



*Thakur Educational Trust's (Regd.)*

**THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified



## **Criterion 6 - Governance, Leadership and Management**


### **Key Indicator - 6.1 Institutional Vision and Leadership**

**QIM 6.1.1 - The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan. (15)**

#### **Table of Contents**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1</b>	<b>Vision and Mission Statement</b>	<b>1 - 2</b>
<b>2</b>	<b>ISO Certification</b> 2.1 ISO 9001:2015 Certificate 2.2 ISO 21001:2018 Certificate	<b>3 - 5</b> 4 5
<b>3</b>	<b>Governance &amp; Leadership Policy documents</b>	<b>6 - 17</b>
<b>4</b>	<b>Management Review Meeting Report (Sample)</b>	<b>18 - 27</b>
<b>5</b>	<b>NEP Implementation Documents</b> 5.1 Swayam Local Chapter establishment document 5.2 Document showcasing employability skill development initiatives for students 5.3 Sample OBE Document 5.4 Documents regarding Digital and online learning initiatives	<b>28 - 85</b> 29 31 34 83
<b>6</b>	<b>Committee List A.Y. 2022-23</b>	<b>86 - 88</b>
<b>7</b>	<b>Minutes of Meeting (Sample of any 3 committees)</b> 7.1 Sample of Minutes of Meeting of Internal Quality & Assurance Cell 7.2 Sample of Minutes of Meeting of Research and Development Cell 7.3 Sample of Minutes of Meeting of Placement and Higher Education Cell	<b>89 - 98</b> 90 94 96

# **Vision and Mission Statement**

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part II Main Body</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section <b>05</b>	Page <b>Page 3 of 10</b>	Title <b>Leadership</b>	Revision <b>A</b>	Rev. Date <b>01/11/2020</b>

i) considers the needs and expectations of relevant interested parties

### **Vision**

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

### **Mission**

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

### **Educational Organization Policy**

We shall adhere to our vision and mission relevant to the purpose and context of the organization and fulfill our social responsibilities.

We shall consider the needs and expectations of all interested parties by managing their intellectual property and considering all educational, scientific, and technical developments.

We shall work to achieve our Educational Organization Objectives by satisfying all academic and statutory requirements through continual improvement of the Educational Organizations Management System (EOMS).

Top management of TRCAC reviews Educational Organization Policy in a planned manner.

#### **5.2.2 Communicating the Policy**

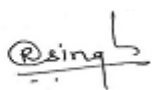

Educational Organization Policy are made available and maintained as documented information. Educational Organization Policy is communicated, understood, and applied within the TRCAC by way of explaining to faculty and staff through induction training. Educational Organization Policy is made available to relevant interested parties, as appropriate in the form of board and printed in brochures.

Guidelines for communication with interested parties are provided in Section 07, Annexure of the Apex Manual.

### **5.3 Organizational roles, responsibilities, and authorities**

Top management of TRCAC ensures that the responsibilities and authorities for relevant roles are assigned and communicated throughout TRCAC. Top management assigns the responsibility and authority for:

a) ensuring that the EOMS conforms to the requirements of ISO 21001 International Standard

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

# **ISO Certification**





## CERTIFICATE OF APPROVAL

Issued by Indian Register Quality Systems  
(A Division of IRCLASS Systems and Solutions Private Limited)

This is to certify that the Educational Organizations Management Systems of

Organisation: Thakur Ramnarayan College of Art & Commerce

Address: Thakur Ramnarayan Educational Campus,  
Swami Vivekananda Marg, Dahisar East,  
Mumbai- 400068

has been assessed and found conforming to the following requirement

Standard: ISO 21001:2018

Scope: •To Provide Undergraduate Education in  
Faculty of Arts, Commerce and Science as per  
Norms and Standards of University of Mumbai  
•To Provide Higher Secondary Education in  
Arts and Commerce Stream as per Curriculum  
of Maharashtra State Board of Secondary and  
Higher Secondary Education, Pune

Certificate No.: IRQS/213100191

Original Certification Date: 06/02/2021

Current Date of Granting: 03/03/2021

Expiry Date: 05/02/2024



Shashi Nath Mishra  
Head IRQS

This approval is subject to continued satisfactory maintenance of the Quality Management Systems for Educational organizations Management systems for educational organizations, requirements with guidance for use of the organization to the above standard which will be monitored by IRQS. The use of the Accreditation Mark indicates accreditation with respect to activities covered by the certificate with accreditation no. QM 006. Condition Overleaf COA/IRQS/NABCB/QMS-EOMS/Rev 00

Head Office: 52A, Adi Shankaracharya Marg, Opp.Powal Lake, Powal, Mumbai - 400 072, India.

**BUREAU VERITAS**  
Certification



**THAKUR RAMNARAYAN COLLEGE OF ARTS & COMMERCE**



THAKUR RAMNARAYAN EDUCATIONAL CAMPUS,  
SWAMI VIVEKANAND ROAD, DAHISAR (EAST), MUMBAI – 400 068, MAHARASHTRA, INDIA

*Bureau Veritas Certification Holding SAS – UK Branch certifies that the Management System of the above organization has been audited and found to be in accordance with the requirements of the Management System standard detailed below.*

*Standard*

**ISO 9001:2015**

*Scope of certification*

**DELIVERING UNDERGRADUATE DEGREE PROGRAMMES IN FACULTY OF ARTS, SCIENCE AND COMMERCE AS PER NORMS AND STANDARDS OF UNIVERSITY OF MUMBAI**

**PROVIDING EDUCATION FOR JUNIOR COLLEGE OF ARTS AND COMMERCE AS PER CURRICULUM OF MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE**

Original cycle start date: **01 February 2018**

Expiry date of previous cycle: **Not Applicable**

Recertification Audit date: **25 January 2018**

Recertification cycle start date: **01 February 2018**

Subject to the continued satisfactory operation of the organization's Management System, this certificate expires on: **31 January 2021**

Certificate No. **IND18.7090U/Q**      Version: **2**      Revision date: **25 March 2019**

*Signed on behalf of BVCH SAS UK Branch*  
**Jagdheesh N. MANIAN**  
**Head – CERTIFICATION, South Asia**  
**Commodities, Industry & Facilities Division**



Certification body address: **5th Floor, 66 Prescot Street, London, E1 8HG, United Kingdom.**

Local office: **Bureau Veritas (India) Private Limited (Certification Business)**  
**72 Business Park, Marol Industrial Area, MIDC Cross Road "C",**  
**Andheri (East), Mumbai – 400 093, India.**

Further clarifications regarding the scope of this certificate and the applicability of the management system requirements may be obtained by consulting the organization. To check this certificate validity please call **+91 22 6274 2000**.



# **Governance & Leadership Policy documents**

Thakur Ramnarayan College of Arts & Commerce is “ISO 21001:2018 certified” and follows the ISO 21001 International Standard Educational Organization Management systems (EOMS). The institute follows apex manual and procedure manual which is prepared as per EOMS manual.

Apex Manual Provides the following:

- a) Complete structure of EOMS documentation
- b) Educational organization policy and educational organization objectives
- c) Organizational structure
- d) Responsibility and authority
- e) Sequence and interaction of processes
- f) Any other requirement laid down in ISO 21001 International Standard

Procedure manual Provides the following


- 1) Documented procedures as per ISO 21001 International Standard
- 2) Institutional Processes and Management Processes required for the EOMS
- 3) Documented information, including essential records as per ISO 21001 International

The institute EOMS plays a vital role in taking actions towards the realization of vision and mission and hence shapes the Governance and Leadership policy.



  
Principal



	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part I Preliminaries</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section	Page	Title	Revision	Rev. Date
<b>05</b>	<b>Page 1 of 5</b>	<b>Introduction to ISO 21001 International Standard</b>	<b>A</b>	<b>01/11/2020</b>

## 5 Introduction to ISO 21001 International Standard

### 5.1 General

This document provides a common management tool for organizations providing educational products and services capable of meeting learners' and other beneficiaries' requirements.

### 5.2 Relevance

There is a critical and continuous need for educational organizations to evaluate the degree to which they meet the requirements of learners and other beneficiaries, as well as other relevant interested parties and to improve their ability to continue to do so.

NOTE A classification of interested parties in educational organizations is provided in Annex 06.

Although educational organizations and learners worldwide are the main beneficiaries of this document, all interested parties will benefit from standardized management systems in educational organizations.


EXAMPLE Employers who sponsor and encourage staff to participate in educational services can also benefit from this document.


The potential benefits to an organization of implementing a management system for educational organizations (EOMS) based on this document are:

- a) better alignment of objectives and activities with policy (including mission and vision)
- b) enhanced social responsibility by providing inclusive and equitable quality education for all
- c) more personalized learning and effective response to all learners and particularly to learners with special education needs, distance learners and lifelong learning opportunities
- d) consistent processes and evaluation tools to demonstrate and increase effectiveness and efficiency
- e) increased credibility of the organization
- f) a means that enables educational organizations to demonstrate their commitment to effective educational management practices
- g) a culture for organizational improvement
- h) harmonization of regional, national, open, proprietary, and other standards within an international framework
- i) widened participation of interested parties
- j) stimulation of excellence and innovation

### 5.3 Relationship between this document and other International Standards

This document is a stand-alone management system standard, aligned with ISO 9001. It focuses on the management systems of educational organizations as well as the impact of these on learners

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part I Preliminaries</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section	Page	Title	Revision	Rev. Date
<b>05</b>	<b>Page 2 of 5</b>	<b>Introduction to ISO 21001 International Standard</b>	<b>A</b>	<b>01/11/2020</b>

and other relevant interested parties.

This document conforms to ISO's requirements for management system standards. These requirements include a high-level structure, identical core text, and common terms with core definitions designed to benefit users implementing multiple ISO management system standards.

This document can be implemented alongside regional, national, open, proprietary, and other standards or related documents.

#### 5.4 Principles for an EOMS

This EOMS entails the following management principles:

- a) focus on learners and other beneficiaries
- b) visionary leadership
- c) engagement of people
- d) process approach
- e) improvement
- f) evidence-based decisions
- g) relationship management
- h) social responsibility
- i) accessibility and equity
- j) ethical conduct in education
- k) data security and protection

NOTE The details of these principles are analysed in Annexure 5.

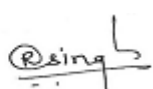

#### 5.5 Process approach


##### 5.5.1 General

This document promotes the adoption of a process approach when developing, implementing, and improving the effectiveness of an EOMS, to enhance learner and other beneficiary satisfaction by meeting learner and other beneficiary requirements. Specific requirements considered essential to the adoption of a process approach are included in 4.4.

Understanding and managing interrelated processes as a system contributes to the organization's effectiveness and efficiency in achieving its intended results. This approach enables the organization to control the interrelationships and interdependencies among the processes of the system, so that the overall performance of the organization can be enhanced.

The process approach involves the systematic definition and management of processes, and their interactions, so as to achieve the intended results in accordance with the policy, objectives and strategic plan of the organization. Management of the processes and the system as a whole can be

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part I Preliminaries</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section	Page	Title	Revision	Rev. Date
<b>05</b>	<b>Page 3 of 5</b>	<b>Introduction to ISO 21001 International Standard</b>	<b>A</b>	<b>01/11/2020</b>

achieved using the PDCA cycle (see 5.5.2) with an overall focus on risk-based thinking (see 5.5.3) aimed at taking advantage of opportunities and preventing undesirable results. The application of the process approach in an EOMS enables:

- understanding and consistency in meeting requirements
- the consideration of processes in terms of added value
- the achievement of effective process performance
- improvement of processes based on evaluation of data and information

Figure 1 gives a schematic representation of any process and shows the interaction of its elements. The monitoring and measuring check points, which are necessary for control, are specific to each process and will vary depending on the related risks.

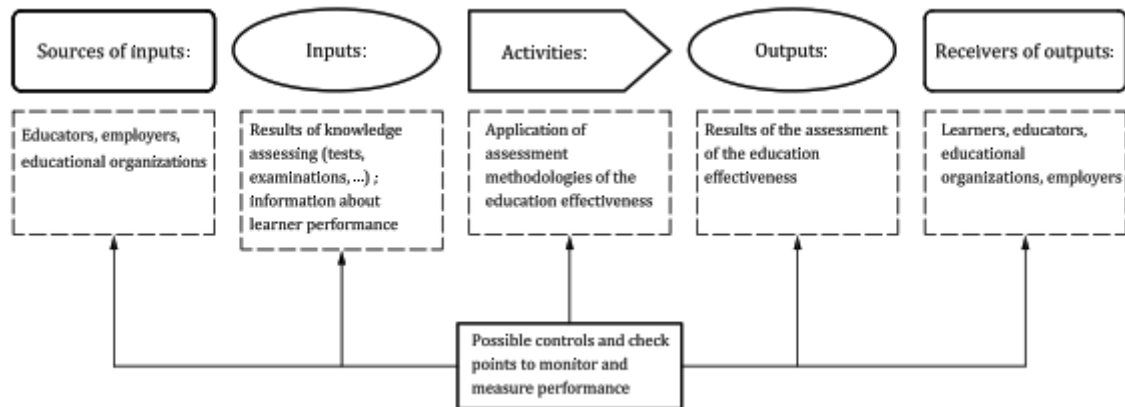
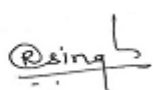




Figure 1 — Schematic representation of the elements of a single process (assessment of the educational effectiveness process)

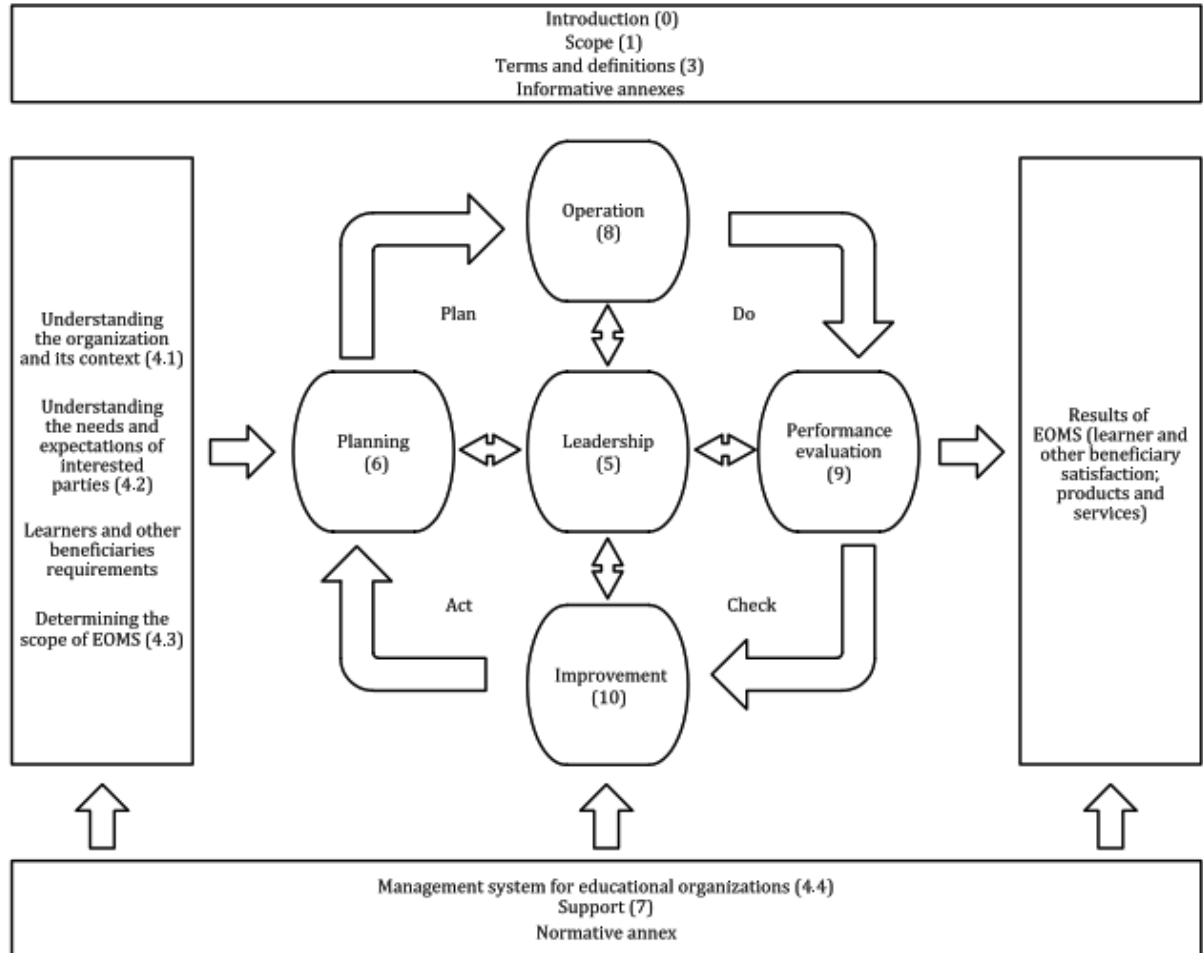
### 5.5.2 Plan-Do-Check-Act cycle

The Plan-Do-Check-Act (PDCA) cycle can be applied to all processes and to the EOMS as a whole. Figure 2 illustrates how Clauses 4 to 10 can be grouped in relation to the PDCA cycle.

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM)</b> <b>Part I</b> <b>Preliminaries</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section	Page	Title	Revision	Rev. Date
<b>05</b>	<b>Page 4 of 5</b>	<b>Introduction to ISO 21001 International Standard</b>	<b>A</b>	<b>01/11/2020</b>

**EOMS in the framework of ISO 21001**



NOTE Numbers in brackets refer to clauses in this document.

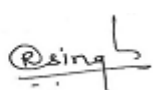

Figure 2 — Representation of the structure of this document in the PDCA cycle

The PDCA cycle can be briefly described as follows:


- Plan: establish the objectives of the system and its processes, and the resources needed to deliver results in accordance with learners' and other beneficiaries' requirements and the organization's policies, and identify and address risks and opportunities
- Do: implement what was planned
- Check: monitor and (where applicable) measure processes and the resulting products and services against policies, objectives, requirements, and planned activities, and report the results
- Act: take actions to improve performance, as necessary

**5.5.3 Risk-based thinking**

Risk-based thinking is essential for achieving an effective EOMS. To conform to the requirements

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---



	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part I Preliminaries</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section	Page	Title	Revision	Rev. Date
<b>05</b>	<b>Page 5 of 5</b>	<b>Introduction to ISO 21001 International Standard</b>	<b>A</b>	<b>01/11/2020</b>

of this document, an organization needs to plan and implement actions to address risks and opportunities. Addressing both risks and opportunities establishes a basis for increasing the effectiveness of the quality management system, achieving improved results, and preventing negative effects.

Opportunities can arise as a result of a situation favourable to achieving an intended result, e.g., a set of circumstances that allow the organization to attract learners and other beneficiaries, develop new products and services, reduce waste or improve productivity. Actions to address opportunities can also include consideration of associated risks. Risk is the effect of uncertainty and any such uncertainty can have positive or negative effects. A positive deviation arising from a risk can provide an opportunity, but not all positive effects of risk result in opportunities.

### 5.6 Organizational mission, vision, and strategy

Figure 3 illustrates EOMS strategy as related to mission and vision.

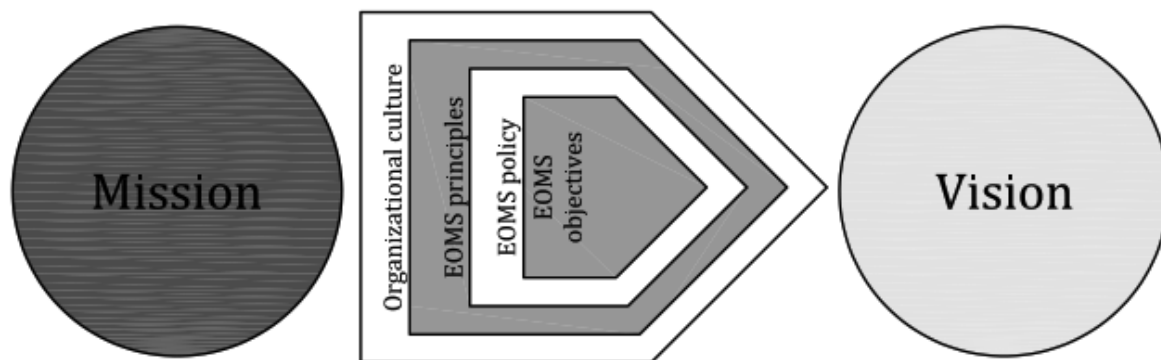


Figure 3 — EOMS strategy as related to mission and vision

The EOMS policy statements are framed by the organization’s culture (the complete set of beliefs and values that condition its behaviour) and by the EOMS principles. In turn, the EOMS policy statements provide the framework for the establishment of the EOMS objectives, which are periodically revised to ensure the organization’s mission is effectively and efficiently accomplished while walking the continuous path towards the achievement of the organization’s vision. The articulation of these elements is usually called a strategy.

### 5.7 Additional requirements and guidance

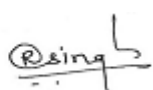

Annexure 5 outlines the principles for an EOMS.


Annexure 6 provides a classification of interested parties.

Annexure 7 provides guidelines for communication with interested parties.

Annexure 8 provides guidance on processes, measures, and tools in educational organizations.

Annexure 9 outlines health and safety considerations for educational organizations.

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part II Main Body</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section <b>04</b>	Page <b>Page 4 of 6</b>	Title <b>Context of the Organization</b>	Revision <b>A</b>	Rev. Date <b>01/11/2020</b>

### 4.3 Determining the scope of the management system for educational organizations

TRCAC considers the external and internal issues referred to in 4.1, the requirements of relevant interested parties referred to in 4.2, and the products and services of the TRCAC to determine the boundaries and the applicability of the EOMS to establish its scope.

TRCAC has applied all the requirements of ISO 21001 International Standard if they are applicable within the determined scope of its EOMS.

The scope of the EOMS is available and maintained as documented information. The scope states the types of products and services covered and provides justification for any requirement of ISO 21001 International Standard that the TRCAC determines is not applicable to its EOMS.

Conformity to ISO 21001 International Standard is claimed only if the requirements determined as not being applicable do not affect the TRCAC's ability or responsibility to ensure the conformity of its products and services and the enhancement of learners' and other beneficiaries' satisfaction.

All products and services provided to learners by an educational organization are included within the scope of this EOMS.

The scope of the EOMS is "To Provide Undergraduate Education in Faculty of Arts, Commerce and Science as per Norms and Standards of University of Mumbai  
and

To Provide Higher Secondary Education in Arts and Commerce Stream as per Curriculum of Maharashtra State Board of Secondary and Higher Secondary Education, Pune"

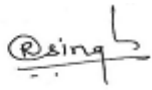

Exclusion – Nil


### 4.4 Management system for educational organizations (EOMS)

**4.4.1** TRCAC has established, implemented, maintained, and continually improved EOMS, including the processes needed and their interactions, in accordance with the requirements of ISO 21001 International Standard.

TRCAC has determined Institutional Processes and Management Processes for the EOMS and their application throughout the TRCAC. These processes:

- determine the inputs required and the outputs expected from these processes
- determine the sequence and interaction of these processes
- determine and apply the criteria and methods (including monitoring, measurement, and related performance indicators) needed to ensure the effective operation and control of these processes
- determine the resources needed for these processes and ensure their availability
- assign the responsibilities and authorities for these processes
- address the risks and opportunities as determined in accordance with the requirements of 6.1
- evaluate these processes and implement any changes needed to ensure that these processes achieve their intended results

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part II Main Body</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section <b>04</b>	Page <b>Page 5 of 6</b>	Title <b>Context of the Organization</b>	Revision <b>A</b>	Rev. Date <b>01/11/2020</b>

h) improve the processes and the EOMS.

Sequences and interaction of Institutional and Management Processes have been depicted as follows:

- a) A pictorial view of the EOMS implementation – Section 03, Annexure of the Apex Manual.
- b) Sequence and interaction of processes – Section 04, Annexure of the Apex Manual.

To bring clarity to operations and effectiveness in controlling, the processes are well defined which essentially cover the following:

- 1) Purpose
- 2) Scope
- 3) Targets and Goals
- 4) Responsibilities
- 5) Procedure
- 6) Risks and Opportunities
- 7) Monitoring and Measurement
- 8) Analysis and Evaluation
- 9) Scope for Improvement
- 10) Records
- 11) References

**4.4.2** To the extent necessary, TRCAC maintains documented information to support the operation of its processes and retains documented information to have confidence that the processes are being carried out as planned.

TRCAC has defined documentation as follows:

- a) **Apex Manual (TRCAC/EOMS/AM/01)**

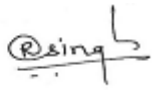

Apex Manual covers the following:


- 1) Complete structure of the EOMS as per ISO 21001 International Standard
- 2) All functional requirements for effective implementation and continual improvement of the EOMS

- b) **Procedure Manual (TRCAC/EOMS/PM/02)**

Procedure Manual covers the following:

- 1) Documented procedures as per ISO 21001 International Standard
- 2) Institutional Processes and Management Processes required for the EOMS
- 3) Documented information, including essential records as per ISO 21001 International Standard to ensure the effective planning, operation, and control of the Institutional and

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

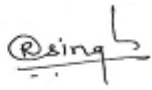
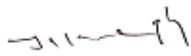
	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part II Main Body</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section <b>04</b>	Page <b>Page 6 of 6</b>	Title <b>Context of the Organization</b>	Revision <b>A</b>	Rev. Date <b>01/11/2020</b>


Management processes

- 4) Forms and Formats related to Institutional Processes required for the EOMS
- 5) Forms and Formats related to Management Processes required for the EOMS

#### 4.5 References

Sr. No.	Document Name	Document Reference
1	ISO 21001 International Standard Management Systems for Educational Organizations- Requirements with Guidance for Use	TRCAC/MP/01/EXT/01

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part II Main Body</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section <b>05</b>	Page <b>Page 1 of 10</b>	Title <b>Leadership</b>	Revision <b>A</b>	Rev. Date <b>01/11/2020</b>

## 5 Leadership

### 5.1 Leadership and commitment

#### 5.1.1 General

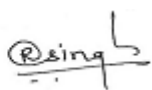

Top management of TRCAC demonstrates leadership and commitment with respect to the EOMS by taking the following measures:


- a) Taking accountability for the effectiveness of the EOMS
- b) Ensuring that the Educational Organization Policy and Educational Organization Objectives are established for the EOMS and are compatible with the context and strategic direction of the TRCAC
- c) Ensuring the integration of the EOMS requirements into the Institutional and Management processes
- d) Promoting the use of the process approach and risk-based thinking
- e) Ensuring that the resources needed for the EOMS are available
- f) Communicating the importance of effective educational organization management and of conforming to the EOMS requirements of the TRCAC
- g) Ensuring that the EOMS achieves its intended outcomes
- h) Engaging, directing, and supporting persons to contribute to the effectiveness of the EOMS
- i) Promoting continual improvement by conducting Management reviews in a defined manner and at defined intervals
- j) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility
- k) Supporting the sustainable implementation of the educational vision and related educational concepts
- l) Establishing, developing, and maintaining a strategic plan for TRCAC
- m) Ensuring that learners' educational requirements, including special needs, are identified, and addressed
- n) Considering principles of social responsibility

#### 5.1.2 Focus on learners and other beneficiaries

Top management of TRCAC is directly responsible for ensuring that:

- a) the needs and expectations of learners and other beneficiaries are determined, understood, and consistently met, as evidenced by monitoring their satisfaction and educational progress.
- b) the risks and opportunities that can affect conformity of products and services and the ability to enhance learner and other beneficiary satisfaction are determined and addressed.

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

	<b>Thakur Ramnarayan College of Arts &amp; Commerce</b>		Doc. Ref. :-	<b>TRCAC/EOMS/AM/01</b>
	<b>Apex Manual (AM) Part II Main Body</b>		Issue No. :-	<b>01</b>
			Issue Date :-	<b>01/11/2020</b>
Section <b>05</b>	Page <b>Page 2 of 10</b>	Title <b>Leadership</b>	Revision <b>A</b>	Rev. Date <b>01/11/2020</b>

TRCAC determines the learner's requirement at the initial stage. TRCAC has established Institutional Processes and Management Processes for compliance with the needs and expectations of learners and other beneficiaries. TRCAC monitors learners' satisfaction and educational progress.

TRCAC has established Institutional Processes and Management Processes to address risks and opportunities that can affect conformity of products and services and the ability to enhance learner and other beneficiary satisfaction. These are monitored continuously and reviewed in every MRM.

### 5.1.3 Additional requirements for special needs education

TRCAC has established Admission Process TRCAC/IP/01, Teaching Learning Process TRCAC/IP/02, Examination Process TRCAC/IP/03, Library Process TRCAC/IP/04, Co-curricular, Extra-curricular and Extension Activities Process TRCAC/IP/06, Placement and Higher Education Process TRCAC/IP/07, Training and Development Process TRCAC/MP/04 to address additional requirements for special needs education.

A special needs learner is someone who might have educational needs that cannot be met through regular instruction and assessment practices (e.g., exceptionalities such as behavioural, communicational, intellectual, physical, giftedness, or other learner needs for special education; learners can have more than one exceptionality). This implies the need to ensure the existence of communication channels so the interested parties can receive the information they need for their activity.

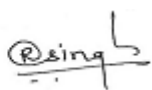

Top management of TRCAC ensures that resources and training are in place to support accessibility in learning environments and reasonable accommodation is provided for learners with special needs to promote an equitable access to facilities and the educational environments as other learners.

## 5.2 Policy

### 5.2.1 Developing the Policy

Top Management of TRCAC has established and maintained an Educational Organization Policy that

- supports the educational organization mission and vision
- is appropriate to the purpose and context of the TRCAC
- provides a framework for setting Educational Organization Objectives
- includes a commitment to satisfy applicable requirements
- includes a commitment to continual improvement of the EOMS
- takes into account relevant educational, scientific and technical developments
- includes a commitment to satisfy the TRCAC's social responsibility
- describes and includes a commitment towards managing intellectual property

<b>Issued By: Principal</b> 	<b>Approved By: Secretary</b> 
---	---

# **Management Review Meeting Report (Sample)**

TRCAC/MP/07/FRM/03

Revision: A

### 6<sup>th</sup> Management Review Meeting Report

**01. Date: 08/4/2023**

**Meeting Venue: Seminar hall**

**02. Following Officials Attended the Meeting:**

Sr. No.	Name	Designation
1	Dr. Ravish R. Singh	Principal
2	Ms. Prachi Singh	Assistant Professor
3	Mr.Sumeet Rathod	Assistant Professor
4	Ms. Hridya Nair	Assistant Professor
5	Mr.Hardik Goradiya	Assistant Professor
6	Ms.Shweta Singh	Assistant Professor
7	Mr.Jayantilal Suthar	Assistant Professor
8	Ms.Ranjani Shukla	Assistant Professor
9	Mr. Rashid Shaikh	Assistant Professor
10	Ms. Advitya Shrivastav	Assistant Professor
11	Ms. Sheetal Dixit	Assistant Professor
12	Ms. Prashant Kamble	Assistant Professor
13	Ms.Khushboo Bidawatka	Assistant Professor
14	Ms.Sonali Devadiga	Assistant Professor
15	Mr.Kailash Kalgutkar	Assistant Professor
16	Ms.Ashita Karkera	Assistant Professor
17	Ms.Daksha Chaudhary	Assistant Professor
18	Ms.Aniushka Joshi	Assistant Professor
19	Ms.Claret Chande	Assistant Professor
20	Ms.Vaquar Bubere	Assistant Professor
21	Ms.Mahima Yogeewarar	Assistant Professor
22	Ms. Ankita Tiwari	Assistant Professor
23	Ms. Vidhi Desai	Assistant Professor
24	Ms. Komal Jambhale	Assistant Professor



25	Ms. Riddhi Pandya	Assistant Professor
26	Mr. Rahul Kushwaha	Assistant Professor
27	Mr. Jainish Gotecha	Assistant Professor
28	Ms. Sonam Singh	Assistant Professor
29	Ms. Deepa Poddar	Assistant Professor
30	Ms. Pooja Gandhi	Assistant Professor
31	Ms. Ashlesha Gurav	Assistant Professor
32	Ms. Smriti Dubey	Assistant Professor
33	Ms. Priyadarshini Singh	Assistant Professor
34	Ms. Reenu Yadav	Assistant Professor
35	Dr. Manish Pithadia	Assistant Professor
36	Dr. Deepika Saravagi	Assistant Professor
37	Ms. Devika Shetty	Assistant Professor
38	Ms. Criset Burboz	Assistant Professor
39	Ms. Sarwari Rangila	Assistant Professor
40	Ms. Sayali Pereira	Assistant Professor
41	Ms. Sujata Debnath	Assistant Teacher
42	Ms. Vinitkumar Dubey	Assistant Teacher
43	Ms. Neeta Mishra	Assistant Teacher
44	Mr. Vishal Sharma	Assistant Teacher
45	Ms. Aashna Digra	Assistant Teacher
46	Ms. Soni Singh	Assistant Teacher
47	Ms. Sandhya Shukla	Assistant Teacher
48	Mr. Madhusudhan Valakati	Assistant Teacher
49	Ms. Aanchal Singh	Assistant Teacher
50	Ms. Asma Khan	Assistant Teacher
51	Ms. Venissa Koli	Assistant Teacher
52	Ms. Binita Kumari Jha	Librarian

53	Mr. Rupesh Daur	Jr. Clerk
54	Ms. Tejaswini Karande	Jr. Clerk
55	Ms. Selvina Pegado	Jr. Clerk
56	Mr. Tushar Shinde	Jr. Clerk

**03. Status of actions from previous management reviews:** 5th Management Review meeting was conducted on 17<sup>th</sup> September 2022. No Mnc, mnc or ofi were detected in the 5th Internal Audit; therefore, no cases were found pending from the previous MRM.

**04. Changes in external and internal issues that are relevant to the EOMS:**

The Educational Organizations Management System of TRCAC was reviewed and found adequately documented to meet the requirements of ISO 21001:2018 International Standard.

**05. Learner and other beneficiary satisfaction and feedback related to learner and other beneficiary requirements**

Student feedback about faculty members was taken for the period September 2022- March 2023. The attainment of 75% student satisfaction is mandatory for at least 80% of the total faculty members as per Educational Organizational Objectives. Following are the programme wise details of Degree College:

Programmes	Percentage of faculty members achieving 75% student satisfaction level
B.M.S.	83.47%
B.A.M.M.C.	83.23%
B.A.	85.29%
B.A.F.	84.59%
B.Com.	83.73%
B.Sc I.T.	73.66%
B.Sc C.S.	81.88%

Student Feedback about faculty members was taken for the period September 2022- March 2023 Following are the stream-wise details of Junior College:

Stream	Percentage of faculty members achieving 75% student satisfaction level
Arts	68.47
Commerce	77.7%

The faculty feedback about the institute was taken, where the number of respondents were 38 out of 54 and level of satisfaction was found to be more than 75%.’

#### 06. The extent to which objectives have been met

The educational organization objectives were discussed in detail. Accordingly, following were the process wise observations:

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	The full-time faculty members of degree college achieved the desired level of satisfaction, in the Second half of academic year 2022-23.
Examination	By ensuring zero malpractices and zero lapses in the examination process	Zero lapses were found in the examination process with respect to the October and November 2022 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	Following activities conducted in the second half of academic year 2022-23 <b>Extension Activities(N.S.S )</b> <ul style="list-style-type: none"> <li>● Natural Disaster Management</li> <li>● Run for Unity</li> <li>● One Vote One Value</li> <li>● Aids Awareness Programme</li> <li>● Constitution Day</li> <li>● Blood Do-Nation 07</li> <li>● Voter ID</li> <li>● Human Rights Day "Know</li> </ul>

		<p><b>Your Rights"</b></p> <ul style="list-style-type: none"> <li>● Tree Plantation Drive</li> <li>● NSS Camp</li> <li>● Marathon</li> </ul> <p><b>Extracurricular Activities</b></p> <ul style="list-style-type: none"> <li>● UDAAN: Stress and Time Management Seminar</li> <li>● Solasta</li> <li>● No Fire Cooking</li> <li>● Koshish-2.0</li> <li>● Black Day</li> <li>● Veergatha 1.0</li> <li>● Marathi Diwas Celebration</li> <li>● Days Celebration</li> <li>● Skit on Financial Scam</li> <li>● Kridangan</li> <li>● Self Defense Workshop</li> </ul> <p><b>Co-curricular Activities</b></p> <ul style="list-style-type: none"> <li>● Elocution competition</li> <li>● National Cinema Day</li> <li>● Industrial Visit</li> <li>● Trip to Elephanta Caves</li> <li>● Film Museum Visit</li> <li>● World Radio Day</li> </ul>
<p>Placement and Higher Education</p>	<p>By ensuring that at least 30% of eligible students opting for the placement get placed in jobs</p>	<p>Following details of placement and internships were presented:  <b>Placement: 104 students in 20 companies</b></p> <ul style="list-style-type: none"> <li>● 4 students in Hajraj Computers</li> <li>● 4 students in Deloitte</li> <li>● 2 students in Sutherland</li> <li>● 9 students in eClinical works</li> <li>● 6 students in ICICI Prudential</li> <li>● 4 students in Genesis Infoserve</li> <li>● 2 students in ICICI Lombard</li> <li>● 2 students in BMN Business Solutions</li> <li>● 1 student Ebix Cash</li> <li>● 17 students in Rekrut India</li> <li>● 3 students in Toothsi</li> <li>● 3 students in Catalyst</li> <li>● 11 students in Motilal Oswal</li> <li>● 1 student in Darsh Infotech</li> <li>● 3 students in HDB</li> </ul>

		<ul style="list-style-type: none"> <li>● 1 student in Expertrons</li> <li>● 4 students Expertrons (Kotak Mahindra)</li> <li>● 8 students in Airtel Quess</li> <li>● 4 students in Bluestone</li> <li>● 2 students in Piramal Finance</li> </ul> <p><b>Internships: (113 students in 41 companies)</b></p> <ul style="list-style-type: none"> <li>● 7 students in Support and Humanity Foudation</li> <li>● 25 students in Muskurahat Foundation</li> <li>● 4 students in Being Pupil</li> <li>● 2 students in Marpu Foundation</li> <li>● 2 students in Bits Pilani</li> <li>● 1 student in Suvision Holdings Private Limited</li> <li>● 4 students in Tryst</li> <li>● 2 students in ICHARS Support Foundation</li> <li>● 8 students in Hamari pehchan NGO</li> <li>● 1 student in brained</li> <li>● 2 students in WeHire</li> <li>● 1 student in Exide Life Insurance</li> <li>● 1 student in Aditya Birla Life Insurance</li> <li>● 2 students in Synergy Integrated MarCom</li> <li>● 2 students in Fiorello Technologies Private Limited</li> <li>● 1 student in Nightingale Florence Trust Bidar</li> <li>● 4 students in InAmigos Foundation</li> <li>● 1 student in Youth Empowerment Foundation</li> <li>● 1 student in Atypical Advantage</li> <li>● 1 student in GEMA Educational Technologies</li> <li>● 1 student in Suvidha Foundation</li> <li>● 4 students in Tare Zameen Par Foundation</li> <li>● 3 students in Learn10X</li> <li>● 1 student in the Individuals</li> <li>● 1 student in The Luxury One</li> <li>● 1 student in Luxurion world</li> <li>● 1 student in scaler Academy</li> <li>● 1 student in No Help Too Big</li> <li>● i student in Teknologya</li> <li>● 1 student in Hospitality Minds</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>● 1 student in Backbenchers Foundation</li> <li>● 1 student in Narayana Digital Technologies</li> <li>● 1 student in Spandan Yuva Pratishthan</li> <li>● 1 student in Mind Go Tech Private Limited</li> <li>● 1 student in Unshool</li> <li>● 1 student in Xcit Educational Foundations</li> <li>● 1 student in Dr. Pathkar Health Care India</li> <li>● 1 student in IIT Delhi-Rendezvous</li> <li>● 1 student in Yashasvi Bhav Technologies</li> <li>● 2 students in International Model United</li> <li>● 1 student in Safecity</li> </ul>
--	--	--

#### **07. Process performance and conformity of products and service**

All processes were reviewed and found to be conforming to the measuring indicators derived from educational organisation objectives & no changes were suggested.

#### **08. Non-conformities and corrective actions**

All processes were reviewed in internal audit and MRM and no corrective actions were needed.

#### **09. Monitoring and measurement results**

Feedback about faculty members was analysed. Also, the syllabus coverage report from September 2022 to March 2023 was analysed and discussed.

#### **10. Audit results**

Following observations were noted in the audit conducted:

mnc received: 00

Mnc received: 00

Ofi received: 00

#### **11. The performance of external providers**

Performance of the following external providers was analysed and found to be satisfactory:

- Eklavya (Examination software for conducting online examination)
- Smita Patil Computer Consultant (External provider for result generation)
- Visiting faculties hired on clock hour basis.
- IDF NGO for social collaboration

#### **12. Formative and summative assessment outcomes**

Result analysis of Semester III (Regular) Examination October2022 was discussed

Programmes	First Year (FY) Sem- I	Second Year (SY) Sem - III
BMS	92.36%	83.22%
BAMMC	60.98%	48.57%
BA	37.96%	40%
BAF	88.66%	80.22%
BCom	33.19%	51.81%
BSc IT	65.28%	39.73%
BSc CS	52.82%	52.83%

Result Analysis of FYJC Terminal Examination Nov 2022 was discussed

Class	Total no. of students passed/ total no. of students appeared	Passing Percentage
FYJC A1	75/112	77.26
FYJC A2	57/78	78.70
FYJC C1	98/118	90.08
FYJC C2	85/119	71.67
FYJC C3	56/114	48.69
FYJC C4	60/115	51.53
FYJC C5	50/98	51.41

### 13. Adequacy of resources

- Online emulators were used for conducting practicals for programming-based courses.
- E-learning resources were developed to provide easy access for the convenience of the learners
- 1 Psychology and 4 Computer labs are designed as per the requirement of the courses offered by the institute.
- Projectors to facilitate the use of ICT in the classroom.

### 14. Effectiveness of actions taken to address risks and opportunities

- Risk Assessment for all key processes is in place. Use of Projectors, Computers labs. Psychology lab LMS (Google Classroom), and e-resources; creation of e-content was discussed and found to be effective for smooth functioning of Teaching Learning Process

### 15. Opportunities for continual improvement

- A shift from hard copies to e-records was recommended and thereby ease in their maintenance was realised.

### 16. Staff feedback related to activities to enhance their competence

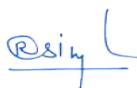
- Faculty feedback about the institute was taken.

Section	Percentage	No. Of responses
Junior college	87%	07
Degree college	80.37%	31

**17. Any other point**

The 6th MRM meeting was conducted in a conducive environment. Faculty members were encouraged to publish research papers, write Grant Application, do Research Work and update themselves considering not only the NAAC criteria but also personal professional growth. It was an effective learning session for all attendees of the meeting.

Issued By



Distribution

Principal, All Faculty Members, HOD/Programme Coordinators, Administrative Officer,  
Chairperson-Examination Committee, Librarian, Accountant, Chairperson-CEEP Committee,  
Chairperson- Placement Committee, Chairperson- RDC


Note: HOD/SI is requested to communicate completion of action to the principal after completion.




# **NEP Implementation Documents**

## Swayam Local Chapter establishment document


SWAYAM Local Chapter ID : 6004

Initiatives ▾ Programs ▾ NPTEL STARS NPTEL Testimonials More ▾ Log in

NPTEL > Local Chapter



THAKUR RAMNARAYAN COLLEGE OF ARTS & COMMERCE  
THAKUR RAMNARAYAN EDUCATIONAL CAMPUS, S.V. ROAD, DAHISAR (EAST), MUMBAI-400068.  
Url: <https://trcac.org.in/>



- SPOC Name - MS. DAKSHA CHOUDHARY
- Designation - ASSISTANT PROFESSOR
- Partnering since - 2023-01-11
- College Id - 6004 Institute Type - ARTS, SCIENCE AND COMMERCE

NPTEL is very happy to be associated with THAKUR RAMNARAYAN COLLEGE OF ARTS & COMMERCE institute and its students. We are thankful to MS. DAKSHA CHOUDHARY for being a pillar of support in NPTEL initiatives.

Jan-Apr 2023: Your college is hereby recognized as an ACTIVE Local Chapter.



  
Principal

Course Run	Present	Gold	Elite	Silver	Successful	Participation	Topper	Rating	NPTEL Stars
<a href="#">Jan-Apr 2023</a>	160	0	37	4	55	64	1	Active	<a href="#">Details</a>

### NPTEL Sitemap

Distributed under  
Creative Commons Attribution-ShareAlike  
CC BY - NC - SA



### AMAeSI

#### Contact Us

For any queries regarding the NPTEL website,  
availability of courses or issues in accessing courses,  
please contact

NPTEL Administrator,  
IC & SR, 3rd floor  
IIT Madras, Chennai - 600036  
Tel : (044) 2257 5905, (044) 2257 5908, 9363218521 (Mon-Fri 9am-6pm)  
Email : support@npTEL.iitm.ac.in



*Principal*  
Principal

**Document showcasing employability skill development initiatives for students**  
TNS INDIA Foundation MoU



महाराष्ट्र MAHARASHTRA

2022

30AA 384241

प्रधान मुद्रांक कार्यालय, मुंबई.  
प.म.वि.क्र. ८००००१५

- 3 NOV 2022

सहायक अधिकारी

श्रीमती लता सांगळे

This document constitutes a Memorandum of Understanding (MoU) between

TNS India Foundation (TNSIF)

and

Thakur Ramnarayan College of Arts and Commerce

This MoU is effective from August 2022- May 2025, hereinafter mentioned as "Effective Date" by and between Thakur Ramnarayan College of Arts and Commerce, affiliated to the University of Mumbai, Maharashtra, managed under the Thakur Educational Trust, registered under The Maharashtra Public Trust Act, 1950 and hereinafter referred to as "The College", having PAN AATT483BP, represented by its Principal, Dr. Ravish R. Singh.

AND

TNS India Foundation, a charitable organization registered under section 25 of the Companies Act 1956 and having its registered office at 302- Wellington Business Park - 2, Andheri-Kurla Road, Andheri East, Mumbai - 400069, hereinafter referred as "TNSIF", having PAN AAECT4021D represented by its Managing Director, Rupa Bohra.

**Background**

TNS India Foundation (TNSIF), a section 25 Company incorporated under the provisions of the Companies Act, 1956 is conducting the "Campus to Corporate Careers (C2C) Program" for the enhancement of employability and workplace skills for deserving youth.

In this connection, TNSIF intends to be associated and work closely with the College to conduct employability training, career counselling sessions and job placements for final year college students.

**Detailed features of the program are as follows:**

1. 80 – 100 hours of training program including Personal and Professional Effectiveness (how to choose right career option, how to apply for job, tools-CVs, cover letter- etc.), Business communication (effective communication with co-workers and customers), Career Readiness (orienting students to jobs matching their skill sets and exposure to a career path) and Work Readiness (Professionalism, Work Ethics, Email Etiquettes, Workplace dynamics – etc.)
2. The training will be delivered via a blended learning approach i.e. through in class sessions and online platforms (Google Meet and Zoom) as applicable.
3. Each training batch size will be between 30-50 students. Sessions of duration 1.5-2 hours' duration will be conducted 5 days a week over a 2 – 2.5-month period at a time.
4. The program also includes individual student counselling, which will be conducted via online/offline platforms, as well as post training, pre-placement and post placement counselling.
5. Career fairs or individual placement drives will be conducted in an online/offline format to place trained students in formal sector jobs.
6. The above mentioned training and placement is free of cost for both the students and college

Based on the above, this MOU lays out the below responsibilities for both parties:

**TNSIF agrees to –**

1. Engage with the college, given the following conditions:
  - a. In consultation and agreement with the designated college point of contact.
  - b. Not charge the college or students for any part of the program.
  - c. Provide reports to the college on the training and placement status of students.
2. Mobilize the college students. This involves the following:
  - a. Conduct Orientation sessions to make students aware about the program and to register their interest.
  - b. Screen the students based on their interest and background and interview them to determine enrolment in the program.
3. Train selected students. This involves the following:
  - a. Form batches with selected students and conduct the Campus to Corporate Careers Training Program with them.
  - b. Provide individual career-counselling support to in-training students.
  - c. Engage with parents of the students to make them aware of the program and to counsel them about their wards.
  - d. Provide certificates to trained students on successful completion of the training with an attendance criterion of 80%.
4. Place trained students. This involves the following:
  - a. Facilitate placement linkages with formal sector employers for interested students.
  - b. Arrange for career drives and fairs to place interested students.
  - c. Provide post-placement support to students to facilitate joining and on-boarding.

**The College agrees to –**

1. Engage with TNSIF staff, given the following conditions:
  - a. Providing one point of contact to coordinate all TNSIF C2C activities.
  - b. Not charge TNSIF or students for any part of the program.
  - c. Communicate openly with the TNSIF point of contact for any deliverables or feedback.
2. Facilitate student engagement. This involves the following:
  - a. Assistance in student mobilization through dissemination of information on student what's app groups and other seminars.
  - b. Attending orientation sessions organized by TNSIF to encourage student participation.
3. Support training activities. This involves the following:
  - a. Support allocation of batches for optimum utilization of resources and training effectiveness.
  - b. Assist in scheduling batches keeping in mind college lecture timings.

4. Support placement activities. This involves the following:

- a. Assist in mobilizing students to counsel regarding placement opportunities
- b. Provide infrastructure assistance – classrooms, auditorium, computer laboratory etc. in conducting on-ground career fests.
- c. Allow use of online medium to place students.
- d. Not hold TNSIF C2C staff responsible for any miscommunication with the corporateHRs.

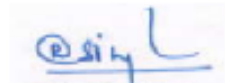
5. This MOU is neither a contract nor is it legally binding in any way. It does not commit any financial expenditure from or for either party.

6. The MoU will be effective for a period of **three years** from the date on which both the parties

  
Name: Rupa Bohra  
Managing Director

**TNS India Foundation**





Name: Dr. Ravish R. Singh

Principal,

**Thakur Ramnarayan College of Arts and  
Commerce**



*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



# **OUTCOME BASED EDUCATION DOCUMENT**

**Programme : B.A.(PSYCHOLOGY)**



## Program Educational Objectives

**PEO 1:** To prepare students for a career in the field of mental health wellness, counseling, research and an efficient academician to prosper in their professional career.

**PEO 2:** To develop the student to cope with the real life challenges and to come up with effective solutions.

**PEO 3:** To prepare the student for entry into a program of postgraduate study in Psychology and the related fields,

## Program Outcomes

On successful completion, graduates of B.A. Psychology degree programs will be able to:

**PO1. Critical Thinking:** Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different psychosocial perspectives.

**PO2. Effective Communication:** Ascertain, evaluate, speak, read, write and listen clearly and empathize in person to make meaning of the world by connecting people, strategies, technology & infrastructure.

**PO3. Social Interaction:** Elicit views of others, mediate disagreements and help reach conclusions in group settings in the course of differences.

**PO4. Effective Citizenship:** Demonstrate empathetic social concern and psychologically sound development, and the ability to act with an informed awareness of issues and participate in civic life through evaluating problems faced by them.

**PO5. Ethics:** Recognize different value systems including our own, explain the moral dimensions of our decisions, and accept responsibility for them.

**PO6. Environment and Sustainability:** Explain the issues of environmental contexts and sustainable development through historical aspects as well.

**PO7. Self-directed and Life-long Learning:** Acquire the ability to engage in independent and life-long learning in the broadest context of Biopsychosocial changes.

**PO8. Research Related Skill:** Inculcate the analytical skills and research skills among the students.





*Thakur Educational Trusts (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



**PO9. Discipline knowledge:** Build fundamentals in core areas of psychological disorders, organizational development, counseling, research, statistics..

**PO10. Problem solving:** Ability to logically question assertions and analyze the patterns in order to distinguish between essential and irrelevant aspects of problems.

**PO11. Team Building:** Ability to work with a group of people in an organization and lead them in order to become a leader/entrepreneur.

**PO12. Technical Aspects:** Learn the best practices of handling technical aspects of various psychological testing tools and manuals.



## Program Specific Outcomes

**PSO 1:** Students will be able to exhibit sensitivity to society and use the abilities they have learned to become mental health professionals..

**PSO 2:** Students will be able to understand and evaluate events in a diversified and global age from a compassionate, creative, empathetic, and subjective perspective.

**PSO 3:** Explain regional, national and world history in a comprehensive manner and judge the sources and schools of history writing.

**PSO 4:** Demonstrate research ability and apply psychological knowledge to contemporary socioeconomic and therapeutic settings.

**PSO 5:** Allows students to learn about new psychological trends and behaviours.

**PSO 6:** Students can put practical skills to work in counseling, educational institutions, the corporate sector, and daily life.



## Semester I

### Foundation Course-I (UAFC101)

Asst. Prof. Shaheen Shaikh

#### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Discuss</b> the multi-cultural diversity of Indian society through its demographic composition, linguistic diversity and regional variations.		✓				
CO2	<b>Explain</b> the concept of disparity due to Social Stratification, explore the violence against women and appreciate the inequalities faced by disable people.		✓				
CO3	<b>Comprehend</b> inequalities manifested due to the caste system and understand inter-group conflicts arising out of communalism, regionalism, linguism.			✓			
CO4	<b>Describe</b> the philosophy of the Indian Constitution, understand the structure of it and its fundamental duties to the Indian Citizen.		✓				
CO5	<b>Summarize</b> the party system in Indian Politics and judging the role and significance of women in politics.			✓			



## Communication Skills in English-I (UACS101)

Asst. Prof. Claret Chande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Differentiate</b> between American, British and Indian English, also <b>Classify</b> modes of interviews and principles of creative writing				✓		
CO2	<b>Demonstrate</b> reading skills			✓			
CO3	<b>Enhance</b> presentation skills, group discussion skills, and interview skills					✓	
CO4	<b>Formulate</b> Letters, SOPs, Resumes, NEWS reports, and essays					✓	

## Hindi Compulsory (UAHINCOM101)

Asst. Prof. Sunita Sharma

### हिन्दी साहित्य अध्ययन के पश्चात छात्र निम्नलिखित विषयों की

#### जानकारी प्राप्त करेगा :

- CO-1 हिन्दी साहित्य के आधुनिककालीन कहानियों और कविताओं द्वारा भारतीय समाज का वर्णन कर पाएगा ।
- CO-2 आजादी पूर्व एवं वर्तमानसमय के संपूर्ण परिवेश में दिखाई देने वाले अंतर को समझने के साथ – साथ अभिव्यक्त कर पाएगा ।
- CO-3 हिन्दी साहित्य द्वारा भाषा में सुधार, वाकपटुता और आत्मविश्वास बढ़ पाएगा ।
- CO-4 साहित्य के प्रति रुचि एवं समाज में सही व गलत की पहचान कर पाएगा ।
- CO-5 साहित्य अध्ययन द्वारा जीवन में मूल्यों का विकास कर पाएगा ।
- CO-6 हिन्दी साहित्य द्वारा साहित्यकार एवं उनकी रचनाओं को समझने का सार्थक प्रयास कर पाएगा ।



## Fundamentals of Psychology-I (UAPSY101)

Asst. Prof. Apurva Ghadshi

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Describe</b> the basic concept for a robust foundation in psychological concepts.		✓				
CO2	<b>Apply</b> basic concepts of psychology in daily understanding and activities.			✓			
CO3	<b>Acquire</b> critical thinking and develop research insight.		✓				
CO4	<b>Comprehend</b> and <b>instill</b> important life skills such as resilience, hardiness, acceptance, etc.		✓				



## History of Modern India-I (UAHIS101)

Asst. Prof. Sachin Bande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Summarize</b> the course of modern Indian History		✓				
CO2	<b>Characterize</b> the methods and ideology of different schools of nationalist thought		✓				
CO3	<b>Explain</b> the roots organized political agitation in India		✓				
CO4	<b>Identify</b> the achievements of the various mass movements in Indian history	✓					



## Microeconomics-I (UAECO101)

Asst. Prof. Ranjani Shukla

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Describe</b> definition and aspects of economics.		✓				
CO2	<b>Describe</b> how decisions are made/should be made by explaining principles of economics		✓				
CO3	<b>Compare</b> the determinants of demand and supply and evaluate different elasticities of demand and supply.				✓		
CO4	<b>Analyze</b> the behavior of consumers in terms of the demand for products				✓		





## SEMESTER II

### Microeconomics -II (UAECO201)

Asst. Prof. Ranjani Shukla

#### Course Outcomes

After completing this course, students will be able to:

CO No.	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
C01	<b>Explain</b> various concepts and types of production analysis and <b>interpret</b> short run long run laws of production function.		✓				
C02	<b>Represent</b> concepts of cost and revenue and sketch short run and long run cost curves.		✓				
C03	<b>Prepare</b> theories of rent, wages, interest and profit.			✓			
C04	<b>Show</b> the short run and long run equilibrium under perfect competition and monopolistic competition.			✓			



## Communication Skills in English (UACS-201)

Asst. Prof. Anishka Joshi

### Course Outcomes

After completing this course, students will be able to:

CO No.	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Explain</b> the difference between Indian and World English.			✓			
CO2	<b>Compare</b> types of interviews and the ways to face them				✓		
CO3	<b>Apply</b> strategies of presentations and group discussions				✓		
CO4	<b>Develop</b> S.O.Ps, reports and essays				✓		



## Fundamentals of Psychology-I (UAPSY201)

Asst. Prof. Pooja Gandhi

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	<b>Comprehend</b> the fundamental idea required for a solid understanding of thinking, intelligence and language.					✓	
CO2	<b>Integrate</b> psychological concepts to daily comprehension of motivation and emotion.						✓
CO3	<b>Relate and put into practise</b> personality theories will help become a better version of self					✓	
CO4	<b>Develop</b> research insight and critical thinking skills.						✓



## Foundation Course (UAFC201)

Asst. Prof. Ankita Tiwari

### Course Outcomes

After completing this course, students will be able to:

CO No.	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Infer</b> LPG an economic reform and its impact on information technology and communication, industry, employment, agrarian sector, corporate farming and increase in farmers' suicides.		✓				
CO2	<b>Recognize</b> Human Rights, Universal Declaration of Human Rights, Fundamental Rights stated in Indian Constitution.	✓					
CO3	<b>Discuss</b> Ecology and Environment, Environmental degradation- causes and impact on human life and <b>relate</b> Sustainable Development- concept		✓				
CO4	<b>Outline</b> the causes of stress and conflict, significance of values, measures to control aggression and violence		✓				
CO5	<b>Use</b> of coping mechanisms for managing individual stress and conflict, efforts towards building peace and harmony in society.			✓			



## History of Modern India- Society & Economy(UAHIS201)

Asst. Prof. Claret Chande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Summarize</b> the social reforms of modern India		✓				
CO2	<b>Characterize</b> the modes of transport and communication used during the British India		✓				
CO3	<b>Explain</b> the various acts passed during the British India		✓				
CO4	<b>Identify</b> the achievements of the various mass movements by the women and tribes of British India	✓					



### Semester III

#### Foundation Course-III (UAFC301)

Asst. Prof. Shaheen Shaikh

#### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Describe</b> Human Rights Violations of vulnerable groups and their redressal mechanism.			✓			
CO2	<b>Interpret</b> the concept of environmental disasters, its effects, prevention, mitigation and human rights issues in addressing it.				✓		
CO3	<b>Evaluate</b> the development of science and technology over the ages, superstition and science in everyday life.		✓				
CO4	<b>Developing</b> soft skills for effective interpersonal communication.				✓		

## Social Psychology Part-I (UAPSY301)

Asst. Prof. Apurva Ghadshi

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Illustrate</b> the knowledge of the basic concepts and modern trends in Social Psychology.		✓				
CO2	<b>Apply</b> various concepts of Social Psychology in the Indian context.				✓		
CO3	<b>Elaborate</b> the varied phenomenon and principles of social behaviour and social cognition influencing the individual thought process and behaviour patterns.			✓			
CO4	<b>Analyze</b> the possible implications of prosocial behaviour, group dynamics, stereotypes, aggression and other such aspects of social behaviour at the workplace or other levels of social functioning.				✓		

## Developmental Psychology Part-I (UAPSY302)

**Asst. Prof. Apurva Ghadshi**

### Course Outcomes

**After completing this course, students will be able to:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Describe</b> the basic concepts and modern trends in Developmental Psychology.		✓				
CO2	<b>Apply</b> the various concepts, principles and theories of Developmental Psychology in daily life in the Indian context.				✓		
CO3	<b>Summarize</b> the topical areas of development in adolescence, early, middle adulthood.			✓			
CO4	<b>Evaluate</b> the theoretical perspectives to understand the development during adolescence, early, middle and late adulthood.				✓		





## Stress Management-I (UASM3A1)

Asst. Prof. Anshula Suresh

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Illustrate</b> different types and factors of stress.		✓				
CO2	<b>Illustrate</b> knowledge and understanding of the basic concepts and modern trends in Stress Management.		✓				
CO3	<b>Identify</b> practical usage of the concepts and <b>apply</b> various concepts in daily life.			✓			
CO4	<b>Identify</b> stress inducing stimulus and <b>apply</b> relaxation techniques.			✓			



## Landmarks in World History (1300 A.D.-1945 A.D.) (UAHIS301)

Asst. Prof. Sachin Bande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Describe</b> the transition of Europe from the late medieval age to the modern age	✓					
CO2	<b>Explain</b> the movements for equality, freedom and liberty in Europe that served as an inspiration to later freedom struggles across the world		✓				
CO3	<b>Analyze</b> the reasons for the rise of Europe as a political and industrial power				✓		
CO4	<b>Investigate</b> the process of colonization of major parts of the world by various European powers			✓			



## Ancient India from Earliest Times to 1000 A.D. (UAHIS302)

Asst. Prof. Claret Chande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Interpret</b> and explain the sources of ancient India and its importance.		✓				
CO2	<b>Examine</b> the social, economic and religious life of Indus Valley civilization.			✓			
CO3	<b>Summarize</b> the creation of Janapadas and Analyze socio-economic life.					✓	
CO4	<b>Break- down</b> the rise of Mahajanapadas, Jainism and Buddhism, Assess the Persian and Greek invasion on India in the 6th century.					✓	

## Macroeconomics-I (UAECO301)

Asst. Prof. Ranjani Shukla

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Compute</b> different measures of national income and <b>Depict</b> the circular movement of money between firms/producers, households, the government and international trade.			✓			
CO2	<b>Explain</b> and graph the consumption function, saving function and investment function and their relationship with theory of multiplier.		✓				
CO3	<b>Describe</b> the aspects of money supply and Analyze different approaches to demand for money.			✓			
CO4	<b>Explain</b> the structure, functions and responsibilities of the Reserve Bank of India and Commercial banks.			✓			



## Public Finance (UAECO302)

Asst. Prof. Reena Gupta

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Demonstrate</b> basic scope, externalities, efficiency and principles of sound and functional public finance		✓				
CO2	<b>Interpret</b> the role of maximum social advantage, budget, taxation it's burden and shifting in real market					✓	
CO3	<b>Inspect</b> instrument of fiscal policy and its connection with public expenditure, debt, management of debt				✓		
CO4	<b>Examine</b> the budget of previous financial year, its related components, Appraisal of FRBM Act 2004 of Indian Public Finance				✓		



## SEMESTER IV

### Macroeconomics -II (UAECO401)

Asst. Prof. Ranjani Shukla

#### Course Outcomes

After completing this course, students will be able to:

CO No.	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
C01	<b>Recognize</b> and judge the causes of inflation and represent the measures of monetary and fiscal policy to control inflation.		✓				
C02	<b>Define</b> and <b>Explain</b> the objectives of monetary & fiscal policy.		✓				
C03	<b>Show</b> simultaneous equilibrium in goods and money market with the help of IS-LM Model.		✓				
C04	<b>Execute</b> foreign exchange market		✓				



## Landmarks in World History (1300 A.D.-1945 A.D.)

(UAHIS401)

Asst. Prof. Sonam Singh

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	Describe the inter war period in middle east countries.			✓			
CO2	Estimate the reasons for the rise of dictatorship across the world.			✓			
CO3	Investigate the causes and impact of world war second and efforts for peace to avoid such war in future.				✓		
CO4	Integrate the Nationalist movement in Asia and its impact.		✓				



## Ancient India from Earliest Times to 1000 A.D. (UAHIS402)

Asst. Prof. Claret Chande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Interpret</b> and explain the rise, achievements and downfall of the Mauryan and post- Mauryan dynasties		✓				
CO2	<b>Examine</b> the social, economic and religious life of Gupta dynasty		✓				
CO3	<b>Summarize</b> the creation of Janapadas and Analyze socio-economic life.					✓	
CO4	<b>Break- down</b> the rise of Mahajanapadas, Jainism and Buddhism, Assess the Persian and Greek invasion on India in the 6th century.					✓	





## DEVELOPMENTAL PSYCHOLOGY-PART I (UAPSY402)

Asst. Prof. Deepa Poddar

### COURSE OUTCOMES

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	<b>Describe</b> the basic concepts and modern trends in Developmental Psychology.		✓				
CO2	<b>Implement</b> the various concepts, principles and theories of Developmental Psychology in daily life in the Indian context.			✓			
CO3	<b>Summarize</b> the topical areas of development in adolescence, early, middle adulthood.			✓			
CO4	<b>Illustrate</b> the theoretical perspectives to understand the development during adolescence, early, middle and late adulthood.			✓			



## STRESS MANAGEMENT – PART I (UASM4A1)

Asst. Prof. Deepa Poddar

### COURSE OUTCOMES

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	<b>Explain</b> the concepts of research design and statistical analysis. Practice relaxation techniques through meditation, autogenic, biofeedback and many more				✓		
CO2	<b>Describe</b> the transition of stress and decreasing stressful behavior through exercise and strategies				✓		
CO3	<b>Distinguish</b> occupational stress and stress cycle. Strategies for decreasing stressful behavior				✓		
CO4	<b>Investigate</b> the family stressor and intervention			✓			



**Social Psychology-I (UAPSY401)**  
**Asst. Prof. Pooja Gandhi**

**Course Outcomes**

**After completing this course, students will be able to:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	<b>Infer</b> the foundational concept necessary for a thorough comprehension of stereotyping, prejudice, and discrimination				✓		
CO2	<b>Incorporate</b> psychological concepts into your daily understanding of social influence			✓			
CO3	<b>Acquire</b> knowledge of and adopt appropriate techniques for aggressiveness		✓				
CO4	<b>Increase</b> an overall awareness of prosocial conduct			✓			



## Indian Economy (UAECO402)

Asst.Prof. Reenu Yadav

### Course Outcomes

After completing this course, students will be able to:

CO No.	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Infer</b> the Trends in India's National Income ,PCI,Structural Changes In Indian and Economy Employment Generation and Poverty Alleviation Programmes , Regional Inequalities, Measures to Reduce Regional Inequalities in India		✓				
CO2	<b>Recognize</b> the Role of Agriculture, Economic Development,Causes of Low Productivity,Agricultural Inputs,price,policy and Minimum Support Price Policy, <b>Describe</b> Micro Finance; NABARD and Agricultural Marketing, Structure and Problems,National Policy for Farmers, 2007, Organic Farming Policy, Food Security in India	✓					
CO3	<b>Discuss the</b> Infrastructure ,Industrial Development, Policies, Micro, Small and Medium Enterprises (MSMEs), <b>Classify</b> Economic Development, Policies, Startup India, Make in India, Skill India, FDI.		✓				
CO4	<b>Memorize the</b> Role of Service Sector in Indian ,Growth and Performance of Healthcare, Trade and Tourism, and Information Technology and IT, Research and Development Skill Development ,Employment Generation in India, XIIth Five Year Plan	✓					



## Foundation Course(UAFC401)

Asst.Prof. Ankita Tiwari

### Course Outcomes

After completing this course, students will be able to:

CO No.	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Infer</b> the Rights of Consumers, Right to Information, Public Interest, Citizen charter		✓				
CO2	<b>Recognize</b> the approaches to ecology, sustainability principle, the polluter pays principle, human rights principles	✓					
CO3	<b>Discuss the</b> Laser Technology- and its its applications, Information and Communication Technology and its applications		✓				
CO4	<b>Articulate</b> about Common Admission Test (CAT) and Scholastic Aptitude Test (SAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT), Staff Selection Commission (SSC), the National and State Eligibility Tests (NET / SET) for entry into teaching profession, Soft skills required for competitive examinations, Motivation theory, goal setting, time management		✓				



## Semester - V

### History of Medieval India (1000 CE-1526 CE) - (UAHIS501)

Asst. Prof. Claret Chande

#### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	Interpret and explain the foundation, expansion and decline of Delhi Sultanate.		✓				
CO2	Examines the administrative structure of the Delhi Sultanate			✓			
CO3	Summarize the emergence and administration of Vijayanagar and Bahamani kingdoms.					✓	
CO4	Describes the society, economy, religion and culture of Delhi Sultanate		✓				



## Introduction to Archaeology (UAHIS503 A)

**Asst. Prof. Claret Chande**

### Course Outcomes

**After completing this course, students will be able to:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Enumerates</b> and <b>describes</b> the definition and methodology of Archaeology.		✓				
CO2	<b>Examine</b> the Prehistoric, Proto-Historic and Early historical periods			✓			
CO3	<b>Analyses</b> and <b>defines</b> the Indian Epigraphy.				✓		
CO4	<b>Compares</b> and <b>defines</b> the Indian Numismatics.		✓				



## History of the Marathas (1630 CE -1707 CE) (UAHIS504)

Asst. Prof. Claret Chande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Interpret</b> and <b>explain</b> the sources of Maratha History, the geo-political, economic and socio-cultural life of Deccan in 17th CE.		✓				
CO2	<b>Illustrate</b> the historical events by Shivaji for the fight for Swarajya.				✓		
CO3	<b>Trace</b> the coronation of Shivaji and the Civil wars between Tarabai and Shahu.		✓				
CO4	<b>Diagnose</b> the administration during the Maratha Royal period.			✓			





## History of Modern Maharashtra (1818 CE- 1960 CE) (UAHIS502)

Asst. Prof. Sachin Bande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Interpret</b> the transition of British rule from the end of medieval to modern times and its impact on India.		✓				
CO2	<b>Summarize</b> the revolutionary socio-economic movements and their activities.					✓	
CO3	<b>Acquaint</b> with Moderate and Extremist ideology and with Gandhian thought.		✓				
CO4	<b>Trace</b> struggles and importance of emerging new forces in Modern India.		✓				



## History of Contemporary World (1945 CE -2000 CE) (UAHIS505)

Asst. Prof. Sachin Bande

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	<b>Interpret</b> and <b>assess</b> the Cold War conflicts and economic revival of Western Europe.		✓				
CO2	<b>Examine</b> the decline of the USSR and rise of the U.S.A as the dominant World power.			✓			
CO3	<b>Diagnose</b> movements for equal rights in Africa and the U.S.A and challenging the bipolar World.			✓			
CO4	<b>Illustrate</b> new major trends in contemporary world history				✓		



## Introduction to Heritage Tourism (UAHIS506 B)

**Asst. Prof. Sachin Bande**

### Course Outcomes

**After completing this course, students will be able to:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	E	C
CO1	Enumerate and Describe heritage tourism of India		✓				
CO2	Summarize the different forms of heritage tourism of India.			✓			
CO3	Interpret and ecotourism and adventure tourism		✓				
CO4	Trace the role of the tourism industry and contribution of Conservation Societies.		✓				



## B.A Semester VI

### Abnormal psychology (UAPS502)

Asst. Prof. Apurva Ghadshi

#### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes Revised Bloom's Taxonomy Learning Levels						
		R	U	A	N	E	C
CO1	<b>Explain</b> the meaning of abnormal behavior and <b>classify</b> abnormal behaviour.			✓			
CO2	<b>List</b> psychopathology of various disorders for the purpose of diagnosis and treatment.				✓		
CO3	<b>Interpret</b> multiple causal factors such as biological, psychological, socio cultural, behavioural and prevalence rate of every disorder.				✓		
CO4	<b>Dissect</b> the basics of treatment in terms of therapy and drugs as well as the prerequisites of using any treatment.				✓		



## Counseling Psychology (UAPS506)

Asst. Prof. Apurva Ghadshi

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes Revised Bloom's Tax Learning Levels	R U A N E C					
		R	U	A	N	E	C
CO1	<b>Demonstrate</b> the ethics of Counseling and the qualities to be an effective counselor.		✓				
CO2	<b>Demonstrate</b> skills such as empathetic listening and responding in day to day life.		✓				
CO3	<b>Assess</b> the various schools of thought to approach a problem situation of a client.				✓		
CO4	<b>Decide</b> on important counseling techniques and application of these techniques.					✓	



## Practical psychology (UAPS505)

**Asst. Prof. Apurva Ghadshi & Asst. Prof. Anshula**

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes Revised Bloom's Tax Learning Levels	R U A N E C					
		R	U	A	N	E	C
CO1	<b>Demonstrate</b> a research base and understand how different variables affect each other.			✓			
CO2	<b>Identify</b> the research methodology in an experiment.			✓			
CO3	<b>Illustrate</b> ethics of conducting an experiment and APA format.			✓			
CO4	<b>Measure</b> and conduct experiments.					✓	



## Industrial psychology (UAPS503)

Asst. Prof. Anshula Suresh

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes Revised Bloom's Taxonomy Learning Levels						
		R	U	A	N	E	C
CO1	<b>Illustrate</b> job descriptions and job satisfaction at various jobs.		✓				
CO2	<b>Examine</b> the elements that add up to make a healthy work environment.			✓			
CO3	<b>Identify</b> ways of team building and different types of leaderships.			✓			
CO4	<b>Apply</b> different strategies of team building and leadership.			✓			



## Psychological Testing and statistics (UAPS501)

**Asst. Prof. Anshula Suresh**

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes Revised Bloom's Tax Learning Levels						
		R	U	A	N	E	C
CO1	<b>Illustrate</b> different types of statistical tests.			✓			
CO2	<b>Identify</b> on which data set a particular statistical test can be applied.			✓			
CO3	<b>Classify</b> basic statistical concepts such as reliability, validity, test norms.		✓				
CO4	<b>Apply</b> various personality and intelligence tests.		✓				





## Cognitive psychology (UAPS504)

Asst. Prof. Anshula

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes Revised Bloom's Tax Learning Levels	R U A N E C					
		R	U	A	N	E	C
CO1	Identify different brain areas and its function.			✓			
CO2	Categorize the implication of different neurotransmitters.			✓			
CO3	Outline the various mental processes such as attention, thinking, perception, learning, memory.			✓			
CO4	Examine the brain functions and face dysfunction.			✓			



## Abnormal Psychology-I (UAPSY602)

Asst. Prof. Pooja Gandhi

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	Determine the foundational concepts necessary for a thorough understanding of schizophrenia and other psychotic disorders.						✓
CO2	Recognize mood disorders and the appropriate course of treatment						✓
CO3	Learn about personality disorders, their causes, and treatment options.						✓
CO4	Acknowledge sexual variations, abuse, and dysfunctions						✓



## Psychological Testing and Statistics -I (UAPSY601)

Asst. Prof. Pooja Gandhi

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	Comprehend test development and correlations					✓	
CO2	Recognize the scales, probabilities, and probability curves used to test Intelligence.						✓
CO3	Learn about personality testing and the different methods used for assessment.						✓
CO4	Get acquainted with percentile calculations, variability calculations, and percentile ranks.						✓



## Counseling Psychology-I (UAPSY606)

**Asst. Prof. Pooja Gandhi**

### Course Outcomes

After completing this course, students will be able to:

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	Recognize the fundamental idea required for therapeutic presence and the significance of listening in counseling						✓
CO2	Incorporate empathic responding in counseling						✓
CO3	Acquire knowledge on probing, summarizing, challenging and self disclosure						✓
CO4	Identify the steps and duties involved in problem solving						✓



**INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY – PART I (UAPSY503)**  
**Asst. Prof. Deepa Poddar**

**COURSE OUTCOMES**

**AFTER COMPLETING THIS COURSE, STUDENTS WILL BE ABLE TO:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	<b>Summarize</b> the concepts of employee motivation and job satisfaction through various theories	✓					
CO2	<b>Recognize</b> the productive and counterproductive employee behavior	✓					
CO3	<b>Distinguish</b> between the work team and work group and learn about leadership	✓					
CO4	<b>Illustrate</b> the concepts of organizational development through various theories	✓					



**COGNITIVE PSYCHOLOGY-I (UAPSY504)**  
**Asst. Prof. Deepa Poddar**

**COURSE OUTCOMES**

**After completing this course, STUDENTS WILL BE ABLE TO:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	Summarize the concepts of learning forgetting and imagery	✓					
CO2	Describe problem solving techniques through theories and example problems	✓					
CO3	Use decision making techniques through theories and example problems	✓					
CO4	Distinguish between the reasoning skills i.e deductive reasoning and inductive reasoning	✓					



**Practicals in Cognitive Processes and Psychological Testing- Part I (UAPS505)**  
**Asst. Prof. Deepa Poddar**

**COURSE OUTCOMES**

**AFTER COMPLETING THIS COURSE, STUDENTS WILL BE ABLE TO:**

CO	Course Outcomes	Revised Bloom's Taxonomy Learning Levels					
		R	U	A	N	C	E
CO1	Explain the concepts of research design and statistical analysis	✓					
CO2	Conduct the experiments i.e paired associate learning and Einstellung effect.	✓					
CO3	Practice the psychological test and computer-based test i.e Coglab and Self-compassion test	✓					
CO4	Use of Excel and SPSS-Statistical Package for Social Science	✓					

\*\*\*\*\*

Documents regarding Digital and online learning initiatives  
Sample Faculty NPTEL Certificate



# NPTEL-AICTE Faculty Development Programme

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**VAQAR ATHAR BUBERE**

for successfully completing the course

## Production and Operation Management

with a consolidated score of **71 %**

Prof. Andrew Thangaraj  
NPTEL Coordinator  
IIT Madras



(Jan-Apr 2023)

Roll No: NPTEL23MG17S44222800

Duration of NPTEL course : 12 Weeks

The candidate has studied the above course through MOOCs mode, has submitted online assignments and passed proctored exams.  
This certificate is therefore acceptable for promotions under CAS as per AICTE notifications dated 24<sup>th</sup> July 2018, similar to other refresher / orientation courses.  
F.No. AICTE / RIFD / FDP through MOOCs / 2017-18

Sample Student NPTEL Certificate



# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**POOJA SANJAY NAGOLKAR**  
for successfully completing the course

## Financial Statement Analysis and Reporting

with a consolidated score of **50 %**

Online Assignments	20.16/25	Proctored Exam	30/75
--------------------	----------	----------------	-------

Total number of candidates certified in this course: **309**

Prof. Sanjeev Manhas  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Apr 2023  
(12 week course)

Prof. Priti Maheshwari  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



Roll No: NPTEL23MG12S4422238

To validate the certificate



No. of credits recommended: 3 or 4



## Sample Faculty Microsoft Certificate



Singh Prachi Shirish

has successfully completed the requirements to be recognized as a Microsoft Technology Associate for

Introduction to Programming using JavaScript

Date of achievement: March 17, 2020  
verify.certport.com bbyG-sFcm

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Technology Associate

## Sample Student Microsoft Certificate



This is to certify that

**AAKASH SINGH**

Enrollment id - TRCAC-CPMA-2020-16

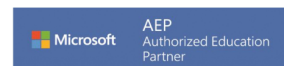
Has successfully completed Course in **CROSS PLATFORM MOBILE APP DEVELOPMENT**

10/1/2020

Date



Signature



# Sample Faculty Coursera Certificate



**Committee List**  
**A.Y. 2022-23**



Committees for Second Half of Academic Year 2022-23

Sr. No	ISO Process	Process Owner / Chairperson	Name of the Committee	Core Team	Team Members
1	Admission	Ms. Sumathi Rajkumar	Admission	-	All Faculty Members
2	Teaching & Learning	-	Time Table	Ms. Sumathi Rajkumar	-
				Ms. Sonali Devadiga	
				Ms. Ranjani Shukla	
Mr. Jayantilal Suthar	Syllabus coverage, Attendance & Defaulter Analysis, Feedback & Survey	All Coordinators	All Faculty Members		
		All Assistant Coordinators			
Mr. Kailash Kalgutkar	Discipline and Anti Ragging, College Grievance Redressal	All Coordinators	All Faculty Members		
		Ms. Shweta Singh			
3	Examination	Ms. Sumathi Rajkumar	Preparation, Conduct of Examination, CAP & Result Compilation	Ms. Hridya Nair	Mr. Prashant Kamble
				Ms. Shweta Singh	Ms. Advitya Shrivastav
				-	Ms. Riddhi Pandya
				-	Mr. Rahul Kushwaha
			Unfair Means	Ms. Ranjani Shukla	-
				Mr. Hardik Goradiya	
Mr. Sumeet Rathod					
Mr. Jayantilal Suthar					
4	Co-curricular Extra-curricular and Extension Activities	Ms. Prachi Singh	Co-curricular & Extra-Curricular	Ms. Claret Chande	All Faculty Members as per requirements
				Ms. Hridya Nair	
				Ms. Sonali Devadiga	
				Ms. Shweta Singh	
			Sports	Mr. Jayantilal Suthar	-
				Mr. Janish Gotecha	
NSS	Mr. Dhananjay Singh	Ms. Pooja Gandhi			
	Ms. Reena Gupta	Ms. Ashlesha Gurav			
	Ms. Mahima Yogeeswarar	-			
5	Placement and Higher Education	Mr. Sumeet Rathod	Placement and Internships, Alumni	Ms. Daksha Choudhary	All Coordinators and All Assistant Coordinators
				Mr. Prashant Kamble	
				Ms. Prachi Singh	
				Ms. Komal Jambhale	
				Ms. Ankita Tiwari	
			Training	Mr. Sumeet Rathod	
Ms. Daksha Choudhary					

6	Work Environment	Dr. Manish Pithadia	IQAC	Mr. Hardik Goradiya	Mr. Raashid Shaikh
				Ms. Ranjani Shukla	Mr. Vaqar Athar Bubere
				Dr. Deepika Saravagi	-
				Ms. Daksha Choudhary	-
			WDC	Ms. Claret Chande	Ms. Sheetal Dixit Ms. Smiriti Dubey
7	Research and Development cell	Ms. Ranjani Shukla	Research and Development cell	Ms. Daksha Choudhary	Ms. Aniusika Joshi
				Dr. Deepika Saravagi	Ms. Sonali Devadiga
				Dr. Manish Pithadia	Mr. Raashid Shaikh
8	Library	Ms. Binta Jha	Library	Ms. Aniusika Joshi	Ms. Smiriti Dubey Ms. Ashita Karkera
				Mr. Kailash Kalgutkar	Ms. Khushboo Bidawatka
9	Entrepreneurship Development Cell	Mr. Hardik Goradiya	Entrepreneurship Development Cell	Ms. Advitya Shrivastav	Ms. Vidhi Desai
				Mr. Dhananjay Singh	Mr. Janish Gotecha
				All Process Chairpersons	All Faculty Members
10	ISO Documentation	Mr. Raashid Shaikh	ISO Documentation		

*Rsingh*

Dr. Ravish R. Singh  
Principal



*Rsingh*  
Principal

**Minutes of Meetings  
(Sample of any 3 committees)**

## Sample of Minutes of Meeting of Internal Quality & Assurance Cell



*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





*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: 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.



  
Principal

## Sample of Minutes of Meeting of Research and Development Cell



Thakur Educational Trusts (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



### RESEARCH AND DEVELOPMENT CELL (RDC) ACADEMIC YEAR 2022-2023

#### MINUTES OF THE 1<sup>st</sup> RDC MEETING

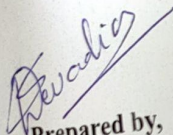
The meeting of the Research and Development Cell was held on 27<sup>th</sup> June 2022 at 12 noon in Computer Lab 303 and was headed by Principal Dr. Ravish R Singh.

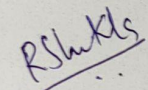
**Members Present:** The meeting was attended by Dr. Ravish R Singh, Ms. Ranjani Shukla, Dr. Mukul Bhatt, Mr. Vaqar Bubere, Ms. Daksha Choudary, Ms. Sonali Devadiga, Mr. Sachin Bande, Ms. Anishka Joshi and Ms. Shweta Singh.

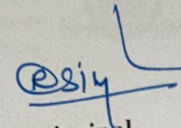
- ❖ **Acceptance of Agenda:** Accepted.
- ❖ **Introduction of the Process to the faculty members:** Principal Dr. Ravish R Singh informed all the staff members about the Research and Development Process.
- ❖ **Discussion with RDC members:** Chairperson RDC, Ms. Ranjani Shukla discussed the 8<sup>th</sup> process of the Procedure Manual.
- ❖ **Identifying the resources for the process:** Dr. Mukul Bhatt identified all the resources required for the process. Some of the resources identified were seminar hall, computer laboratory, library.
- ❖ **Formation of Academic Calendar:** Ms. Ranjani Shukla suggested the formation of the academic calendar. In the academic calendar, all the activities for the academic year will be planned accordingly.
- ❖ **Division of work among the members:** Ms. Ranjani Shukla divided the work among all the RDC members. Mr. Sachin Bande was assigned to collect the data about UGC Care listed Journals and Conferences. Mr. Vaqar Bubere was assigned to collect data about the staff and their previous research publications. Ms. Daksha Choudhary and Ms. Sonali Devadiga were appointed to formulate the data for the Research Paper Publication.  
Ms. Ranjani Shukla proposed organizing a National Conference in the month of December.

❖ **Any other item:** Dr. Mukul Bhatt suggested registering all the faculty members on Google Scholar for better research opportunities. Ms. Sonali Devadiga proposed conducting a Seminar for all the faculty members for a better understanding of research methodology.

The meeting was concluded with a thank you note from the Chairperson.

  
Prepared by,  
Ms. Sonali Devadiga

  
Chairperson,  
Ms. Ranjani Shukla

  
Principal,  
Dr. Ravish R. Singh

Members

Dr. Mukul Bhatt

Ms. Daksha Choudhary

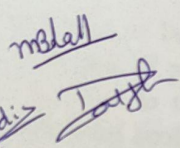
Ms. Sonali Devadiga

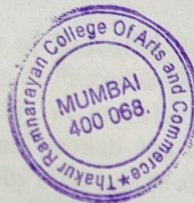
Mr. Sachin Bande

Mr. Vaqar Bubere

Ms. Shweta Singh



Ms. Anushka Joshi





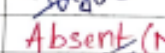







## Sample Minutes of 3 Meetings of Placement and Higher Education Cell

	The Maharaja Group of Institutions THAKUR RAM, VASNA COLLEGE OF ARTS & COMMERCE D-123456 211000, Gurgaon	
<b><u>Placement and Higher Education (P.H.E.)</u></b> <b><u>Minutes of Meeting</u></b>		
<b>P.H.E. Meeting Particulars</b>		
P.H.E. Meeting No.	03	
Day/ Date	Wednesday 18/01/2023.	
Start Time	02:15 pm	
End Time	02:55 pm.	
Venue	Conference Room.	
Last Meeting Day/ Date	Monday 16/01/2023.	


  

Attendees			
Sr. No.	Name	Designation	Signature
1	Ms. Priyanka Singh	Consultant	
2	Mr. Sumeet Rathod	Chairperson & Training Head	
3	Ms. Daksha Choudhary	Co-Chairperson	
4	Ms. Prachi Singh	Student Acquisition Analyst	Absent (Nsscamp)
5	Mr. Prashant Kamble	Solution Manager	
6	Ms. Komal Jambhale	Student Relationship Manager	
7	Ms. Ankita Tiwari	Student Relationship Manager	

Agenda/ Action Plan/ Announcement/ Notes			
Sr. No.	Details/ Particulars	Assigned to	Due Date
1	Updates of recruiters	All members	-
2	Connect with Kotak Mahindra	Ms. Daksha	19/01/23
3	Leave Application Internship	Mr. Sumeet	20/01/23
4	Training Module	Mr. Sumeet	25/01/23
5	General Mills Data to be sent	Mr. Sumeet	21/01/23
6	Production Pitch	Mr. Prashant	21/01/23
7	Mail Disha (Tcs)	Ms. Komal	21/01/23
8			

  
**Dr. Ravish R. Singh**  
 Principal



**Placement and Higher Education (P.H.E.)  
 Minutes of Meeting**

P.H.E. Meeting Particulars	
P.H.E. Meeting No.	04
Day/ Date	Tuesday 31/01/23.
Start Time	1:00 pm
End Time	1:30 pm.
Venue	Conference Room.
Last Meeting Day/ Date	Wednesday 18/01/23.

Attendees			
Sr. No.	Name	Designation	Signature
1	Ms. Priyanka Singh	Consultant	
2	Mr. Sumeet Rathod	Chairperson & Training Head	
3	Ms. Daksha Choudhary	Co-Chairperson	Absent (CL)
4	Ms. Prachi Singh	Student Acquisition Analyst	
5	Mr. Prashant Kamble	Solution Manager	AB (IPBI Meeting)
6	Ms. Komal Jambhale	Student Relationship Manager	
7	Ms. Ankita Tiwari	Student Relationship Manager	Absent (CL)

Agenda/ Action Plan/ Announcement/ Notes			
Sr. No.	Details/ Particulars	Assigned to	Due Date
1	Updates of recruiters	All members	-
2	Planning of E-clinical works	All faculties.	-
3	Update to General Mills	Sumeet R.	31/01/23
4	Social media updates	Ms. Komal	04/02/23.
5	Banness for E-clinical	Ms. Prachi	31/01/23.
6			
7			
8			

**Dr. Ravish R. Singh  
 Principal**



**Placement and Higher Education (P.H.E.)**  
**Minutes of Meeting**

P.H.E. Meeting Particulars	
P.H.E. Meeting No.	05
Day/ Date	Thursday 09/02/23
Start Time	1:00 pm
End Time	2:00 pm
Venue	conference Room.
Last Meeting Day/ Date	Tuesday 31/01/23.

Attendees			
Sr. No.	Name	Designation	Signature
1	Ms. Priyanka Singh	Consultant	—
2	Mr. Sumeet Rathod	Chairperson & Training Head	
3	Ms. Daksha Choudhary	Co-Chairperson	
4	Ms. Prachi Singh	Student Acquisition Analyst	
5	Mr. Prashant Kamble	Solution Manager	
6	Ms. Komal Jambhale	Student Relationship Manager	
7	Ms. Ankita Tiwari	Student Relationship Manager	

Agenda/ Action Plan/ Announcement/ Notes			
Sr. No.	Details/ Particulars	Assigned to	Due Date
1	updates of recruiters.	All members.	—
2	Planning for upcoming drive.	All members	—
3	Review of previous campus drive	All members	—
4	New formation of Student committee (FY)	Ms. Ankita.	13/02/23
5			
6	Working on the testimonials	Ms. Komal.	13/02/23
7			
8			

**Dr. Ravish R. Singh**  
Principal