



Shree Rahul Education Society's (Regd.)  
**SHREE L. R. TIWARI**  
**DEGREE COLLEGE**  
OF ARTS, COMMERCE & SCIENCE  
(Approved by Government of Maharashtra &  
Affiliated to University of Mumbai)  
College Code : 1064

Ref. No: SLRTDC /IQAC/18-19 / 01

Date: 31<sup>st</sup> August, 2018

**Notice of 1<sup>st</sup> IQAC Meeting**

The IQAC (Internal Quality Assurance Cell) meeting is scheduled on September 15, 2018, at 11:00 am in the Board Room. We kindly request the presence of all IQAC members at this meeting.

**Agenda for the Meeting**

1. To frame Mission, Vision and Core Values of Institution and all Departments.
2. To discuss about curriculum planning by maintaining the core topic while presenting it in a more concise and focused manner.
3. To frame research policies for ensuring proper promotion of research culture in the organisation and to discuss conduction of STTP/ Workshop/ Conferences.
4. To form a committee to address specific issues and tasks.
5. To identify the key themes and concerns related to obtaining feedback from various stakeholders.
6. To present and discuss the present academic calendar.
7. To review the departmental activities including achievements, challenges, and ongoing projects.
8. To Plan for registration of NSS Unit.
9. To discuss about the Conferences, Workshops, seminars, training programmes to be conducted in the Academic year 2018-19
10. Any other matter with the permission of chair.

**CS. Sushama Anuj Yadav**  
IQAC Co-ordinator

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
Kanakia Park, Mira Road (E).  
Dist. Thane - 401107. Maharashtra



**Dr. Chetana Shah**  
I/C Principal

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
Kanakia Park, Mira Road (East),  
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POD: Point of Discussion

DOD : Details of Discussion





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# SHREE L. R. TIWARI DEGREE COLLEGE

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**Date: 15<sup>th</sup> September, 2018**

## **Minutes of Meeting of Internal Quality Assurance Committee (IQAC)**

The First Internal Quality Assurance Committee meeting was held on 15<sup>th</sup> September 2018 in the Degree Staffroom at 12 noon under the Chairmanship of Shri Rahul Tiwariji, Secretary – Rahul Education.

### **The following members were present for the IQAC meeting:**

Sr. No	Designation	Name of the Members
1	Management	Shri. Rahul Tiwari
2	Chairperson	Dr. Chetna Shah
3	Co-ordinator	CS. Sushma Anuj Yadav
4	Teacher / Member	Mr. Dharmendra Chaudhary
5	Teacher / Member	Asst. Prof. Ankita Naik
6	Teacher / Member	Asst. Prof. Kshitij Jha
7	Teacher / Member	Asst. Prof. Dr. Shital Pal
8	Teacher / Member	Asst. Prof. Lubina Gonsalves
9	Teacher / Member	Librarian - Mrs. Sheetal Dhotre
10	Local Society Member	Dr. Narayan Iyer (IDF)
11	Local Society Member (Educationist)	Dr. Maushami Datta
12	Student Representative (President- Student Council)	Mr. Zek furtado
13	Researcher	Dr. Anju Arya – IQAC coordinator (SLRTCE)
14	Industrialists	Mr. Umesh Tiwari
15	Stakeholders (Parent)	Mrs. Madhu Chauhan
16	Senior Administrative Member	Mr. Nitin Jadhav



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### **Agenda 1:**

#### **POD 1: To frame Mission, Vision and Core Values of Institution and all Departments.**

**DOD 1:** Dr. Chetana Shah, felt that is extremely important to mentor all faculty members, as well as students. If required experts from outside should be approached for involving them in teaching-learning process.

CS. Sushama Anuj Yadav, Industrialist shared her experience about formation of quality assurance units to be introduced circles in each department as well as the support sections of SLRTDC.

Shri. Rahul Tiwari - Management, proposed that a focussed and concrete path / direction is pivotal for achieving the overall development of the Institute. Hence framing of Mission and Vision of Institute and departments are detrimental to achieve quality excellence in all spheres.

### **Agenda 2:**

#### **POD 1: To discuss about curriculum planning by maintaining the core topic while presenting it in a more concise and focused manner.**

**DOD 1:** The meeting began with a discussion on curriculum planning. Various aspects of the curriculum, such as content, structure, and assessment methods, were analyzed. The attendees shared their suggestions and recommendations for improvement. It was decided to form a committee comprising representatives from different departments to review and propose changes to the curriculum.

Action Item: The subcommittee will meet within two weeks and present their recommendations in the next meeting.

### **Agenda 3:**

#### **POD 1: To frame research policies for ensuring proper promotion of research culture in the organisation and to discuss conduction of STTP/ Workshop/ Conferences.**

**DOD 1:** Mr. Dharmendra Chaudhary suggested Framing of Research policies is pivotal in creating a framework that nurtures a conducive environment for research and scientific advancement. A research culture formed can pave the way for promoting a research culture by addressing ethical considerations, establishing priorities, ensuring evaluation and quality assurance. It can further encourage collaboration, support open access and knowledge sharing, secure funding and resources, besides facilitating long-term planning.

### **Agenda 4:**

#### **POD 1: To form a committee to address specific issues and tasks.**

**DOD 1:** The importance of having a committee to address specific issues and tasks was discussed. The attendees agreed to form a committee consisting of individuals with relevant expertise and representation from different stakeholders.

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**DOD 2:** The committee's responsibilities and scope were defined, focusing on the areas of concern identified during the meeting.

**Action Item:** The chairperson will finalize the committee members and communicate their roles and responsibilities to them.

**Agenda 5:**

**POD 1: To identify the key themes and concerns related to obtaining feedback from various stakeholders.**

**DOD 1:** The feedback received from various stakeholders, including students, faculty, and parents, was reviewed. Key themes and concerns were identified, such as the need for more practical components in the curriculum and better communication channels.

**DOD 2:** It was decided to analyze the feedback in detail and prioritize the actionable items.

**Action Item:** The feedback analysis team will compile a report summarizing the feedback and proposing actionable steps to address the concerns raised.

**Agenda 6:**

**POD 1: To present and discuss the present academic calendar.**

**DOD 1:** The current academic calendar was presented and discussed. Several upcoming events and important dates were highlighted.

**DOD 2:** It was agreed to review the calendar to ensure alignment with the curriculum and address any scheduling conflicts.

**Action Item:** The academic affairs department will review and propose necessary adjustments to the calendar, considering the recommendations from the curriculum planning discussions.

**Agenda 7:**

**POD 1: To review the departmental activities including achievements, challenges, and ongoing projects.**

**DOD 1:** Each department provided an overview of their activities and progress. Achievements, challenges, and ongoing projects were discussed. Suggestions were also shared for collaboration and resource-sharing among departments.

**Action Item:** Department heads will explore potential areas of collaboration and report back in the next meeting.

**Agenda 8:**

**POD 1: Planning for registration of NSS Unit**

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**DOD 1:** The Chairperson had decided, to conduct NSS activities in near future namely Blood Donation Camp, Green Campus and Clean beach drive program etc based on the suggestions from all the Committee members. The ideas generated during the brainstorming session were evaluated and shortlisted. Feasibility, available resources, and timelines for each proposed activity were considered. Activities that aligned with the objectives, resources, and community needs were prioritized. Detailed plans for each activity, including logistics, budgeting, volunteer roles, and necessary permissions, were formulated.

**Agenda 9:**

**POD 1: To discuss about the Conferences, Workshops, seminars, training programmes to be conducted in the Academic year 2018-19**

**DOD1:** The proposed events for the academic year were reviewed, including suggestions and recommendations provided by the attendees. A list of potential events was compiled for further discussion. The list of proposed events was evaluated based on relevance, significance, and expected impact. Attendees shared their opinions and preferences for specific events, considering the needs and interests of the target audience.

**Key Highlights of the meeting:**

- Subcommittee on curriculum planning to meet and present recommendations.
- Chairperson to finalize committee members and communicate roles and responsibilities.
- Feedback analysis team to compile a report summarizing feedback and proposing actionable steps.
- Academic affairs department to review and propose adjustments to the academic calendar.
- Department heads to explore potential areas of collaboration.

There being no other matter to discuss the meeting ended with the vote of thanks to the chair.

Prepared and Verified by



**CS. Sushama Anuj Yadav**  
**IQAC Co-ordinator**

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Confirmed by



**Dr. Chetana Shah**  
**I/O Principal**

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Approved by



**Rahul Tiwari**  
**Secretary,**  
**Rahul Education**

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