



*Thakur Educational Trust's (Regd.)*

**THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



**INTERNAL QUALITY ASSURANCE CELL (2022-2023)  
MEETING MINUTES**

VENUE: Conference Hall

DATE: 24/04/2023

TIME: 11:00 am

Minutes of the meeting as per the agenda given in the Circular reg.  
no. TRCAC/DC/IQAC/0004/2022-23

The IQAC meeting was conducted which marked the ending of the semester. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

| <b>ATTENDEES</b>     |                           |
|----------------------|---------------------------|
| Dr. Ravish R. Singh  | Chairperson               |
| Mr. Ravi Singh       | Management representative |
| Ms. Anitha Nair      | Administrative Officer    |
| Mr. Manish Pithadia  | IQAC Coordinator          |
| Mr. Hardik Goradiya  | Member                    |
| Ms. Ranjani Shukla   | Member                    |
| Dr. Deepika Saravagi | Member                    |
| Ms. Daksha Choudhary | Member                    |
| Mr. Raashid Shaikh   | Member                    |
| Mr. Vaqar Bubere     | Member                    |
| Mr. Aaftab Shaikh    | Student's Representative  |

**Discussions and Decisions:**

1. Minutes of the previous meeting were read out and discussed in the meeting.
2. All the activities - academic, co-curricular and extracurricular of the previous year have been discussed.
3. Discussion and decision has been made to submit SSR in the next academic year.
4. Several conferences, workshops, seminars, guest lectures etc to be conducted in the academic year 2023-24 have been decided.

5. All HoDs are informed to conduct a result analysis of their departments and submit the same to IQAC for compilation and evaluation to review the teaching-learning process.
6. Several activities for next academic year have been suggested and planned accordingly.
7. The IQAC coordinator proposed the vote of thanks.



  
Principal



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**INTERNAL QUALITY ASSURANCE CELL (2022-2023)  
MEETING MINUTES**

VENUE: Conference Hall

DATE: 07/11/2022

TIME: 11:00 am

Minutes of the meeting as per the agenda given in the Circular reg.  
no. TRCAC/DC/IQAC/01/2022-23

The IQAC meeting was conducted which marked the ending of the semester. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

| <b>ATTENDEES</b>       |                           |
|------------------------|---------------------------|
| Dr. Ravish R. Singh    | Chairperson               |
| Mr. Ravi Singh         | Management representative |
| Ms. Anita Nair         | Administrative Officer    |
| Ms. Sumathi Rajkumar   | IQAC Coordinator          |
| Ms. Gaytri Bhaktani    | Member                    |
| Mr. Hardik Goradiya    | Member                    |
| Mr. Vineet Kumar Dubey | Member                    |
| Mr. Aaftab Shaikh      | Student's Representative  |

**Discussions and Decisions:**

1. Minutes of the previous meeting were read out and discussed in the meeting.
2. During the meeting it was discussed that the academic calendar for the upcoming semester will be finalized and communicated to the students and faculty.
3. Committee formation was carried out considering the interest of the faculty and the requirement of the college for the next semester.
4. Further discussion was on the process of obtaining ISO audit and a timeline was established for completing the necessary tasks.
5. The feedback provided by students was reviewed and analyzed. It was noted that the majority of the feedback was positive.

6. Teachers should identify the learning levels of students and take appropriate measures to improve their performance to strengthen the teaching-learning process.
7. The IQAC coordinator proposed the vote of thanks.



*Rshyl*  
Principal