



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/19-20/01**

**Date: 30<sup>th</sup> April, 2019**

**Notice of 1<sup>st</sup> IQAC Meeting**

The meeting of the Internal Quality Assurance Cell (IQAC) is planned for June 8, 2019, at 11:00 am in the Board Room. We kindly ask all IQAC members to join us for this meeting.

**Agenda for the Meeting**

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the role of Admission Committee to review the admission structures and propose necessary modifications.
3. To allow the Faculty Development Committee to develop a plan for faculty training and professional development.
4. To discuss and allow the Student Enrichment Committee to design and implement a holistic student enrichment program.
5. To discuss and ensure that the IT Department or Website Committee revamps the college website according to the discussed improvements.
6. To reflect on the duty of the IQAC Coordinator to schedule and conduct regular IQAC meetings as per the decided frequency.
7. To discuss about the MOU Committee to identify and initiate discussions for potential MOUs with relevant organizations.
8. To ensure that the Curriculum Development Committee assesses the feasibility and relevance of proposed add-on courses.
9. To have discussion about the objective of Academic Affairs Department to review and propose necessary changes to the academic calendar.
10. To discuss about faculty development and research opportunities.
11. Any other matter with the permission of chair.

**CS. Sushama Anuj Yadav**  
**Co-ordinator**

**IQAC Coordinator**

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
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Thane - 401107. Maharashtra



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

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**Date: 8<sup>th</sup> June, 2019**

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

The Internal Quality Assurance Committee meeting was held on **8<sup>th</sup> June, 2019** in the Board Room (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	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:**

**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.

**Agenda 2:**

**POD 1:** To discuss about the role of Admission Committee to review the admission structures and propose necessary modifications.

**DOD 1:**

- Discussed the current admission structures and processes.
- Explored the need for any changes or updates to streamline the admission process.
- Identified areas for improvement, such as simplifying the application procedure and enhancing transparency.

**Agenda 3:**

**POD 1:** To allow the Faculty Development Committee to develop a plan for faculty training and professional development.

**DOD 1:** Emphasized the importance of ongoing faculty development to enhance teaching and research skills and discussed potential strategies for faculty training, workshops, and conferences. Further the possibilities for collaboration with external organizations for faculty development programs were explored.

**Agenda 4:**

**POD 1:** To discuss and allow the Student Enrichment Committee to design and implement a holistic student enrichment program.

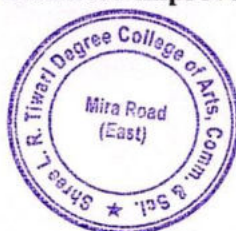
**DOD 1:**

- Highlighted the significance of providing comprehensive enrichment programs for students.
- Discussed the inclusion of co-curricular activities, career counseling, and skill development initiatives.
- Explored ideas for organizing guest lectures, workshops, and mentoring programs.

**Agenda 5:**

**POD 1:** To discuss and ensure that the IT Department or Website Committee revamps the college website according to the discussed improvements.

POD: Point of Discussion



DOD : Details of Discussion

**DOD 1:** The current state of the college website was reviewed and discussion on the need for an updated and user-friendly website design was done.

**DOD 2:** Areas for improvement, such as content organization, accessibility, and mobile responsiveness were also identified.

**Agenda 6:**

**POD 1: To reflect on the duty of the IQAC Coordinator to schedule and conduct regular IQAC meetings as per the decided frequency.**

**DOD 1:**

- Reviewed the frequency and effectiveness of IQAC (Internal Quality Assurance Cell) meetings.
- Discussed the need for regular IQAC meetings to monitor and enhance quality assurance efforts.
- Identified key areas to focus on in future IQAC meetings, such as feedback analysis, action plan review, and resource allocation.

**Agenda 7:**

**POD 1: To discuss about the MOU Committee to identify and initiate discussions for potential MOUs with relevant organizations.**

**DOD 1:** Discussed the importance of establishing Memorandums of Understanding (MOUs) with external organizations and also explored potential collaboration opportunities, such as industry partnerships, research collaborations, and student exchange programs.

**Agenda 8:**

**POD 1: To ensure that the Curriculum Development Committee assesses the feasibility and relevance of proposed add-on courses.**

**DOD1:** Discussed the introduction of add-on courses to provide additional skills and knowledge to students. In addition, relevant areas for add-on courses, such as emerging technologies, entrepreneurship, or foreign languages were also discussed

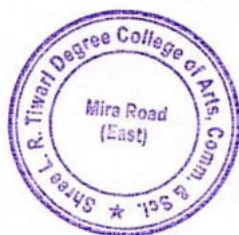
**Agenda 9:**

**POD 1: To have discussion about the objective of Academic Affairs Department to review and propose necessary changes to the academic calendar.**

**DOD 1:**

- Reviewed the current academic calendar and identified any necessary revisions or adjustments.
- Discussed the need for a balanced academic schedule, including examination periods and breaks.

POD: Point of Discussion



DOD : Details of Discussion

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**  
**IQAC Coordinator**

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Confirmed by



**Dr. Chetana Shah**  
**Principal**

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Approved by



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

