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/20-21/ 03　　　　　　　　　　　　**Date: 1st Feb 2021**

Notice of 3rd IQAC Meeting

The IQAC (Internal Quality Assurance Cell) meeting is set for February 14, 2021, at 11:00 am in the Board Room, and we extend a warm invitation to all IQAC members to participate in this event.

Agenda for the Meeting

1. To read and confirm the minutes of the previous meeting.

2. To discuss on organization of online conference in hybrid mode.

3. To present the result analysis of various departments and to share and discuss the outcomes and performance metrics of each department

4. To discuss the importance of conducting a COVID vaccination drive in college campus.

5. To discuss about various activities for students

6. To update the institution's website and ensure that the website remains informative, user-friendly, and up-to-date.

7. To propose a structured framework for mentor-mentee program

8. To discuss about the Activities Covering Cross-Cutting Areas - Humanity and Gender Ethics

9. To conduct a webinar to educate students and faculty about IPR

10. To discuss about the experiences and challenges of online examinations

11. To discuss about the strategies and parameters to obtain Feedback Analysis from Stakeholders

12. Any other matter with the permission of chair.

Asst. Prof. Daksha Chaudhary
IQAC Co-ordinator
IQAC Coordinator
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Dr. Sanjay Mishra
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Education For All

Date: 14th Feb, 2021

Minutes of Meeting of Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Committee meeting was held on **14th Feb, 2021** through a virtual platform 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. Sanjay Mishra
3	Co-ordinator	Asst. Prof. Daksha Choudhary
4	Member	Asst. Prof. Sunil Vishwakarma
5	Member	Asst. Prof. Munira Sayyed
6	Member	Asst. Prof. Amna Hussain
7	Member	Asst. Pof. Kshitij Jha
8	Member	Asst. Prof. Rashid Shaikh
9	Member	Librarian - Rajendra Sawant
10	Senior Administrative Officers	Mr. Nitin Jadhav (O.S)
11	Local Society Member	Lawyer Rajkumar Mishra
12	Local Society Member (Educationist)	Dr. Anju Arya - IQAC Coordinator (SLRTCE)
13	One nominee from Employers	Mr. Krunal Koradiya - Marketing Head, GPS Advisors Pvt Ltd.
14	One nominee from stakeholders (Parent)	Mrs. Sangeeta Sheth

The following members were marked Absence

1. Mr. Hemant Singh -Student (President)
2. Mr. Umesh Tiwari - One nominee from Industrialists

POD: Point of Discussion

DOD : Details of Discussion

The following points were discussed for the meeting:

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 all attendees. Action taken report of the previous meetings were presented ans suggestions were considered and minuted.

Agenda 2:

POD 1: To discuss on organization of online conference in hybrid mode:

DOD 1: The meeting commenced with a discussion on organizing an online conference in hybrid mode. Ms. Daksha Choudhary presented a proposal outlining the conference's theme, target audience, and possible dates. After a thorough deliberation, the committee approved the proposal and assigned Amna Husain and Ms. Munra Sayyed the responsibility of coordinating the event and managing the online and offline aspects of the conference.

Agenda 3.

POD 1: To present the result analysis of various departments and to share and discuss the outcomes and performance metrics of each department:

DOD 1: The committee reviewed the result analysis report presented by Mr.Rashid Sheikh. The report highlighted the students' academic performance and identified areas that require improvement. It was decided to form a subcommittee led by Kshitij Jha to further analyze the results and propose strategies for enhancing academic outcomes.

Agenda 4.

POD 1: To discuss the importance of conducting a COVID vaccination drive in college campus:

DOD 1: The committee discussed the importance of conducting a COVID vaccination drive on the campus to ensure the safety and well-being of students and staff. IQAC coordinator Ms.Daksha Choudhary suggested collaborating with local health authorities to arrange vaccination sessions on specific dates. The committee unanimously approved the initiative and appointed Mr.Kshitij Jha as the coordinator to liaise with the health authorities and oversee the vaccination drive.

Agenda 5.

POD 1: To discuss about various activities for students:

DOD 1: The committee brainstormed various activities to engage students both academically and recreationally. Departmental heads were designated as the coordinators for curricular and co-curricular activities, respectively. They will prepare a comprehensive plan for student activities and present it in the next meeting.

POD: Point of Discussion   DOD : Details of Discussion

Agenda 6.

POD 1: To update the institution's website and ensure that the website remains informative, user-friendly, and up-to-date:

DOD 1: The need to update the institution's website was discussed. Mr. Kshitij Jha and website committee were tasked with reviewing and revamping the website content to make it more user-friendly and informative. They will work closely with the IT department to implement the changes.

It was also decided that all the students' notices should be displayed on the website for the information.

Agenda 7.

POD 1: To propose a structured framework for mentor-mentee program:

DOD 1: The importance of establishing a mentor-mentee program to provide academic and emotional support to students was emphasized. Mr.sunil Vishwakarma proposed a structured framework for the program, which was well-received by the committee. Coordinators will be responsible for implementing the mentor-mentee program and ensuring its smooth functioning.

Agenda 8.

POD 1: To discuss about the Activities Covering Cross-Cutting Areas - Humanity and Gender Ethics:

DOD 1: The committee discussed the significance of organizing activities that address cross-cutting areas such as humanity and gender ethics. Ms. Sangjukta Halder volunteered to collaborate with relevant departments and organize events that promote awareness and sensitivity towards these issues.

Agenda 9.

POD 1: To conduct a webinar to educate students and faculty about IPR:

DOD 1: The committee acknowledged the importance of intellectual property rights (IPR) and decided to conduct a webinar to educate students and faculty about IPR and its relevance in academic and research settings. Mrs. Amna Hussain will coordinate with experts in the field to schedule and organize the webinar.

Agenda 10.

POD 1: To discuss about the experiences and challenges of online examinations:

DOD 1: The feasibility of conducting online examinations was discussed, considering the experiences and challenges faced during previous online assessments. Mr.Rashid Sheikh and his team will explore secure online examination platforms and propose guidelines to ensure a smooth examination process.

Agenda 11.

POD 1: To discuss about the strategies and parameters to obtain Feedback Analysis from Stakeholders:

POD: Point of Discussion   DOD : Details of Discussion

DOD 1: The committee stressed the significance of gathering feedback from various stakeholders, including students, faculty, and parents, to continuously improve institutional processes and activities. Mr.Kshitij and Mrs. Munira Sayyed will design a feedback collection mechanism and analyze the feedback to identify areas of improvement.

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

Prepared and Verified by

Dr. Daksha Chaudhari
IQAC Co-ordinator

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Confirmed by

Dr. Sanjay Mishra
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Approved by

Utsav Tiwari
COO,
Rahul Education

POD: Point of Discussion

DOD : Details of Discussion