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/ 02   **Date: 1st September, 2022**

Notice of 2nd IQAC Meeting

The meeting of the IQAC (Internal Quality Assurance Cell) is set for September 15, 2022, at 11:00 am in the Board Room. We cordially invite all IQAC members to be a part of this event.

Agenda for the Meeting

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

2. To discuss about placement of students by addressing placement-related topics, such as career services, job placement assistance, and internship opportunities.

3. To reflect on POCO attainment and assess the effectiveness of our teaching and learning strategies

4. To discuss about college website updation and deliberate on the necessary changes, enhancements, and content updates

5. To discuss about extension activities and how they align with the institution's goals, and ways to plan and implement them effectively.

6. To take initiative related to e-waste management for minimizing environmental impact, ensuring legal compliance, and promoting sustainable practices.

7. To motivate and make a list of students participating in curricular and co-curricular activities.

8. Any other matter with the permission of chair.

Dr. Deepti Sadvelkar
IQAC Co-ordinator
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
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Kanakia Park, Mira Road (East),
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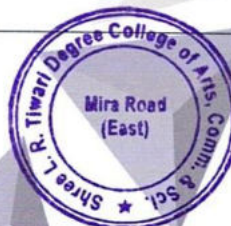
Date:15th September, 2022

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 15th September, 2022 in the Board Room of RIS at 10.30 am under the Chairmanship of Shri Utsav R Tiwariji, COO – Rahul Education.

The following members were present for 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 Singh
11	Teacher representative	Asst. Prof. Sunil Vishwakarma
12	Faculty member NSS officer	Asst. Prof. Rambhuvan Yadav
13	Teacher representative	Asst. Prof. Kshitijkumar Jha
14	Librarian	Mr. Rajendra Sawant
15	Local Society Member	Dr. Narayan Iyer (IDF)
16	Local Society Member (Educationist)	Dr. Anju Arya - Principal Smt. K. L. Tiwari Degree College
17	Student (President)	Ms. Sweety Jha - TYBMS

POD: Point of Discussion

DOD : Details of Discussion

18	One nominee from Employers	Mr. Krunal Koradiya - Marketing Head, GPS Advisors Pvt Ltd.
19	One nominee from Industrialists	Dr. N. N. Pandey
20	One nominee from stakeholders (Parent)	M. Abhay Daas
21	Alumni	Mr. Sahil Nalkande
22	IQAC Coordinator	Dr. Deepti Sadvelkar

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

Agenda 1:

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

The meeting began with the reading of the minutes from the previous meeting. The minutes were reviewed and approved by all attendees. Action taken report were presented and discussed in front of the committee members

Agenda 02:

POD 1: To discuss about placement of students by addressing placement-related topics, such as career services, job placement assistance, and internship opportunities.

DOD 1: During the meeting, Ms. Munira Sayyed provided a comprehensive update on the existing student placement situation, emphasizing the number of students successfully placed and the collaborating companies. Subsequently, an in-depth dialogue unfolded, focusing on devising effective strategies to enhance opportunities for student placements. As a pivotal outcome of the discussions, it was unanimously agreed to establish a dedicated placement committee tasked with augmenting our placement endeavors. To ensure the swift implementation of this decision, the placement in-charge was entrusted with the responsibility of creating the placement committee and scheduling its inaugural meeting.

Agenda 03:

POD 1: To reflect on POCO attainment and assess the effectiveness of our teaching and learning strategies.

DOD 1: During the meeting, Dr.Anju Arya delivered a comprehensive presentation on the POCO (Programme Outcome Course Outcomes) attainment for the previous semester, shedding light on the areas where attainment fell short of expectations. This prompted a fruitful discussion within the committee, leading to the identification of specific areas needing improvement and the formulation of proactive measures to address them.

POD: Point of Discussion   DOD : Details of Discussion

DOD 2: A consensus was reached to initiate a series of regular workshops and review sessions aimed at empowering faculty with enhanced teaching methodologies. To facilitate this initiative, Mr.Kshitij Jha was entrusted with the task of coordinating and overseeing the POCO improvement workshops, ensuring the holistic enhancement of educational outcomes.

Agenda 04:

POD 1: To discuss about college website up-dation and deliberate on the necessary changes, enhancements, and content updates

DOD 1: Asst. Prof. Kshitij Jha presented a comprehensive report during the meeting, detailing the current status of the college website and emphasizing the imperative need for updates. Subsequently, the committee engaged in a productive discussion, delving into the essential changes and additions required to enhance the website's functionality and user experience. **DOD 2:** Recognizing the significance of this endeavor, a unanimous decision was made to allocate the necessary resources for a comprehensive website redesign and content updates. To set this plan into motion, the Website Committee was assigned the pivotal responsibility of initiating the website redesign project, ensuring a revitalized online presence for the college.

Agenda 05:

POD 1: To discuss about extension activities and how they align with the institution's goals, and ways to plan and implement them effectively

DOD 1: During the meeting, Mr.Ram Bhuvan and Mr. Sunil Vishwakarma introduced a well-structured proposal aimed at organizing a range of extension activities, encompassing community service and outreach programs. This proposal sparked a thoughtful discussion within the committee, where various activities were brainstormed, and their potential impact on the college's community engagement was assessed. With a shared commitment to fostering stronger ties with the community, the committee collectively resolved to create a comprehensive calendar of extension activities for the upcoming academic year. To drive this initiative forward, Mr.Rambhuvan Yadav was tasked with the crucial responsibility of drafting the calendar, ensuring a purposeful and impactful year ahead.

Agenda 06:

POD 1: To take initiative related to e-waste management for minimizing environmental impact, ensuring legal compliance, and promoting sustainable practices.

POD: Point of Discussion   DOD : Details of Discussion

DOD 1: During the meeting, Mr.Utsav Tiwari COO introduced a forward-thinking concept of e-waste management initiative to be implemented within the college. This concept ignited a productive discussion within the committee, focusing on the significant environmental benefits and the logistical considerations associated with such a program. Recognizing the importance of responsible e-waste disposal and its positive impact on sustainability, the committee unanimously decided to take immediate action by launching an e-waste collection and recycling program on campus. To spearhead this critical effort, Mr.Yogendra Singh was entrusted with the pivotal task of establishing an e-waste management team, setting the stage for a more eco-conscious college environment.

Agenda 07:

POD 1: To motivate and make a list of students participating in curricular and co-curricular activities.

DOD 1: Dr. Deepti Sadvelkar delivered an insightful presentation during the meeting, outlining a set of strategies aimed at inspiring and motivating students to actively engage in both curricular and co-curricular activities. Subsequently, the committee engaged in a thorough discussion, underscoring the vital role of student participation in fostering a vibrant campus environment and exploring various avenues to boost their involvement.

DOD 2: In a unanimous decision reflective of the commitment to acknowledging and encouraging student contributions, it was resolved to establish a comprehensive recognition system for active student participants. To bring this vision to fruition, departmental heads was entrusted with the pivotal responsibility of developing a student recognition program, thus promoting a culture of active engagement and achievement within the college community.
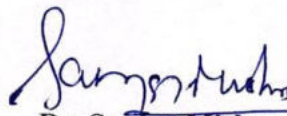
There being no other matter to discuss the meeting ended with the vote of thanks to the chair.

Prepared and Verified by

Dr. Deepti Sadvelkar
IQAC Co-ordinator
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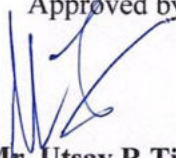Dist. Thane - 401107, Maharashtra
POD: Point of Discussion

Confirmed by

Dr. Sanjay Mishra
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Dist. Thane - 401107 Maharashtra

Approved by

Mr. Utsav R Tiwari
COO,
Rahul Education

DOD : Details of Discussion