



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified

Thakur Ramnarayan Educational Campus, S. V. Road,  
Dahisar (East), Mumbai - 400 068

Mob.: +91 902 902 6799 • Fax : 022 - 2828 1300  
E-mail : admin@trcac.org.in • Website : www.trcac.org.in



## CONSTITUTION OF THE IQAC

The Internal Quality Assurance Cell (IQAC) was constituted for the Academic Year 2023 - 24.  
The Committee consisted of the following members:

| Sr. No. | Name of the members | Designation               |
|---------|---------------------|---------------------------|
| 1       | Dr. Ravish R. Singh | Chairperson               |
| 2       | Mr. Ravi Singh      | Management representative |
| 3       | Ms. Anitha Salian   | Administrative Officer    |
| 4       | Mr. Vaqar Bubere    | IQAC Coordinator          |
| 5       | Mr. Raashid Shaikh  | Member                    |
| 6       | Mr. Sumeet Rathod   | Member                    |
| 7       | Ms. Ranjani Shukla  | Member                    |
| 8       | Dr. Manish Pithadia | Member                    |
| 9       | Mr. Harsh Jain      | Student's Representative  |

The above mentioned members will be responsible to initiate, plan and supervise various activities that are necessary to increase the quality of the education for the upcoming academic year.



  
Chairperson



Thakur Educational Trust's (eTrust)

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**INTERNAL QUALITY ASSURANCE CELL (2023-2024)  
MEETING MINUTES**

VENUE: Conference Hall

DATE: 18/09/2023

TIME: 11:30 am

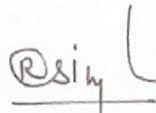
The IQAC meeting was conducted which marked the ending of the semester. The meeting was attended by the members of IQAC to discuss the agenda given in the notice.

| ATTENDEES           |                           |
|---------------------|---------------------------|
| Dr. Ravish R. Singh | Chairperson               |
| Mr. Ravi Singh      | Management representative |
| Ms. Anitha Nair     | Administrative Officer    |
| Mr. Vaqar Bubere    | IQAC Coordinator          |
| Mr. Raashid Shaikh  | Member                    |
| Ms. Ranjani Shukla  | Member                    |
| Mr. Sumeet Rathod   | Member                    |
| Ms. Reenu Yadav     | Member                    |
| Mr. Harsh Jain      | Student's Representative  |

**Discussions and Decisions:**

- Minutes of the previous meeting were read out and discussed in the meeting.
- A proposed timeline for NAAC has been plotted:
  - Deadline for HEI registration has been set for 25/09/2023.
  - Ideal IIQA submission date should be 27/09/2023.
  - SSR submission must be completed within 40 days of IIQA approval.
- In preparation for SSR submission committees have been made and responsibilities have been allotted to them.
- Enquiries were made regarding the progress of the employability skill enhancement programme.
- A Management Development Programme to induct faculties to provide holistic career support to the students has been proposed.
- The IQAC coordinator proposed the vote of thanks.



  
Principal



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## MINUTES OF THE MEETING

VENUE: Conference Hall

DATE: 13/03/2024

TIME: 11:00 am

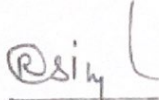
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| Dr. Ravish R. Singh   | Chairperson               |
| Mr. Ravi Singh        | Management representative |
| Ms. Anitha Nair       | Administrative Officer    |
| Mr. Vaqar Bubere      | IQAC Coordinator          |
| Mr. Sumeet Rathod     | Member                    |
| Ms. Ranjani Shukla    | Member                    |
| Mr. Raashid Shaikh    | Member                    |
| Ms. Reenu Yadav       | Member                    |
| Ms. Nutan Vishwakarma | Student's Representative  |

### Discussions and Decisions:

1. Minutes of the previous meeting were read out and discussed in the meeting.
2. Action Taken Report was prepared and forwarded to the College Development Cell, on the basis of feedback collected from all the stakeholders.
3. The outcome of the NAAC cycle was analyzed and discussed.
4. All Coordinators have been instructed to conduct doubt clearing sessions in preparation of the exams.
5. College preparedness with respect to NEP was discussed on the basis of University of Mumbai workshops on the same.
6. The IQAC coordinator proposed the vote of thanks.



  
Principal



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### **Internal Quality Assurance Cell (IQAC) Annual Report A.Y. (2023-24)**

IQAC is entrusted with the development and application of quality benchmarks for the various academic and administrative activities of the institution. Dissemination of information on the various quality parameters of higher education. Documentation of the various programmes / activities leading to quality improvement. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. Organizing orientation programmes for the Staff and the Administrative Staff. Administering Feedback Mechanism for the College.

| <b>Name of the Members</b> | <b>Designation</b>        |
|----------------------------|---------------------------|
| Dr. Ravish R. Singh        | Chairperson               |
| Mr. Ravi Singh             | Management representative |
| Ms. Anitha Salian          | Administrative Officer    |
| Mr. Vaqar Bubere           | IQAC Coordinator          |
| Mr. Raashid Shaikh         | Member                    |
| Mr. Sumeet Rathod          | Member                    |
| Ms. Ranjani Shukla         | Member                    |
| Mr. Harsh Jain             | Student's Representative  |

### **Initiatives & Programs**

1. The institute has been recertified by ISO 21001:2018 certificate, maintaining the standard of the institute under EOMS.
2. Institute has successfully completed the NAAC Cycle-1 accredited with CGPA of 2.44 on four point scale at B grade which is valid up to March 8, 2029.





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3. Institute has encouraged students and faculty alike to enroll and complete certificate courses and FDP programs respectively under SWAYAM-NPTEL for AICTE approved courses.
4. IQAC has conducted regular meetings in each term and Minutes of the Meeting of each meeting held has been maintained.
5. Institute has a mechanism where we obtain the feedback on Academics and Infrastructure from the following stakeholders: Students, Faculty, Parents, Alumni and Employers. These feedback are college in both the terms.



Chairperson