



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/21-22/ 01

Date: 8th July, 2021

Notice of 1st IQAC Meeting

The IQAC (Internal Quality Assurance Cell) meeting is scheduled for 24th July, 2021, 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 form a committee comprising representatives from different departments.
3. To propose a well-structured academic calendar to outline the key dates, milestones, and important events that will shape the academic year.
4. To prepare a standard format for lesson plans to be followed by faculty members.
5. To discuss the possibility of introducing add-on courses or certificate courses.
6. To conduct lectures through Online Mode and maintain Record of Attendance.
7. To initiate remedial classes for those appearing in ATKT exams.
8. To discuss about the benefits of certificate courses for personal and professional development.
9. To address workload distribution among faculty members.
10. To propose the organization of webinars on relevant and timely topics to engage students and faculty during lockdown.
11. Any other matter with the permission of chair.

Asst. Prof. Daksha Chaudhry
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
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Date: 25th July, 2021

Minutes of Meeting of Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Committee meeting was held on **24th July, 2021** through a virtual platform under the Chairmanship of Shri Utsav Tiwari, COO– Rahul Education.

The following members were present for the meeting:

Sr. No	Designation	Name of the Members
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
6	Member	Asst. Prof. Amna Hussain
7	Member	Asst. Prof. 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 points were discussed in the meeting

Agenda 1.

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

POD: Point of Discussion



DOD : Details of Discussion

DOD 1: The meeting began with the reading of the minutes from the previous meeting. The minutes were reviewed and approved by all attendees.

Agenda 2:

POD 1: To form a committee comprising representatives from different departments:

DOD 1: The meeting started with the formation of a committee to address various academic and administrative matters. The committee members were nominated and approved by the attendees. The committee will comprise representatives from different departments to ensure comprehensive decision-making and implementation.

Agenda 3:

POD 1: To propose a well-structured academic calendar to outline the key dates, milestones, and important events that will shape the academic year:

DOD 1: The committee discussed the need for a well-structured academic calendar. Ms. Daksha Choudhary presented a proposed calendar that includes important dates such as start and end of each semester, examination periods, holidays, and other significant events. After minor adjustments, the academic calendar was approved by the committee.

Agenda 4.

POD 1: To prepare a standard format for lesson plans to be followed by faculty members:

DOD 1: The committee deliberated on the standard format for lesson plans to be followed by faculty members. New format of teaching plan was presented, which was reviewed and accepted with some minor suggestions for improvement. The approved format will be circulated among all faculty members for implementation.

Agenda 5.

POD 1: To discuss the possibility of introducing add-on courses or certificate courses:

DOD 1: The possibility of introducing add-on courses or certificate courses to enhance students' skills and employability was discussed. IQAC coordinator shared a list of potential courses, and the committee members provided additional suggestions. Ms. Amna Hussain was assigned the responsibility of further researching and designing the course content for approval.

Agenda 6.

POD 1: To conduct lectures through Online Mode and maintain Record of Attendance:

DOD 1: Considering the on-going situation and the advantages of online lectures, the committee decided to conduct certain lectures through online mode. Mr. Kshitij jha and Mr. Rashid Sheikh will be responsible for coordinating with faculty to schedule online lectures, and Mr. Sunil Vishwakarma will oversee the record-keeping of attendance during online sessions.

POD: Point of Discussion

DOD : Details of Discussion

Agenda 7.

POD 1: To initiate remedial classes for those appearing in ATKT exams:

DOD 1: To provide support to students facing challenges in specific subjects, the committee decided to initiate remedial classes for those appearing in ATKT (Allowed to Keep Term) examinations. Respective departments volunteered to organize the remedial classes and monitor the progress of the students.

Agenda 8.

POD 1: To discuss about the benefits of certificate courses for personal and professional development:

DOD 1: The discussion on conducting a webinar of departmental activities and committee activities with an emphasis on identifying activities that align with current industry demands and trends. Departmental and committee incharges will collaborate to finalize the list of activities

Agenda 9.

POD 1: To address workload distribution among faculty members:

DOD 1: The committee addressed the importance of maintaining a fair and balanced workload distribution among faculty members. Ms. Munira Sayeed presented a draft proposal on workload allocation, which will be reviewed by the committee and implemented after necessary adjustments.

Agenda 10.

POD 1: To propose the organization of webinars on relevant and timely topics to engage students and faculty during lockdown:

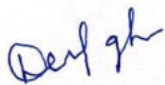
DOD 1: Considering the on-going lockdown situation, the committee proposed organizing webinars on relevant and timely topics to engage students and faculty. IT coordinator were assigned the responsibility of planning and coordinating the webinar series.

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

Prepared and Verified by

Confirmed by

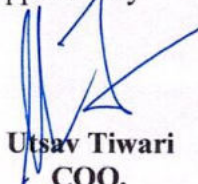
Approved by



Asst. Prof. Daksha Choudhary
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Utsav Tiwari
COO,
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DOD : Details of Discussion

