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 / 01　　　　　　　　**Date: 25th July 2020**

Notice of 1st IQAC Meeting

The IQAC meeting is set to take place on 10th August 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 discuss about the utilization of various online tools and features to deliver lectures online.

3. To propose conduction of webinars on relevant topics to engage and educate students during the pandemic.

4. To discuss about the implementation of a robust and efficient online attendance system

5. To decide on the usage of MCB application by students and faculty

6. To maintain Teaching-Learning Methodology through Online Platforms

7. To discuss about the formation of a flexible academic calendar to be communicated to all stakeholders through official channels

8. To discuss about the admission process through online mode.

9. Any other matter with the permission of chair.

Asst. Prof. Daksha Chaudhary
IQAC Co-ordinator
IQAC Coordinator
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakiya Park, Mira Road (E).
Dist. Thane - 401107. Maharashtra

Dr. Sanjay Mishra
I/C Principal
I/c Principal
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia 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: 12ᵗʰ August, 2020

Minutes of Meeting of Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Committee meeting was held on **10ᵗʰ August, 2020** through virtual platform under the Chairmanship of Shri Rahul Tiwariji, Secretary – Rahul Education.

The following members were present for the IQAC meeting:

Sr. No	Designation	Names of the Member
1	Management	Shri. Utsav 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
	Member	Asst. Prof. Amna Hussain
6	Member	Asst. Pof. Kshitij Jha
7	Member	Asst. Prof. Rashid Shaikh
8	Member	Librarian - Rajendra Sawant
9	Senior Administrative Officers	Mr. Nitin Jadhav (O.S)
10	Local Society Member	Lawyer Rajkumar Mishra
11	Local Society Member (Educationist)	Dr. Anju Arya - Principal Smt. K. L. Tiwari Degree College
12	Student (President)	Mr. Hemant Singh
13	One nominee from Employers	Mr. Krunal Koradiya - Marketing Head, GPS Advisors Pvt Ltd.
14	One nominee from Industrialists	Mr. Umesh Tiwari
15	One nominee from stakeholders (Parent)	Mrs. Sangeeta Sheth

The following points were discussed in 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.ATR was presented in front of committee members and minutes were approved by the authority.

POD: Point of Discussion

DOD : Details of Discussion

Agenda 2:

POD1: To discuss about the utilization of various online tools and features to deliver lectures online:

DOD 1: The committee acknowledged the successful transition of lectures to online platforms during the pandemic year. It was noted that faculty members have been utilizing various online tools to deliver lectures effectively.

DOD 2: The importance of regularly updating the online course materials and resources was emphasized.

Agenda 3:

POD 1: To propose conduction of webinars on relevant topics to engage and educate students during the pandemic:

DOD 1: The committee proposed conducting webinars on relevant topics to engage and educate students during the pandemic. Webinar topics would be chosen to supplement the regular curriculum and address current issues and challenges.

DOD 2: The responsibility of organizing webinars would be distributed among faculty members from different departments.

Agenda 4:

POD 1: To discuss about the implementation of a robust and efficient online attendance system:

DOD 1: The committee discussed implementing a robust and efficient online attendance system. Various options, including biometric authentication and time-bound quizzes, were considered. The chosen attendance system would be integrated into the Learning Management System (LMS) used by the institution.

Agenda 5:

POD 1: To decide on the usage of MCB application by students and faculty

DOD 1: The MCB (Mobile Classroom Application) app has been positively received by students and faculty. The committee suggested providing additional training sessions to faculty members to maximize the app's potential. Currently lectures are taking through G Suite.

DOD 2: Feedback from students would be collected regularly to address any issues or improvements needed in the app.

Agenda 6:

POD 1: To maintain Teaching-Learning Methodology through Online Platform:

DOD 1:

POD: Point of Discussion   DOD : Details of Discussion

- The committee stressed the importance of maintaining the same standard of education through online methods as in traditional classrooms.
- Faculty members were encouraged to explore innovative teaching techniques and use multimedia tools to enhance engagement and learning outcomes.
- Regular assessments and feedback mechanisms would be established to monitor the effectiveness of online teaching.

Agenda 7:

POD 1: To discuss about the formation of a flexible academic calendar to be communicated to all stakeholders through official channels

DOD 1: Considering the pandemic's uncertainties, the committee proposed creating a flexible academic calendar. Contingency plans would be developed to accommodate any disruptions and ensure the timely completion of syllabi. The revised academic calendar would be communicated to all stakeholders through official channels.

Agenda 8:

POD 1: To discuss about the admission process through online mode:

DOD 1: The committee discussed the successful implementation of the online admission process in the previous year. It was agreed to continue the online admission process to streamline and expedite the procedure for the current academic year. Adequate support and guidance would be provided to applicants facing technical difficulties during the admission process.

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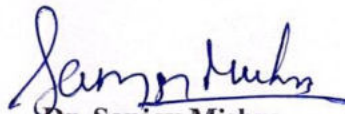
Prepared and Verified by

Dr. Daksha Chaudhari
IQAC Co-ordinator
IQAC Coordinator
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakiya Park, Mira Road (E).
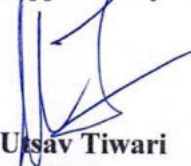Dist. Thane - 401107. Maharashtra

Confirmed by

Dr. Sanjay Mishra
I/C Principal
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia Park, Mira Road (East),
Dist. Thane - 401107. Maharashtra

Approved by

Utsav Tiwari
COO,
Rahul Education

POD: Point of Discussion

DOD : Details of Discussion