



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/19-20 / 04**

**Date: 1<sup>st</sup> Feb 2020**

**Notice of 4<sup>th</sup> IQAC Meeting**

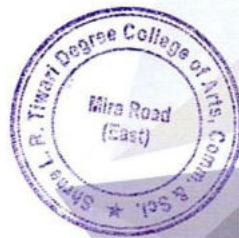
The IQAC meeting is set to take place on February 15, 2020, at 11:00 am in the Board Room. We extend a warm invitation to all IQAC members to join us for this gathering.

**Agenda for the Meeting**

1. To read and confirm the minutes of the previous meeting.
2. To review activities of all the committees to ensure smooth functioning and adherence to the core objectives and responsibilities of respective committees.
3. To maintain the documents of events and academics for future reference.
4. To discuss the formation of statutory committee and its roles and responsibilities.
5. To highlight the significance of co-curricular activities.
6. To encourage Faculty Development Programs (FDPs) in improving teaching methodologies.
7. To take initiative of promoting a green campus environment and encourage the students for active participation.
8. Any other matter with the permission of chair.

**Asst. Prof. Rajesh Giri**  
IQAC Co-ordinator

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



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

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



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

Date: 15<sup>th</sup> February, 2020

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

The Internal Quality Assurance Committee meeting of the academic year 2019-20 was held on **15<sup>th</sup> February, 2020** 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 herewith:**

**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 were presented and approved for the same.

**Agenda 2:**

**POD 1: To review activities of all the committees to ensure smooth functioning and adherence to the core objectives and responsibilities of respective committees.**

**DOD 1:** The meeting commenced with the discussion on the first agenda, which focused on reviewing the activities of the committee. The committee members provided updates on the progress of ongoing projects and initiatives.

**Agenda 3:**

**POD 1: To maintain the documents of events and academics for future reference.**

**DOD 1:** The committee addressed the importance of maintaining accurate and up-to-date records of events and academic activities. It was emphasized that proper documentation is essential for future reference and analysis.

The following steps were proposed to streamline document management:

1. Making Reports of the events as and when it takes place
2. Filing of Notices, Minutes of every committee meeting
3. Taking feedback and analysing them
4. Taking proper attendance of the students attending and participating in the events.

**Agenda 4:**

**POD 1: To discuss the formation of statutory committee and its roles and responsibilities.**

**DOD 1:** A new statutory committee was proposed during the meeting to address specific concerns and ensure compliance with relevant regulations. The roles and responsibilities of the committee were discussed, and potential candidates to serve as committee members were suggested.

**Agenda 5:**

**POD 1: To highlight the significance of co-curricular activities.**

POD: Point of Discussion



DOD : Details of Discussion

**DOD 1:** The committee highlighted the significance of co-curricular activities in enhancing students' overall development. Several ideas for upcoming events and activities were presented and discussed in the meeting. The members shared their views on the feasibility and impact of each suggestion.

**Agenda 6:**

**POD 1: To encourage Faculty Development Programs (FDPs) in improving teaching methodologies.**

**DOD 1:** The importance of Faculty Development Programs (FDPs) in improving teaching methodologies and enhancing faculty skills was acknowledged. The committee discussed the ways to encourage and facilitate faculty participation in FDPs.

**Agenda 7:**

**POD 1: To take initiative of promoting a green campus environment and encourage the students for active participation.**

**DOD 1:** The committee addressed the initiative of promoting a green campus environment. Various measures were discussed, such as energy conservation, waste management, and promoting sustainability practices among students and staff. Criteria 7 focussing on the Green Campus was suggested to organise events on environmental concerns with the students along with the community at large.

**Action to be taken:**

- Set deadlines for completion
- Implement document categorization system
- Draft a proposal for the committee's structure and purpose
- Allocate tasks for organizing co-curricular activities
- Assist interested faculty in the registration process
- Create awareness campaigns on green practices
- Implement energy-saving measures in campus buildings

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**  
**IQAC Co-ordinator**

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

POD: Point of Discussion

Confirmed by

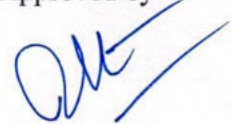


**Dr. Chetana Shah**  
**I/Q Principal**

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



Approved by



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

DOD : Details of Discussion