



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/22-23/ 03**

**Date: 5<sup>th</sup> January, 2023**

**Notice of 3<sup>rd</sup> IQAC Meeting**

The IQAC (Internal Quality Assurance Cell) meeting is scheduled for 21st January, 2023, at 11:00 am in the Board Room. 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 and decide on the respective Criteria works for attaining good score in NAAC and meet the benchmark
  - Criteria 1- Curriculum Aspects
  - Criteria 2- Teaching Learning and Evaluation
  - Criteria 3- Research, Innovation and Extension
  - Criteria 4- Infrastructure and Learning Resources
  - Criteria 5- Student Support and Progression
  - Criteria 6 - Governance, Leadership and Management
  - Criteria 7-Institutional Values and Best Practices.
3. Any other matter with the permission of chair.

*Dr. Deepti Sadvelkar*

**Dr. Deepti Sadvelkar**  
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. Sanjay Mishra*

**Dr. Sanjay Mishra**  
IQAC Principal  
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**Date: 21<sup>st</sup> January, 2023**

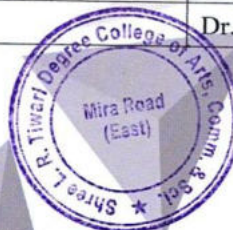
**Minutes of Meeting of Internal Quality Assurance Committee (IQAC) and Criteria Heads,  
other teaching and non-teaching staffs at Rahul Education.**

The Internal Quality Assurance Committee meeting was held on **21<sup>st</sup> January, 2023** in the BoardRoom of RIS at 10.30 am 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.	Secretary, Shree Rahul Education Society	Shri. Rahul Tiwari
2.	COO, Rahul Education	Shri.Utsav Tiwari
3.	Chairperson: I/c Principal	Dr.Sanjay Mishra
4.	Criteria 1	Asst. Prof. Jinal Mehta
5.	Criteria 2	Dr.SonaliNandu
6.	Criteria 3	Asst. Prof. Paras Joshi
7.	Criteria 4	Asst.Prof. ZahidShaikh
8.	Criteria 5	Asst. Prof. Roma Ahuja
9.	Criteria 6	Asst. Prof NehaKulkarni
10.	Criteria 7	Asst. Prof. Varsha
11.	Teacher representative	Asst. Prof. Sunil Vishwakarma
12.	Teacher representative	Asst. Prof. KshitijJha
13.	Librarian	Mr.RajendraSawant
14.	Local Society Member	Dr. Narayan Iyer (IDF)
15.	Local Society Member (Educationist)	Dr. Anju Arya - Principal Smt. K. L. Tiwari Degree College
16.	Student (President)	Ms. Sweety Jha - TYBMS
17.	One nominee from Employers	Mr. Krunal Koradiya - Marketing Head, GPS Advisors Pvt Ltd.
18.	One nominee from Industrialists	Dr. N.N.Pandey
19.	One nominee from stakeholders(Parent)	M.Abhay Daas
20.	Alumni	Mr. Sahil Nalkande
21.	IQAC Coordinator	Dr. Deepti Sadvelkar

POD: Point of Discussion



DOD : Details of Discussion

**The following agenda were discussed and decisions were taken in the meeting:**

**Agenda 01:**

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

**DOD 1:** The Criteria wise meeting were conducted and presented in front of management. The meeting commenced with the I/c Principal welcoming all the members present followed by presenting agenda and points to be discussed in the meeting.

Follow up of activities began with IQAC Coordinator, Dr. Deepti Sadvelkar who read the minutes of the previous meeting which was held on 21<sup>st</sup> October 2022. The Action Taken Report was discussed in the meeting. The IQAC members verified and recorded the same. The minutes were confirmed by the authority.

**Agenda 02:**

**POD 1: To discuss and decide on the respective Criteria works for attaining good score in NAAC and meet the benchmark**

**DOD 1: Criteria 1- Curriculum Aspects**

- It was decided that college will conduct more number of Certificate courses and Add on courses as well as vocational course as it is added in the new manual of NAAC and need to work hard on certificate course on this Academic year.
- Shri Rahul Tiwari Sir suggested that our own College faculty will take up few certificate course completing 30 hours as per their specialization.
- It was also discussed that this Academic year teachers have to put their more efforts beyond their normal lectures and they will conduct certificate course.
- Dr. Anju Arya suggested that for internship program more students can be placed with Rahul Group and get the letter officially on place from the students who have completed their internship program from the academic year 2018-19 onwards. Criteria 1 team will work on getting the records on place.

POD: Point of Discussion



DOD : Details of Discussion

- Dr. Anju Arya suggested that aptitude test to be conducted of the students through which college can identify flow of advance and slow learners admitted in the College.
- It was decided that the previous year's curriculum feedback will be taken and analyzed and current year feedback analysis will be sent to the University.

### **DOD 2: Criteria 2- Teaching Learning and Evaluation**

- It was discussed and decided that the criteria need to work on student's enrollment year-wise. Along with the sanctioned seats and the measures should be taken to fill the sanctioned post of students and increase the admission and enrollment status of the students.
- It was also discussed that to drop the B.A Programme, Actuarial Science total intake capacity with the total enrollment and take expert view on this matter.
- It was also suggested that hyperlink to be generated for scholarship and free ship. Principal Dr. Sanjay Mishra informed that the college website has separate tap for the scholarship details. The management also provides scholarship by waving off the fees to the students. The admin department needs to maintain the documentation of such students.
- Shri Rahul Tiwari sir suggested to criteria 2 team to work on teacher's student's ratio from academic year 2018-19 onwards. He mentioned that the College need to focus more on Criteria 2 and rework for attaining the good score and meet the benchmark.
- Dr. Anju Arya Madam suggested to make the students centric methods like experiential learning , participative learning and problem solving methodologies to be used for making our teaching learning process effective and identify the activity to enhance collaborative department wise teaching learning process which will be students centric through which we can score good in NAAC.
- To identify the percentage of full time teachers against sectioned post Shri Rahul Sir suggested to the team to get the previous year advertisement advertised in the newspaper and work on the percentage of full time percentage against sectioned posts.
- It was also discussed and decided that for more number/percentage of full time teachers with NET/SET/ Ph.D should be appointed as per the UGC Norms.

POD: Point of Discussion



DOD : Details of Discussion

- It was decided that mechanism of the internal and external assessment should be transparent. The exam committee to maintained all the records of examination separately and there should be proper function of examination grievance redressal system with proper documentation.
- Principal Dr. Sanjay Mishra suggested that SSS (Students Satisfaction Survey) needs to be taken in advance from all the students. The students' needs to be trained for filling the Students Satisfaction Survey

### **DOD 3: Criteria 3- Research, Innovation and Extension**

- For the research project and endowments in the institution Shri. Rahul Tiwari Sir suggested getting the grant funding from non-governmental agencies like Utsav enterprise, Soumya enterprise, Rahul construction etc. Dr. Anju Arya to prepare the MoU's and support the college in getting the funds.
- It was also discussed that for creating an ecosystem for innovation Shri. Rahul Tiwari Sir suggested to start with the Incubation Center in Rahul Education wherein heads of government officials will be invited as members and help our students for startups.
- I/C Principal Dr.Sanjay Mishra mentioned that the teachers are motivated to publish research paper in the journal notified on UGC care list and it is area of concerned where faculties have to put efforts in writing and publishing more number of research papers in peer review, Scopus, ABDC and UGC Care list.
- For extension and outreach programs the college is already conducting many such programs. It was advised to maintain proper documentation are be maintained with geo-tagged photograph.

### **DOD 4: Criteria 4- Infrastructure and Learning Resources**

- The management is very keen to provide with world class hi-tech infrastructure for the growth and development of the college. The construction work has already started. The college would get 33 classrooms in addition to the present infrastructure.
- It was also mentioned that there will be spacious library as required as per the intake of students.

POD: Point of Discussion



DOD : Details of Discussion

- Shri. Rahul Tiwari sir suggested that library should subscribe for more e-resources like e- grantalaya etc. and maintain the documents for amount spend on purchase of books, journals and per day usage of library by students and faculties.
- It was discussed that College should purchase more number of computers as per the requirement of students and faculties.
- Dr.Anju Arya Madam suggested about maintaining Annual Maintenance Contract documents for various services and infrastructure.

#### **DOD 5: Criteria 5- Student Support and Progression**

- For Scholarship and free ship it was discussed that there are many students who get scholarship from some trust like Muslim students get scholarship from their community trust. College needs to identify such students and get documented records of such students.
- The management of Rahul Education on yearly basis has provided free ship to many students. The college should maintain the records of all these students.
- Many seminars were conducted for competitive examinations. The College needs to maintain the records of the number of students who benefited from such seminars and details should be taken from alumni students for the previous year.
- It was discussed that the college will take capacity building and skill enhancement initiatives which will include soft skills language and communication skills, life skills and ICT skills.
- It was discussed that more students should be sent for intercollegiate and university level cultural and sports activity. Participation and winning of students will help the institution to achieve their goals.

#### **DOD 6: Criteria 6 - Governance, Leadership and Management**

- It was discussed that College has to conduct activity which is in accordance with the vision and mission of the Institution. Various activities which have been conducted in previous years need to be as per the vision and mission of the Institution.

POD: Point of Discussion



DOD : Details of Discussion

- It was discussed that we need to frame policies for different areas for smooth functioning of the College and administration.
- The website need to be updated from time to time.
- It was also discussed and decided that the implementation of e-governance in areas of operation should be for Administration, finance and accounting, student's admission and support and examination.
- Shri Rahul Tiwari sir mentioned that the college should go for 360 degree appraisal system and need to identify welfare measures for teaching and non – teaching staff members.
- The College has started with financial support to teachers as membership fees to attend conference and workshops. The College will maintain the separate file for financial support provided under the Faculty Enrichment Scheme.
- It was discussed that IQAC will prepare annual report pertaining to activities conducted by all departments as well as in the start of the academic year IQAC will bifurcate the activities to be conducted for the entire year. Dr.Anju Arya madam will be sending the format to be followed.
- It was decided that the College will go for ISO certification before registration of the NAAC.

**DOD 7 : Criteria 7-Institutional Values and Best Practices.**

- Management was satisfied with the number of activities conducted by the college on to celebrate/organize national and international commemorative days, events, and festivals on Gender equity.
- The Management assured that the college would be provide with renewable energy resource for greener campus.
- It was also discussed more number of green campus promotion and activities to be conducted.
- It was discussed that the college will go for green audit at its earliest.

The following are the best practices and institutional distinctiveness followed by the institution.

POD: Point of Discussion



DOD : Details of Discussion

- Effective conjunction of teaching learning and research
- Allied faculty program in collaboration with Shree L.R.Tiwari College of Engineering for B.Sc IT and B.Sc CS.
- Our faculty members are also taking up lecturers under Allied Faculty Program with Rahul College of Education.
- For M.A (Education) program, we have collaborated with Rahul College of Education for expertise Knowledge sharing and allied faculties from service sector.

It was resolved that more number of institutional distinctiveness should be added

It was suggest that Donation of books from Alumni students and provide to our existing students with book bank facilities can be implemented.

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

Prepared and Verified by

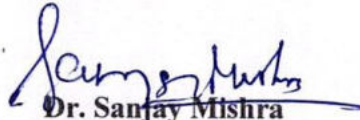
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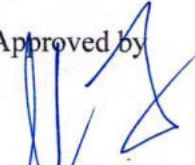


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**Utsav Tiwari**  
**COO,**  
**Rahul Education**

