>Gauri</i>
7	MR. MAKS MAKWANA		01:31pm	<i>Maks</i>
8	MR. PRASOON PANDEY		01:45 PM	<i>Prasoon</i>
9	DR. RAKESH KOENDER		11:35 pm	<i>Rakesh</i>





Thakur Educational Trusts (Aged)

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Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.ttcac.org.in

## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	DR. SUSHMA SHUKLA	Friday, 27 March, 2026	1:09	
2	DR. RUPALI ALONE		12:28	
3	MS. PRACHI PATADE		3:30	
4	MS. RUCHI MALI		2:22	
5	MS. PRAJAKTA KADAM		3:07	
6	MR. ARJUN SAH		12:49	
7	DR. SREEDEVI V.S.		1:40	
8	MS. SANGEETA YADAV		2:03	
9	MS. RASHMITHA SHETTIGAR		1:32	
10	MR. AMAN JOSHI		2:50	





## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	MR. PRASHANT KAMBLE	Saturday, 27 March, 2026		
2	MS. AARYA JOSHI		1:58	
3	MR. DARSHAN KANTELIA			
4	MR. DURGESH GUPTA		2:22	
5	MR. SHUBHAM CHAUBEY		1:38	
6	MS. SMRITI DUBEY		1:16 pm	





## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	MS. RANJANI MISHRA	Saturday, 27 March, 2026	4:04 P.M.	<u>Ranjani</u>
2	MR. SANDEEP KAMBLE		4:04 P.M.	<u>Sandeep</u>
3	MS. NISHA KEKAN		4:00	<u>Nisha</u>
4	MS. NIKITA SINGH		4:04	<u>Nikita</u>
5	MS. PRACHI SINGH		4:05	<u>Prachi</u>
6	MS. PRIYA SINGH		4:00	<u>Priya</u>
7	MS. RIDDHI PANDYA		04:00	<u>Riddhi</u>
8	MS. SONALI SERIGAR		4:00	<u>Sonali</u>





## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	MR. PRASHANT KAMBLE	Monday, 30 March, 2026	02:55pm	
2	MR. DURGESH GUPTA		2:07 PM	
3	MR. DARSHAN KANTELIA		12:27	
4	MS. RIDDHI PANDYA			
5	DR. DAKSHA CHOUDHARY			
6	MS. KOMAL JAMBHALE		2:23 pm	
7	MS. SUJATA DEBNATH		1:22pm	
8	MS. CRISSET BURBOZE		1:00	





## IR Schedule A.Y. 2025-26

### Attendance Sheet

Sr. No.	Faculty Members	Date	Time	Sign
1	DR. DAKSHA CHOUDHARY	Thursday, 02 April, 2026	4:32 pm	
2	MR. RAASHID SHAIKH		1:19 pm	
3	MR. SUMEET RATHOD		01:40 pm	
4	MR. SURESH ROKKADKATTI		4:08 pm	Jures (04/04/2026)
5	MS. SANJANA PANDAY		12:22 pm	

6. Ms. Ridolhi Pandya . 06/04/2026 12:39 PM
7. Mr Vishal R. Sharma 13/04/26 5:51 pm





## INDIVIDUAL REVIEW MEETING A.Y. (2025-26)

### MINUTES OF THE MEETING

**VENUE:** Seminar Hall

**Date:** 25/04/2026

**TIME:** 11:00 am onwards

The Individual Review Meeting for Academic Year (2025-26) was conducted by the Principal. The main intention for the conduct of this meeting was to discuss the Student, College & Personal growth undertaken by the individual faculty members. Attendance for the same is attached with the minutes of the meeting.

The meeting is conducted in five separate sessions mentioned below:

Tuesday, 24 March, 2026 to Monday, 13 April, 2026

#### Common points that were discussions with all departments:

1. Summer vacation date and result declaration
2. Admission duties for First Year students
3. Lecture starting date of 10th June, 2026 for Semester - I, III & V
4. Reporting time for all faculty members will be either 07:00 am, 08:00 am or 09:30 am as per time-table
5. ISO Internal Audit is scheduled in 3rd week of June-2026
6. Action Plan needs to be completed by 15 May, 2026
7. Faculty Induction Program is to be planned and approved by the Principal
8. Academic Calendar for Odd semester (2025-26) deadline was given on 25th May, 2026
9. OSM needs to be completed by individual faculty members without fail
10. Students orientation for Semester - I, III & V is to be planned and approved by the Principal



  
**Dr. Sumathi Rajkumar**  
Principal

# **YEAR-END MEETING**



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN**  
**COLLEGE OF ARTS & COMMERCE**  
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Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

TRCAC/DC/IQAC/015/2025-26

Date: 21/04/2026

**NOTICE**  
**(DC)**

**Year-End Meeting (2025-26)**

All Faculty Members are hereby informed that the Year-End Meeting (2024-25) will be conducted by the Principal. Attendance for all faculty members is mandatory. The details for the same is given below:

The details are as follows:

Date: Saturday, 25 April, 2026

Session Timings: 11:00 am onwards

Venue: 1st Floor, Seminar Hall

Mr. Vaqar Bubere  
IQAC Coordinator

Dr. Neha Goel  
Vice-Principal

Dr. Sumathi Rajkumar  
Principal





## YEAR-END MEETING A.Y. (2025-26)

### MINUTES OF THE MEETING

**VENUE: Seminar Hall**

**Date: 25/04/2026**

**TIME: 11:00 am onwards**

The Year-End Meeting was conducted by the Principal. The main intention for the conduct of this meeting was to discuss the Academic, Research and Extra Curricular & Co-curricular work undertaken by the Degree College section as a whole. Attendance for the same is attached with the minutes of the meeting.

#### Common points that were discussions with all departments:

1. Summer vacation date and result declaration
2. Admission duties for First Year students
3. Lecture starting date of 10th June, 2026 for Semester - I, III & V
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**Dr. Sumathi Rajkumar**  
Principal