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

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**Ref. No: SLRTDC /IQAC/19-20 / 03**     **Date: 5th December, 2019**

## Notice of 3rd IQAC Meeting

The Internal Quality Assurance Cell (IQAC) is scheduled to convene on 21st Dec, 2019, 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 read and confirm the minutes of the previous meeting.

2. To prepare complete plan and flowchart for Inter-college fest UTSAV

3. To focus on Mentor-Mentee formation and emphasize on the establishment of Mentor-Mentee relationships

4. Event Feedback to be incorporated for improvement and seamless record of accomplishments of events and relevant data records

5. To plan and inform about Scholarships

6. To take initiative for capacity building and skill enhancement

7. Any other matter with the permission of chair.

**Asst. Prof. Rajesh Giri**
IQAC Co-ordinator
IQAC Coordinator
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakiya Park, Mira Road (E),
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**Dr. Chetana Shah**
I/c Principal
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia Park, Mira Road (East),
Dist. Thane - 401107. Maharashtra

Date: 21st December, 2019

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

The Internal Quality Assurance Committee meeting of the academic year 2019-20 was held on 21st December, 2019 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. Utsav Tiwari |
| 2 | Chairperson | Dr. Sanjay Mishra |
| 3 | Co-ordinator | Mr. Rajesh Giri |
| 5 | Teacher / Member | Mr. Dharmendra Chaudhary |
| 6 | Teacher / Member | Asst. Prof. Ankita Naik |
| 7 | Teacher / Member | Asst. Prof. Kshitij Jha |
| 8 | Teacher / Member | Asst. Prof. Dr. Shital Pal |
| 9 | Teacher / Member | Asst. Prof. Lubina Gonsalves |
| 10 | Teacher / Member | Librarian - Mrs. Sheetal Dhotre |
| 11 | Local Society Member | Dr. Narayan Iyer (IDF) |
| 12 | Local Society Member (Educationist) | Dr. Maushami Datta |
| 13 | Student Representative (President-Student Council) | Mr. Zek furtado |
| 14 | Researcher | Dr. Anju Arya – IQAC coordinator (SLRTCE) |
| 15 | Industrialists | Mr. Umesh Tiwari |
| 16 | Stakeholders (Parent) | Mrs. Madhu Chauhan |
| 17 | Senior Administrative Member | Mr. Nitin Jadhav |

POD: Point of Discussion

DOD : Details of Discussion

**The following points were discussed:**

**Agenda 1:**

**POD 1: To read and confirm the minutes of the previous meeting.**

DOD 1: The meeting began with the reading of the minutes from the previous meeting. The minutes were reviewed and approved by the authorities. The Action Taken Report was discussed and approved by the authority.

**Agenda 2:**

**POD 1: To prepare complete plan and flowchart for Inter-college fest UTSAV**

**DOD 1: Cultural Committee Convener** presented the outline for the college fest, "Utsav." The proposed events, themes, and budgets were discussed. The team provided valuable feedback and additional event suggestions to make the fest more inclusive and engaging.

**Agenda 3:**

**POD 1: To focus on Mentor-Mentee formation and emphasize on the establishment of Mentor-Mentee relationships**

**DOD 1**:The process for mentor-mentee pairing was discussed, and it was agreed to use a combination of preferences and compatibility to create effective pairs. The formation being essential for development of student as well an important aspect for Criteria 2, Mr.Rajesh Giri volunteered to spearhead the mentor-mentee formation process.

**Agenda 4:**

**POD 1: Event Feedback to be incorporated for improvement and seamless record of accomplishments of events and relevant data records**

**DOD 1**: It was advised by Dr. Chetana Shah that a system of taking feedback after every event should be incorporated. The feedback received from stakeholders and participants in previous events be reviewed and analysed. Positive feedback to be acknowledged and areas for improvement be identified.

The team brainstormed ways to incorporate the feedback into future activities and events for continuous improvement.

**Agenda 5:**

**POD 1: To plan and inform about Scholarships**

**DOD 1:** The availability of scholarships and the criteria for eligibility were discussed.

POD: Point of Discussion                    DOD : Details of Discussion

It was decided to promote scholarship/ Freeship/ Concession opportunities widely and provide clear application guidelines to interested students. With the permission of Secretary-Rahul Education it was decided to create a communication plan to disseminate scholarship/ Free ship/ Concession information, and to finalize the scholarship/ Free ship/ Concession guidelines for the students. IQAC proposed to consider students to provide concessions as management scholarships/ Free ship/ Concession.

**Agenda 6:**

**POD 1: Capacity building and skill enhancement initiative**

**DOD 1**: Capacity building and skill enhancement initiative. The need for capacity building and skill enhancement among students and staff was highlighted. The team discussed potential workshops, seminars, and training sessions to address the identified skill gaps.

Action Items: Respective department Coordinators to research and compile a list of potential speakers and trainers for capacity building sessions.

**Agenda 7:**

**POD 1 Any other matter with the permission of chair.**

**DOD 1: Review of Activities**

Mr. Rajesh Giri provided a detailed overview of the activities carried out since the last meeting. The progress was discussed, and it was noted that the activities have been carried out in a smooth and efficient manner.

However, it was raised concerns about contacts built up for Placement activities, and it was decided to address them promptly to ensure smooth execution.

**DOD 2: Plan for Research Conference**

IQAC coordinator Mr. Rajesh Giri presented a proposed plan for the research conference. The agenda, speakers, and logistics were discussed, and overall, the plan was well-received.

It was suggested that the Research Committee Convener to finalize the conference schedule and to research potential sponsors for discussion in the next meeting.

**Agenda 8:**

**Action to be taken:**

- Present an updated plan for Utsav in the next meeting.
- To create mentor-mentee pairs
- To create a plan to integrate the feedback into the upcoming activities and events.
- To create a communication plan to disseminate scholarship information
- Compile a list of potential speakers and trainers for capacity building sessions.
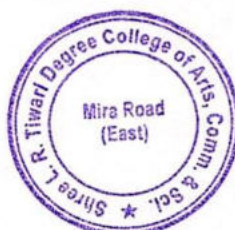
POD: Point of Discussion                    DOD : Details of Discussion

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

Prepared and Verified by

Asst. Prof. Rajesh Giri
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IQAC Coordinator
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Confirmed by

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Approved by

Rahul Tiwari
Secretary,
Rahul Education

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