



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



Criterion 6 - Governance, Leadership and Management

Key Indicator 6.5 - Internal Quality Assurance System

QnM 6.5.2 - Quality assurance initiatives of the institution include: (15)

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Quality improvement initiatives identified and implemented**
- 2. Academic and Administrative Audit (AAA) and follow-up action taken**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Participation in NIRF and other recognized rankings**
- 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

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Proceedings of meetings of IQAC



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.

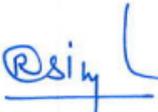
ATTENDEES	
Dr. Ravish R. Singh	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anitha Nair	Administrative Officer
Mr. Manish Pithadia	IQAC Coordinator
Mr. Hardik Goradiya	Member
Ms. Ranjani Shukla	Member
Dr. Deepika Saravagi	Member
Ms. Daksha Choudhary	Member
Mr. Raashid Shaikh	Member
Mr. Vaqar 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.

ATTENDEES	
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



Thakur Educational Trust's (Regd.)

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**INTERNAL QUALITY ASSURANCE CELL (2021-2022)
MEETING MINUTES**

VENUE: Conference Hall

DATE: 28/04/2022

TIME: 11:00 am

Minutes of the meeting as per the agenda given in the Circular reg.

no. TRCAC/DC/IQAC/0001/2021-2022

The IQAC meeting was conducted which marked the ending of the academic year 2021-22.

The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

ATTENDEES	
Dr. Ravish R. Singh	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anita Nair	Administrative Officer
Dr. Mukul Bhatt	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Sudhanshu	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. Several activities for next academic year have been suggested and planned accordingly.
4. Work done related to NAAC has been discussed and reviewed and further work has been allotted to the members.
5. Decision has been made to create a Research and Development Cell (RDC) to conduct Conferences, Workshops, Seminars for faculty members and staff of the college.
6. The feedback provided by students was reviewed and analyzed. It was noted that the majority of the feedback was positive.
7. The IQAC coordinator proposed the vote of thanks.




Principal



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**INTERNAL QUALITY ASSURANCE CELL (2021-2022)
MEETING MINUTES**

VENUE: Conference Hall
TIME: 11:00 am

DATE: 28/10/2021

Minutes of the meeting as per the agenda given in the Circular reg.
no. TRCAC/DC/IQAC/0001/2021-2022

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.

ATTENDEES	
Dr. Ravish R. Singh	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anita Nair	Administrative Officer
Dr. Mukul Bhatt	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Sudhanshu	Student's Representative

Discussions and Decisions:

1. Minutes of the previous meeting were read out and discussed in the meeting.
2. A detailed discussion is done and a decision has been taken to reopen the college in offline mode as the Covid-19 pandemic is at the end.
3. FDP to be conducted for the faculty members in the even term.
4. The IQAC coordinator proposed the vote of thanks.




Principal



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INTERNAL QUALITY ASSURANCE CELL (2020-2021)

MEETING MINUTES

VENUE: Conference Hall

DATE: 05/05/2021

TIME: 11:00 am

Minutes of the meeting as per the agenda given in the Circular reg.

no. TRCAC/DC/IQAC/0001/2020-2021

The IQAC meeting was conducted which marked the ending of the academic year 2020-21.

The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

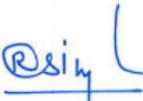
ATTENDEES

ATTENDEES	
Dr. Ravish R. Singh	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anitha Nair	Administrative Officer
Ms. Yashshree Mhatre	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Darshit Oza	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. Several activities for next academic year have been suggested and planned accordingly.
4. Important decisions have been taken regarding the online admission and examination process due to Covid-19 pandemic.
5. ISO Audit to be conducted.
6. The feedback provided by students was reviewed and analyzed. It was noted that the majority of the feedback was positive.
7. The IQAC coordinator proposed the vote of thanks.




Principal



Thakur Educational Trust's (Regd.)

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**INTERNAL QUALITY ASSURANCE CELL (2020-2021)
MEETING MINUTES**

VENUE: Conference Hall

DATE: 05/11/2020

TIME: 10:00 am

Minutes of the meeting as per the agenda given in the Circular reg.
no. TRCAC/DC/IQAC/0001/2020-2021

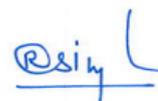
The IQAC meeting was conducted which marked the ending of the semester. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

ATTENDEES	
Dr. Ravish R. Singh	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anitha Nair	Administrative Officer
Ms. Yashshree Mhatre	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Darshit Oza	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 and decisions were taken regarding online examination and declaration of results due to Covid-19 pandemic.
3. Exam software to be used for conducting online exam
4. Further discussion was on the process of obtaining ISO certification and a timeline was established for completing the necessary tasks.
5. The IQAC coordinator proposed the vote of thanks.




Principal



Thakur Educational Trust's (Regd.)

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COLLEGE OF ARTS & COMMERCE**

ISO 9001:2015 Certified



**INTERNAL QUALITY ASSURANCE CELL (2019-2020)
MEETING MINUTES**

VENUE: Conference Hall

DATE: 07/06/2020

TIME: 10:00 am

Minutes of the meeting as per the agenda given in the Circular reg.
no. TRCAC/DC/IQAC/0002/2019-2020

The IQAC meeting was conducted which marked the beginning of the academic year 2020-21. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

ATTENDEES	
Dr. Ravish R. Singh	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anita Nair	Administrative Officer
Ms. Yashshree Mhatre	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Darshit Oza	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 and planning for activities for the upcoming semester was finalized and communicated to the students and faculty.
3. Important decisions have been taken regarding the online admission process due to Covid-19 pandemic.
4. Committee formation was carried out considering the interest of the faculty and the requirement of the college for the next semester.
5. Compspire, an event conducted by the Commerce department and Zettabyte, an event conducted by the IT & CS department.

6. The feedback provided by students was reviewed and analyzed. It was noted that the majority of the feedback was positive.
7. The IQAC coordinator proposed the vote of thanks.



R. S. L.
Principal



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 9001:2015 Certified



**INTERNAL QUALITY ASSURANCE CELL (2019-2020)
MEETING MINUTES**

VENUE: Conference Hall
TIME: 10:00 am

DATE: 22/10/2019

Minutes of the meeting as per the agenda given in the Circular reg. no.
TRCAC/DC/IQAC/0001/2019-2020

The IQAC meeting was conducted which marked the ending of the first semester of the academic year 2019-20. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

ATTENDEES	
Dr. Ghanshyam Giri	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anita Nair	Administrative Officer
Ms. Yashshree Mhatre	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Darshit Oza	Student's Representative

Discussions and Decisions:

1. Minutes of the previous meeting were read out and discussed in the meeting.
2. Work done related to NAAC has been discussed and reviewed and further work has been allotted to the members.
3. Committee formation was carried out considering the interest of the faculty and the requirement of the college for the next semester.
4. Previous academic years' results are reviewed and analyzed. Ideas were discussed to improve the result for the next semester examination.
5. The feedback provided by students was reviewed and analyzed. It was noted that the majority of the feedback was positive.
6. The IQAC coordinator proposed the vote of thanks.




PRINCIPAL



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 9001:2015 Certified



**INTERNAL QUALITY ASSURANCE CELL (2018-2019)
MEETING MINUTES**

VENUE: Conference Hall

DATE: 26/04/2019

TIME: 11:00 am

Minutes of the meeting as per the agenda given in the Circular reg. no.
TRCAC/DC/IQAC/0002/2018-2019

The IQAC meeting was conducted which marked the end of the academic year 2019-20. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

ATTENDEES	
Dr. Ghanshyam Giri	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anita Nair	Administrative Officer
Ms. Yashshree Mhatre	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Darshit Oza	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. The feedback provided by students was reviewed and analyzed. It was noted that the majority of the feedback was positive.
4. Several activities for next academic year have been suggested and planned accordingly.
5. Vote of thanks is proposed by the IQAC Coordinator.




PRINCIPAL



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COLLEGE OF ARTS & COMMERCE**

ISO 9001:2015 Certified



**INTERNAL QUALITY ASSURANCE CELL (2018-2019)
MEETING MINUTES**

VENUE: Conference Hall

DATE: 20/10/2018

TIME: 11:30 am

Minutes of the meeting as per the agenda given in the Circular reg. no.

TRCAC/DC/IQAC/0001/2018-2019

The IQAC meeting was conducted dated: which marked the beginning of the academic year 2018-19. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

ATTENDEES	
Dr. Ghanshyam Giri	Chairperson
Mr. Ravi Singh	Management representative
Ms. Anita Nair	Administrative Officer
Ms. Yashshree Mhatre	IQAC Coordinator
Ms. Gaytri Bhaktani	Member
Mr. Vineet Kumar Dubey	Member
Mr. Darshit Oza	Student's Representative

Discussions and Decisions:

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




PRINCIPAL

**Quality improvement
initiatives : Action Taken
Report**



Thakur Educational Trust's (Regd.)

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COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



Quality improvement initiatives : Action Taken Report

A.Y. 2022-2023

The following report outlines the major decisions taken during the meeting on quality initiatives, based on the minutes of the meeting for the A.Y. 2022-2023:

Finalization of Academic Calendar:

The committee discussed and finalized the academic calendar for the upcoming semester. The calendar includes important dates such as the start and end of classes, examination schedules, holidays, and other academic events. Timely communication of the academic calendar to both students and faculty will ensure effective planning and execution for the semester.

Committee Formation:

Committee formation for the next semester was carried out, taking into consideration the interests and expertise of the faculty members. The objective was to ensure that committees are well-equipped to address specific academic and administrative needs effectively. The requirements of the college were also considered to ensure a balanced distribution of responsibilities among faculty members.

ISO Audit Process:

A timeline was established to complete the necessary tasks for the ISO audit. The aim is to enhance the quality management system of the college as per the requirements of ISO certification.

Student Feedback Analysis:

The feedback provided by students was reviewed and analyzed thoroughly. The committee noted that the majority of the feedback received from students was positive. The constructive feedback and suggestions from students will be used to drive continuous improvement initiatives and enhance the overall student experience.

Improving Teaching-Learning Process:

The meeting emphasized the importance of teachers identifying the learning levels of students and implementing appropriate measures to improve their performance. Strengthening the teaching-learning process is a key aspect of maintaining educational quality and ensuring better academic outcomes for students.

Review of Previous Year's Activities:

All activities from the previous academic year, including academic, co-curricular, and extracurricular events, were discussed. The purpose of this review was to evaluate the success of these activities and identify areas for improvement. Lessons learned from the past year's activities will be used to enhance planning and execution for the upcoming academic year.

Submission of SSR:

A decision was made to submit the Self Study Report (SSR) in the next academic year. The SSR is a crucial document for accreditation and quality assessment. Preparations for compiling and submitting the SSR will be initiated to ensure timely completion.

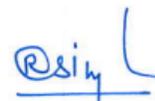
Conducting Conferences, Workshops, Seminars, Guest Lectures:

Several events such as conferences, workshops, seminars, and guest lectures were planned for the academic year 2023-24. These events aim to promote knowledge sharing, academic enrichment, and professional development for both faculty members and students.

Result Analysis and Review:

Heads of Departments (HoDs) were informed to conduct a result analysis of their respective departments. The analysis will be submitted to the Internal Quality Assurance Cell (IQAC) for compilation and evaluation. The purpose is to review the teaching-learning process and identify areas that require improvement.




Principal



Thakur Educational Trust's (Regd.)

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Quality improvement initiatives : Action Taken Report

A.Y. 2021-2022

The following quality initiatives were discussed during the IQAC meetings held in the year 2021-2022 :

Reopening the College in Offline Mode:

After a detailed discussion on the status of the Covid-19 pandemic, the committee has made the decision to reopen the college in offline mode. This decision was taken based on the assessment that the pandemic is nearing its end and it is safe to resume face-to-face academic activities. Appropriate safety measures and guidelines will be implemented to ensure the well-being of students, faculty, and staff during the transition to offline mode.

Work Related to NAAC:

The progress of work related to the National Assessment and Accreditation Council (NAAC) was discussed and reviewed. The committee acknowledged the importance of NAAC accreditation in assessing and enhancing the quality of the institution. Further tasks and responsibilities were allocated to the members to ensure the timely completion of NAAC-related activities and documentation.

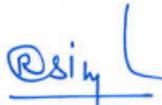
Creation of Research and Development Cell (RDC):

A significant decision was made to establish a Research and Development Cell (RDC) within the college. The purpose of the RDC is to facilitate and organize conferences, workshops, and seminars for the professional development of faculty members and staff. This initiative aims to foster a culture of research and innovation within the college community.

Student Feedback Analysis:

The feedback provided by students was carefully reviewed and analyzed. The committee noted that the majority of the feedback received from students was positive. The positive feedback reflects the quality of education and support provided by the college. Constructive feedback will be utilized to make continuous improvements to enhance the overall student experience.




Principal



Thakur Educational Trust's (Regd.)

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Quality improvement initiatives : Action Taken Report

A.Y. 2020-2021

The following report outlines the major decisions taken on quality initiatives, based on the minutes of the IQAC meetings held in the year 2020-2021 :

Online Examination and Result Declaration (Covid-19 Pandemic):

Given the challenges posed by the Covid-19 pandemic, the committee discussed and made significant decisions regarding online examinations and the timely declaration of results. The objective is to ensure the continuity of education while maintaining safety and adherence to health guidelines. The committee will work on devising a robust online examination system and establish a streamlined process for the efficient and prompt declaration of results.

Review of Previous Year's Activities:

All activities from the previous academic year, including academic, co-curricular, and extracurricular events, were thoroughly reviewed and discussed. The aim of this review is to assess the success of various initiatives and identify areas for improvement. Lessons learned from the past year's activities will be used to enhance planning and execution for the upcoming academic year.

Planning for the Next Academic Year:

Based on the review of previous activities, the committee generated a list of suggested activities for the next academic year. These activities encompass academic enhancements, co-curricular engagements, and extracurricular events. The planning ensures a holistic approach to student development and aims to create a conducive and enriching learning environment.

Online Admission Process (Covid-19 Pandemic):

Due to the ongoing Covid-19 pandemic, the committee took crucial decisions regarding the online admission process. The objective is to facilitate a smooth and user-friendly online admission system to ensure the safety and convenience of prospective students and their families. The process will be developed with security measures and accessibility in mind.

Student Feedback Analysis:

The positive feedback received from students will be shared with faculty and staff to recognize their efforts and encourage the continuation of good practices. The feedback will also be used to identify areas of improvement and implement changes accordingly.

Recommendation for ISO 21001:2018 Certification for our College

During the IQAC meeting, it was decided to recommend ISO 21001:2018 certification for our college, rather than ISO 9001:2015. This decision was made considering that ISO 21001:2018 is specifically designed for educational institutions and aligns better with our college's vision, mission, and objectives.



Rshy L
Principal



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

ISO 9001:2015 Certified



Quality improvement initiatives : Action Taken Report

A.Y. 2019-2020

The following quality initiatives were discussed during the IQAC meetings held in the year 2019-2020 :

Work related to NAAC:

The progress of work related to the National Assessment and Accreditation Council (NAAC) was discussed and reviewed. The committee acknowledged the importance of NAAC accreditation in assessing and enhancing the quality of the institution. Further tasks and responsibilities were allocated to the members to ensure timely completion of the NAAC-related activities and documentation.

Academic Results Review:

The academic results from previous years were reviewed and analyzed to identify areas for improvement. Ideas and strategies were discussed to enhance the results for the next semester's examinations. The aim is to promote academic excellence and student success through targeted interventions and support.

Student Feedback Analysis:

The feedback provided by students was carefully reviewed and analyzed. The committee noted that the majority of the feedback received from students was positive. The constructive feedback and suggestions provided by students were taken into consideration to drive continuous improvement initiatives. This feedback will help in refining policies, procedures, and the overall student experience.

Academic Calendar and Planning:

The meeting finalized the academic calendar and activities planning for the upcoming semester. The calendar includes the schedule for classes, examinations, holidays, and other academic events. The timely communication of the academic calendar to both students and faculty is crucial for effective planning and seamless execution of academic activities.

Online Admission & Examination Process (Covid-19 Pandemic):

Important decisions were taken regarding the online admission and examination process in light of the Covid-19 pandemic. The committee recognized the need for a streamlined and efficient online admission system to ensure the safety and convenience of prospective students and their families during these challenging times.




PRINCIPAL



Quality improvement initiatives : Action Taken Report

A.Y. 2018-2019

The following quality initiatives were discussed during the IQAC meetings held in the year 2018-2019 :

1. Finalization of Academic Calendar:

During the meeting, the committee discussed and approved the academic calendar for the upcoming semester. The calendar includes the start and end dates of classes, examination schedules, holidays, and other important academic events. It was emphasized that the finalized calendar must be communicated promptly to both students and faculty to ensure smooth planning and execution for the semester.

2. Committee Formation:

The committee deliberated on the formation of various committees for the next semester, taking into consideration the interests and expertise of the faculty members. The aim is to ensure that the committees are well-equipped to address specific academic and administrative needs effectively. The college's requirements were also factored in to ensure a balanced distribution of responsibilities among the faculty members.

3. ISO Certification:

The topic of obtaining ISO certification was discussed in detail. The committee acknowledged the importance of ISO certification in enhancing the quality management system of the college. A timeline was established to complete the necessary tasks to achieve ISO certification within the desired timeframe. It was decided to appoint a dedicated team responsible for overseeing the implementation of ISO standards and ensuring compliance.

4. Feedback Analysis:

The feedback provided by students regarding various aspects of the college was reviewed and analyzed. The committee expressed satisfaction as the majority of the feedback received was positive. The constructive criticism and suggestions from students were noted for consideration in future improvement initiatives. It was decided to implement necessary changes based on the feedback to enhance the overall student experience.




PRINCIPAL