



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

FORMATION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell for the A.Y. 2025-26 has been constituted as per the NAAC Guidelines for IQAC Creation for Affiliated Colleges, Version 6 dated 26-09-2019.

Sr. No.	Name	Designation	Position
1	Dr. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Ravi Singh	-	Management Representative
3	Mr. Vaqar Bubere	Assistant Professor	Co-ordinator
4	Mr. Chetan Rathod	Treasurer	Senior Administrative Officer
5	Ms. Anitha Salian	Administrative Incharge	Senior Administrative Officer
6	Mr. Sandeep Kamble	Assistant Professor	Senior Teacher
7	Ms. Ranjani Shukla	Assistant Professor	Senior Teacher
8	Mr. Raashid Shaikh	Assistant Professor	Senior Teacher
9	Mr. Sumeet Rathod	Assistant Professor	Teacher
10	Dr. Sreedevi VS	Assistant Professor	Teacher
11	Mr. Chirag Deora	Assistant Professor	Teacher
12	Ms. Priyanka Singh	-	Industry Expert
13	Mr. Sanjay Joshi	-	Member of Local Community
14	Mr. Harsh Kotian	-	Alumna
15	Ms. Anam Azmi	-	Student

The IQAC must coordinate quality-related activities at the institution, including the development and application of quality benchmarks for academic and administrative functions.



Smita
Principal



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INTERNAL QUALITY ASSURANCE CELL (2025-26) MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 24/06/2025

TIME: 12:00 pm

The first meeting of the Internal Quality Assurance Cell (IQAC) for the Academic Year 2025-26 was conducted. The meeting was attended by the following members of the IQAC:

Sr. No.	Name	Designation	Position
1	Dr. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Ravi Singh	-	Management Representative
3	Mr. Vaqar Bubere	Assistant Professor	Co-ordinator
4	Mr. Chetan Rathod	Treasurer	Senior Administrative Officer
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Discussions and Decisions:

1. Preparation for the upcoming Academic Year (Odd Semester) was reviewed. Syllabus distribution and workload allocation across departments were discussed and approved.
2. NEP 2020 implementation for Sem-III was discussed, with emphasis on Vertical 6 subject selection, co-curricular activities, and faculty readiness.
3. Faculty were instructed to plan and conduct Bridge Courses and Orientation Programs for First Year students in order to orient them with CBCS, NEP framework, and examination system.
4. Proposal to organize workshops/seminars/webinars in collaboration with industry experts for enhancing employability and research exposure was discussed.
5. IQAC emphasized the importance of documentation for AQAR (2024 - 25), and members were reminded to submit evidence (reports, photographs, attendance, notices) to IQAC in a timely manner.
6. The plan for conducting an Academic & Administrative Audit for the Academic Year was presented and approved by the members.
7. There being no other matter for discussion, the meeting concluded with a vote of thanks proposed by the IQAC Coordinator.



S. S. S.

Principal



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INTERNAL QUALITY ASSURANCE CELL (2025-26) MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 25/01/2026

TIME: 12:00 pm

The IQAC meeting was conducted. The meeting was attended by the following members of the IQAC.

Sr. No.	Name	Designation	Position
1	Dr. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Ravi Singh	-	Management Representative
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Discussions and Decisions:

1. Minutes of the previous IQAC meeting were read out and confirmed by the members.
2. Review of teaching-learning process and syllabus completion status across departments.
3. Review of Continuous Internal Evaluation (CIE) and end-semester examination process.
4. Review of implementation of Outcome-Based Education (OBE) and course outcome attainment.
5. Discussion on AQAR documentation progress and evidence collection by HODs and Committee heads.
6. Review of ICT-enabled teaching and blended learning initiatives, including use of faculty-recorded YouTube lectures.
7. Discussion on research activities, publications and faculty participation in FDPs and conferences.
8. Review of student support services, mentoring activities and feedback mechanism.
9. Review of Green Campus initiatives such as waste management, energy conservation and environmental awareness programs.
10. Planning for quality improvement strategies for the upcoming semester.
11. The IQAC Chairperson extended a vote of thanks to all members.




Chairperson



Internal Quality Assurance Cell (2025-26)
ANNUAL REPORT

The Internal Quality Assurance Cell (IQAC) reviewed its activities and initiatives undertaken during the Academic Year 2025-26 in accordance with the NAAC Guidelines for IQAC Formation in Affiliated Colleges (Version 6, dated 26-09-2019). This Annual Report presents the various quality enhancement initiatives, faculty development programmes, audits, and quality assurance activities conducted during the year.

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Quality Initiatives Undertaken by IQAC

Quality Initiatives are undertaken to improve the overall quality of faculty members in terms of education, teaching, learning, research, and administration processes within an institution aimed at fostering continuous improvement, enhancing student satisfaction, and ensuring compliance with accreditation standards. Following are the list of such activities for the Academic Year 2025-26.

Sr. No.	Quality Initiatives	Particulars	Participants
1	Faculty Induction Program (02/06/2025 to 05/06/2025)	<ul style="list-style-type: none">Working of the college & various committeesEmotional wellness & balanced lifestyle.Self-care & stress management	47
2	Workshop on Smartboard Training Session (11/06/2025)	<ul style="list-style-type: none">Smartboard features and useInteractive classroom applicationsDigital teaching for engagement	41
3	Personal & Professional Development - New Age Requirements for Teachers	<ul style="list-style-type: none">Evolving roles of teachers in the 21st centurySelf-awareness, emotional intelligence, and communicationContinuous personal and professional growth	39
4	MRM - Monthly Review Meeting (Conducted every month)	<ul style="list-style-type: none">Conducted with all Programme Coordinators, HODs, & Committee HeadsMonthly Review of activities/events conducted, future activities/events plannedDiscussion on challenges faced during planning, conduction of activities/events, handling of faculty members & students	-
5	Formation of Green Club (09/06/2025)	<ul style="list-style-type: none">Environmental awareness and responsibility	-



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		<ul style="list-style-type: none">● Student participation in eco-friendly activities● Sustainable practices within the institution	
6	NEP - 2020 Sensitization Workshop (05/07/2025)	<ul style="list-style-type: none">● Core principles and vision of NEP-2020● Structural and curricular changes in higher education● Faculty participation in NEP implementation	46
7	Field Project Committee Initiation (12/08/2025)	<ul style="list-style-type: none">● Planning schedules, guidelines, and evaluation criteria● Coordinating faculty mentors and students● Ensuring timely report submissions● Facilitating presentations and assessments	10
8	Term-I End Meeting (2025 - 2026) (17/10/2025)	<ul style="list-style-type: none">● Mandatory research publications (two per year + one immediate submission)● Academic schedule: Term I end, supervision period, Term II start, student reporting● Supervision duties with fixed morning and afternoon reporting times● November ISO audit and resumption of regular college reporting● Institutional protocols: hierarchy, consent forms, unified committees, and department review meetings	53
9	Departmental Review Meeting Term - I (2025-26) (30/10/25 - 01/11/25)	<ul style="list-style-type: none">● Review of academic, research, and extra/co-curricular work of faculty● Assessment of overall departmental performance and	48



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		<p>progress</p> <ul style="list-style-type: none">● Discussion on improvements and future planning for the department	
10	How to Teach Specially Abled Students JC-DC combined (06/12/2025)	<ul style="list-style-type: none">● Diverse learning needs of specially abled students● Inclusive teaching strategies and adaptations● Supportive and accessible learning environments	66
11	Wellness & Well-Being (28/01/2026)	<ul style="list-style-type: none">● Physical, mental, and emotional well-being● Stress recognition and management● Healthy habits for energy and focus● Work-life balance and supportive workplace	60
12	IR Meeting Term II (24/03/2026 - 01/04/2026)	<ul style="list-style-type: none">● One-on-one discussions were held with each faculty member.● Scope of discussion covered personal achievement, work done for the betterment of the college and students.	53
13	MDP (Management Development Programme) on NEP Sensitisation	<ul style="list-style-type: none">● Improve faculty well-being, reduce stress, enhance productivity, balance work-life, and strengthen teaching effectiveness and institutional quality.	46
14	Term End Meeting Term- II	<ul style="list-style-type: none">● Discussions were conducted on working dates for the next semester, semester-end examinations, University paper assessment, admission strategies, academic planning, and priorities for the forthcoming academic year.	



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Monitoring and Assessing Quality through Audits

The IQAC conducted several audits which are designed to evaluate the quality of the various processes and ensure that they align with the standards of accreditation bodies like NAAC or NBA.

Sr. No.	Audit	Particulars
1	Internal ISO Audit (08/11/2025)	<ul style="list-style-type: none">It identifies any discrepancies, non-compliance from the established ISO standards
2	Environmental Audit & Energy Audit (17/12/2025)	<ul style="list-style-type: none">Identification of environmental and energy-related inefficiencies in the college premises and recommendation of corrective measures.
3	ISO Surveillance Audit - External (12/01/2026)	<ul style="list-style-type: none">Assess whether the organisation's implemented processes and controls have been consistently effective over time
4	Academic & Administrative Audit - AAA (31/01/2026)	<ul style="list-style-type: none">Identification of gaps in Teaching - Learning and administrative processes and its efficiency

Conclusion

During the Academic Year 2025–26, the Internal Quality Assurance Cell (IQAC) played a significant role in promoting a culture of quality and continuous improvement within the institution. The successful implementation of the planned initiatives contributed towards strengthening teaching-learning processes, research activities, environmental consciousness, faculty empowerment, and overall institutional effectiveness. The IQAC shall continue its efforts towards sustaining and enhancing quality in all academic and administrative activities of the institution.



Sunil
Principal