



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/ 01

Date: 1st June, 2022

Notice of 1st IQAC Meeting

The IQAC (Internal Quality Assurance Cell) meeting has been scheduled for June 20, 2023, at 11:00 am in the Board Room. We extend a warm invitation to all IQAC members to participate in this gathering.

Agenda for the Meeting

1. To read and confirm the minutes of the previous meeting.
2. To discuss and finalize the academic calendar.
3. To decide and plan the list of curricular and co-curricular activities for the academic year
4. To streamline IIC activities.
5. To decide and discuss the students participating in Youth Festival and Avishkar organized by Mumbai University.
6. To list the various certificate courses, create a complete and accurate list of these offerings.
7. To discuss and ensure smooth functioning of new academic courses.
8. To prepare for AAA (Gender Audit, Green Audit and Energy Audit).
9. To decide about the renewal of the existing MCB software and take suggestions for new software.
10. Any other matter with the permission of chair.

Sadvelkar

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



Sanjay Mishra

Dr. Sanjay Mishra
I/Q Principal
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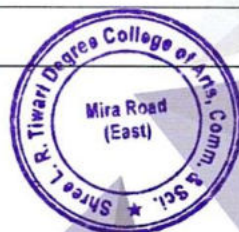
Date: 21st June, 2022

**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 **20th June, 2022** in the Board Room of RIS at 12.30 pm under the Chairmanship of Shri Utsav R Tiwari, COO – Rahul Education.

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.

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. Sonali Nandu
6	Criteria 3	Asst. Prof. Paras Joshi
7	Criteria 4	Asst. Prof. Zahid Shaikh
8	Criteria 5	Asst. Prof. Roma Ahuja
9	Criteria 6	Asst. Prof Neha Kulkarni
10	Criteria 7	Asst. Prof. Varsha
11	Teacher representative	Asst. Prof. Sunil Vishwakarma
12	Teacher representative	Asst. Prof. KshitijKumar Jha
13	Librarian	Mr. Rajendra Sawant
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)	Mr. Abhay Daas
20	IQAC Coordinator	Dr. Deepti Sadvelkar

The following members were marked absence for the meeting :

1. Mr. Sahil Nalkande - Alumni

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

Agenda 01:

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

DOD1: Dr. Deepti Sadvelkar read the minutes of the previous meeting which was held on 8th April,2023. 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:

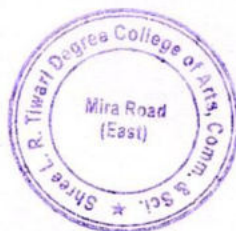
POD 1: To discuss and finalize the academic calendar

DOD 1: The Chairperson initiated a discussion on the academic calendar. After a thorough review, it was decided that the academic calendar for the upcoming academic year will be finalized by IQAC and CDC. All departments will ensure alignment with this calendar.

DOD 2: The discussion encompassed a meticulous examination of various factors that influence the calendar's structure, including public holidays, examination schedules, and co-curricular events.

Agenda 03:

POD 1: To decide and plan the list of curricular and co-curricular activities for the academic year



DOD 1: A discussion was held to decide and plan the list of curricular and co-curricular activities for the academic year. The attendees agreed to create a diverse set of activities that cater to both academic and personal development.

DOD 2: The attendees recognized the importance of creating a balance between curricular and co-curricular commitments, ensuring that students have the opportunity to thrive academically while also developing essential life skills, leadership qualities, and a sense of social responsibility through participation in these activities.

Agenda 04:

POD 1: To streamline IIC activities

DOD 1: The Chairperson emphasized the need to streamline Innovation and Incubation Center (IIC) activities. It was decided to establish clear guidelines and objectives for the IIC to enhance its efficiency. All concerned members decided to abide by the guidelines and objectives for smooth functioning.

DOD 2: It was unanimously agreed that the path to achieving this efficiency would entail the establishment of well-defined guidelines and objectives specifically tailored to the IIC's functions and objectives.

Agenda 05:

POD 1: To decide and discuss the students participating in Youth Festival and Avishkar organized by Mumbai University

DOD 1: Discussion focused on the selection of students to participate in the Youth Festival and Avishkar organized by Mumbai University. Cultural committee and Research committee were asked to identify and support talented students.

Agenda 06:

POD 1: To list the various certificate courses

DOD 1: The Chairperson suggested listing various certificate courses offered by the institution. It was agreed that an updated catalog of certificate courses should be created for easy reference.

Agenda 07:

POD 1: To discuss and ensure smooth functioning of new academic courses

DOD 1: Discussion centered on ensuring the smooth functioning of newly introduced academic courses. It was decided that regular monitoring and support would be provided to ensure the success of these courses.



Agenda 08:

POD 1: To prepare for AAA (Gender Audit, Green Audit and Energy Audit)

DOD 1: The Chairperson highlighted the importance of preparing for Gender Audit, Green Audit, and Energy Audit. Respective committees and criterias for each audit decided to commence preparations for the internal and external AAA audits to be held in coming days.

DOD 2: It was further decided that for the Gender Audit, the committee will focus on assessing gender equality, inclusivity, and compliance with relevant policies, while for the Green Audit the concerned unit will delve into the institution's ecological footprint, sustainable practices, and environmental impact. Simultaneously, for the Energy Audit, the team will evaluate energy conservation, efficiency, and renewable energy initiatives.

Agenda 09:

POD 1: To decide about the renewal of the existing MCB software and take suggestions for new software.

DOD1: Discussion focused on the renewal of existing MCB (MyClassBoard Software) and exploring suggestions for new software was made. It was agreed to train and update teaching and non-teaching staff about the software options. Newly joined faculties should also be briefed about the features and applications of the software.

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

Sadvelkar

Sanjay Mishra

Utsav R Tiwari

Dr. Deepti Sadvelkar
IQAC Co-ordinator

Dr. Sanjay Mishra
I/C Principal

Mr. Utsav R Tiwari
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