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H. J. Thim Trust's

Theem College of Engineering

Approved by AICTE (New Delhi), Government of Maharashtra & DTE

Affiliated to University of Mumbai & MSBTE

"A NAAC Accredited Institute"

Village Betegaon, Boisar Chilhar Road, Boisar (East), Tal. & Dist. Palghar - 401 501.

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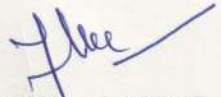
Ref. NO: TCE/EST/2023-24/105/6.5.3

Date: 07/10/2023

Institutes Quality Assurance initiatives

Subject: Institutes Quality Assurance initiatives

Reference: 6.5.3 The quality assurance initiatives are taken by the regular meetings of IQAC. The IQAC conducts the departmental audits to analyse and improve the short comings of the department if any.


Dr. Riyazoddin S.
(Principal)



Enclosure

1) Minutes of meetings of IQAC

Admn. Office : 310, Yusuf Building, Veer Nariman Road, Fort, Mumbai - 400 023.

Tel.: 2204 6903 ● Telefax : 2283 9850

IQAC Meeting

Agenda of the meeting

Date : 28th September 2022

Time : 10:30 am

Venue : Conference Room

Particulars:

Item no. 1. Academic monitoring of previous session and ongoing semester

Item no. 2. Introduction of honours course

Item no. 3. AQAR IV finalization

Item no. 4. Planning and review of ITC activities


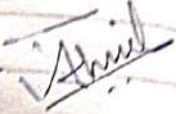
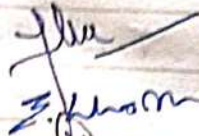
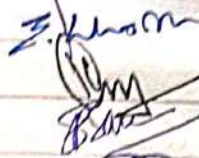



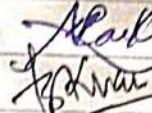

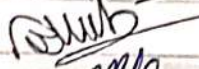

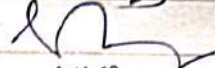
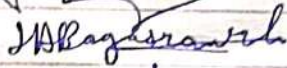
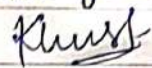
Item no. 5. Planning of THEEM-25, international conference

Item no. 6. Planning of FDP and SDP

Item no. 7. Any other matter with the permission of the chair



Members attended

1. Dr. N. K. Rana 
2. Mr. Mohd. Sharif Thim 
3. Dr. Riyazzoddin Siddiqui 
4. Dr. Emily Khosh 
5. Mr. K. N. Attarde 
6. Mrs. Susha Sankhe 
7. Mr. Wasim Khan 
8. Mr. Raees Ahmed 
9. Mr. Faiz Mohd. Khan 
10. Dr. Ashraf Shah 
11. Mr. Mubashir Khan 
12. Mr. Saleem P. Choudhary 
13. Mr. Haidur Aliakbar Bagasrawala 
14. Ms. Khushi Rupesh Gupta 



Minutes of the meeting

Minutes of the meeting of IQAC held on 28th September, 2022 at conference room.

Dr. Emily Ghosh, IQAC coordinator welcomed the members to the meeting. MOM of the last meeting held on 14th June, 2022 were read and confirmed. The agenda items were explained and taken for discussion.

Agenda 1: The heads of respective departments presented an analysis of the academic results and review of the activities conducted by the departments. It was decided to strengthen the mentor-mentee relationship to motivate students and arrange for remedial lectures for slow learners.

Agenda 2: Successful introduction of honours course on Data Science was discussed and reviewed.

Agenda 3: NAAC coordinator Mr. Warim Khan presented a detailed report of data collection and finalization of AQAR-IV.

Agenda 4: IIC co-ordinator Mr. Mubashir Khan reported about the mentor-mentee meeting with the experts from the mentor institute. IIC 5.0 calendar activities for academic year 2022-23 were also worked out. It was resolved to conduct events in sync with innovation, entrepreneurship, startup, IPR and internship.


Agenda 5: The principal Dr. Riyazuddin chalked out the preparation of THEEM-23, an international conference to be held on 28th & 29th April, 2023.

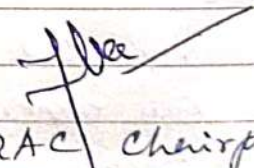
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Agenda 6: An FDP along with an SDP on "Data Science using Python" were planned. HOD of computer department Mr. K.N. Attarde was given responsibility to conduct the programs.

Agenda 7: With the permission of the chair Dr. S. Riyazuddin, IQAC co-ordinator Dr. Emily Ahorn brief about the application to NAAC to sponsor a workshop on "Quality Assurance in Higher Educational Institutions (HEI's) by using Open Educational Resources (OER) to be conducted on 9.6.23 and 10.6.23.

The meeting was concluded after deciding the next date on 14th Jan, 2023. The principal thanked all the members for their active presence.


IQAC Co-ordinator
Dr. Emily Ahorn


IQAC Chairperson
Dr. Riyazuddin Siddiqui



IQAC Meeting

Agenda of the meeting

Date: 14th January, 2023

Time: 11 am

Venue: Conference Room, building no. 2.

Particulars:

Item no. 1: Academic planning of next semester

Item no. 2: Discussion about Justice e. Theem

Item no. 3: AQAR-IV submission

Item no. 4: Submission of NIRF

Item no. 5: Infrastructure upgradation

Item no. 6: IQAC report to UB and CDE

Item no. 7: Discussion about NAAE sponsored
workshop

Item no. 8: Discussion about FDP and SDP

Item no. 9: Any other matter with the
permission of the chair.



Minutes of the meeting

Minutes of the meeting held on 14th January, 2023

The principal addressed the gathering in his welcoming speech. IQAC coordinator explained the agenda items and later they are taken up for discussion. The minutes of meeting of previous meeting were read and confirmed.

Agenda 1: The departmental heads presented detailed account of planning of next academic session including identifying the slow learners, remedial lectures, industrial visits and fully utilizing the infrastructure available for academic purpose. Completion of F.E. induction program was also reported.

Agenda 2: Annual festival of the institute Joshua - E-Theme was decided to be held on the month of March. Different committees to execute the same successfully was constructed. Student committees for the same were also set up to ensure active student participation.

Agenda 3: Timely submission of AQAR-IV was appreciated.

Agenda 4: It was apprised of two labs of computer, one lab of IT were upgraded to abide by the quality initiatives of IQAC. For AIML department two new laboratories were also build up. Budget allocation to various departments was also discussed and confirmed.

Agenda 5: Prof. Attarde informed that NIRE was submitted on 17.1.2023

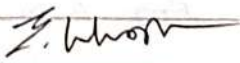
Agenda 6: IQAC coordinator informed the members about the reports of IQAC activities to CDE on 10th October, 2022 and to AB on 6th January, 23

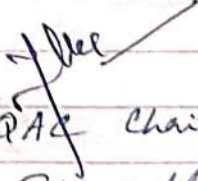
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Agenda 7: IQAC coordinator Dr. Emily Ahorn shared the good news that the proposal to organize a two-day workshop was sanctioned by NAAC. It was also decided to conduct the workshop in hybrid mode to facilitate the participation from all over India.

Agenda 8: Prof. K.N. Attarde presented a detailed report of the recently completed faculty development program (FDP) on Data Science using Python. The finalization of the SDP on same topic was also discussed. The recently conducted FDP and SDP on "Solid Works Advance Practices" were also discussed.

The date of the next meeting was decided on 8th April 2023. The meeting was concluded with vote of thanks by IQAC coordinator.


IQAC Coordinator
Dr. Emily Ahorn


IQAC Chairperson
Dr. Riyazuddin S



IQAC Meeting

Agenda of the Meeting

Date: 8th April 2023

Time: 2 pm

Venue: Conference Room

particulars

Item no. 1. Academic monitoring of ongoing session

Item no. 2. Successful completion of Jashn-e-Theem

Item no. 3. Finalization of planning for THEEM-23

Item no. 4. Data collection for AQAR V

Item no. 5. To apply for ISBN number

Item no. 6. Discussion on IIE activities

Item no. 7. Report to CDC

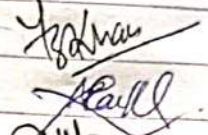
Item no. 8. Any other matter with the permission of the chair




Members Attended

1. Mr. Mohd. Sharif Thim
2. Dr. N. K. Rana
3. Dr. Riyazuddin Siddiqui
4. Dr. Emily Ghosh
5. Mrs. Sneha Sankhe
6. Mr. Wasim Khan
7. Mr. Faiz Mohd. Khan
8. Mr. Rakesh Ahmed
9. Dr. Ashraf Shah
10. Mr. Mubashir Khan
11. Mr. Sakem P. Choudhary
12. Mr. Haider Bagasrawala
13. Ms. Khushi Gupta
14. Mr. K. N. Attarde





Minutes of the Meeting

Minutes of the meeting held on 8th April, 2023

At first the principal welcomed the members. IQAC co-ordinator Dr. Emily Chorn read the minutes of the previous meeting. Then the agenda points were taken one by one for discussion.

Agenda 1. Detailed account of academic activities and monitoring was presented by the Principal. Participative learning methodologies were encouraged with stakeholders' views given greater priorities. The analysis of 360° feedback from students, parents were also discussed. It was resolved that mentor-mentee program should be strengthened more.

Agenda 2. The director Dr. N. K. Rana appraised the successful completion of college festival Jashn-e-Tham, when a thorough report of the same was presented.

Agenda 3: The convener of the international conference THEEM-23 presented brief report of last minute preparation and finalization of the same for imprimatur of the members.

Agenda 4: Mr. Warim Khan has given the responsibility to serve as a liaison among the different branches to collect the data for AQAR-IV

Agenda 5: It was proposed by director Dr. N. K. Rana to apply for ISBN number to continue with research activities to encourage the students as well as faculties

Agenda 6: Mr. Mubashir Khan offered a detailed description of all the activities and celebration of days of IIC 5.0 calendar activities for year 2022-23 for quarter 1 and quarter 2 of semester 1, and also the ongoing activities of quarter 3.

Agenda 7: IQAC coordinator informed the members about the report to CDC on 1st March, 23.

Agenda 8: With the permission of the chair the planning for MOU of various departments were discussed. MOU of AIML department with ALVIN IT solution was also discussed.

The meeting was concluded by vote of thanks by IQAC coordinator. The date of the next meeting was fixed on 24th June, 2023.

S. Khan
IQAC coordinator

Dr. Emily Khan


IQAC Chairperson

Dr. Riyazuddin S.



IQAC Meeting

Agenda of the meeting

Date : 24th June 2023

Time : 10:30 am

Venue : conference Room

particulars :

Item no. 1. Planning of next academic year

Item no. 2. Review of the conference THEEM-23

Item no. 3. Induction program planning for first year students.

Item no. 4. IIC 5.0 completion

Item no. 5. Procurement of ISBN no.

Item no. 6. FDP on AWS in collaboration with ICT

Item no. 7. Planning for AQAR V



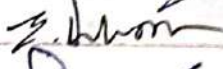


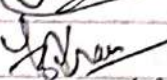



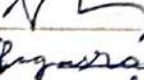
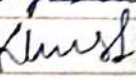
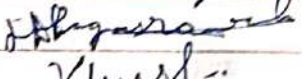
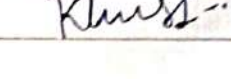
Item no. 8. Review of NAAC sponsored workshop

Item no. 9. Any other matter with the permission of the chair



Members Attended

1. Dr. N. K. Rama
2. Mr. Mohd. Sharif Thim
3. Dr. Riyazoddin S
4. Dr. Emily Alston
5. Mr. K. N. Attarde
6. Mr. Rakesh Ahmed
7. Mr. Warim Khan
8. Mr. Faiz Mohd. Khan
9. Mrs. Sneha Sankhe
10. Mr. Mubshir Khan
11. Dr. Ashraf Shah
12. Mr. Sateem P Chondhary
13. Mr. Haidur A Bajrasrawala
14. Ms. Khushi Gupta



Minutes of the Meeting

Minutes of the meeting held on 24th June, 2023

The meeting began with the welcoming address of the Principal. The minutes of the last meeting were read and confirmed. Then the agenda items were taken for discussion in the relevant order.

Agenda 1. The completion of the academic year was discussed. The activities done by various departments for benefit of the students were reviewed. Students' feedback and action taken were also noted. The plan of action for next academic year was also taken for discussion. Proper mentoring of the students, remedial lectures for slow learners, extra lectures for lately admitted students were suggested. Academic audit of different departments were also discussed.

Agenda 2. In retrospect of the international conference TAFEM-23, it ~~was~~ ^{decided} ~~to~~ ^{the} registration with ICT academy for publication of papers and also for FDP to motivate the faculty to acquire more knowledge. It was in line with the "project to paper" practice.

Agenda 3. Dr. Emily Shroon as first year coordinator outlined the induction program to be held for newly admitted students for first year. Bridge courses for different subjects, lectures on Universal Human Values, motivational speeches, orientation about the subjects and exam were included in the program planning.

Agenda 4. The activities fulfilled for IIE 5.0 were reviewed, also the activities for IIE 6.0
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were planned.

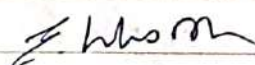
Agenda 5. The procurement of ISBN no. for the institute was praised by the management.

Agenda 6. It was resolved to arrange an FDP on cloud practitioner (AWS) in collaboration with ICT academy to impart knowledge to the faculties.

Agenda 7. Mr. Wazim Khan assured the members that a committee has been formed to look after the data collection of AQAR-V.

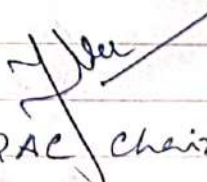
Agenda 9. The director N. K. Rana expressed his pleasure for the overwhelming success of NAAC sponsored workshop held on 9th and 10th June, 2023. Positive feedbacks were obtained from the participants all over the India, It was decided to organize such workshops in future also.

Vote of thanks by Dr. Emilly Whorn concluded the meeting. The date of the next meeting was decided to be on


IQAC coordinator

Dr. Emilly Whorn




IQAC Chairperson
Dr. Riyazoddin S.