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

★★★ Education For All ★★★

Ref. No: SLRTDC /IQAC/19-20 / 02
Date: 31st August 2019

## Notice of 2nd IQAC Meeting

The Internal Quality Assurance Cell (IQAC) is scheduled to convene on September 14, 2019, at 11:00 am in the Board Room. We kindly request the presence of all IQAC members at this meeting.

Agenda for the Meeting

1. To read and confirm the minutes of the previous meeting.
2. To discuss the incorporation of ICT in teaching, evaluation, and administration process.
3. To identify suitable SWAYAM courses that aligns with the university's curriculum
4. To identify relevant add-on courses that can enhance the students' skills and employability.
5. To create a mechanism to monitor academic, administrative, and research progress regularly.
6. To form a committee to collaborate and address the concerns and requirements of the student associations effectively.
7. To discuss about faculty development and research opportunities.
8. Any other matter with the permission of chair.

Asst. Prof. Rajesh Giri
IQAC Co-ordinator
IQAC Coordinator
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakiya Park, Mira Road (E).
Dist. Thane - 401107. Maharashtra
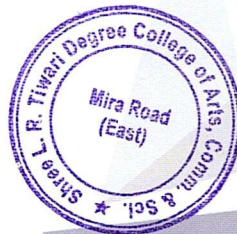
Dr. Chetana Shah
I/c Principal
Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia Park, Mira Road (East),
Dist. Thane - 401107. Maharashtra

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Mira Road (East)

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

★ ★ ★ Education For All ★ ★ ★

Date: 14th September, 2019

Minutes of Meeting of Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Committee meeting of the academic year 2019-20 was held on **14th September, 2019** at Boardroom (RIS) at 111.00 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	Asst. Prof. Ankita Naik
6	Teacher / Member	Asst. Prof. Kshitij Jha
7	Teacher / Member	Asst. Prof. Dr. Shital Pal
8	Teacher / Member	Asst. Prof. Lubina Gonsalves
9	Teacher / Member	Librarian - Mrs. Sheetal Dhotre
10	Local Society Member	Dr. Narayan Iyer (IDF)
11	Local Society Member (Educationist)	Dr. Maushami Datta
12	Student Representative (President-Student Council)	Mr. Zek furtado
13	Industrialists	Mr. Umesh Tiwari
14	Stakeholders (Parent)	Mrs. Madhu Chauhan
15	Senior Administrative Member	Mr. Nitin Jadhav

The following members were marked absent for the meeting:

1. Researcher - Dr. Anju Arya - IQAC coordinator (SLRTCE)
2. Asst Prof. Dharmendra Choudhary - Member

POD: Point of Discussion

DOD : Details of Discussion

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. The Action Taken Report were discussed and approved the same by the authority.

Agenda 2:

POD 1: To discuss the incorporation of ICT in teaching, evaluation, and administration process.

DOD 1: The meeting commenced with the second agenda, Dr. Chetana Shah emphasised on using Information and Communication Technology (ICT) in various academic and administrative processes. It was agreed upon that incorporating technology would lead to improved efficiency and effectiveness across different departments. Management proposed that a team be formed to evaluate the current ICT infrastructure and propose necessary upgrades. IQAC proposed the need to use ICT enabled teaching process through use of PPT and computer lab and also motivate students for participative learning.

DOD 2: The compiled set of policies and standard operating procedures (SOPs) outlining organizational policies and procedures were thoroughly presented for review and consideration in the IQAC Meeting.

Agenda 3:

POD 1: To identify suitable SWAYAM courses that aligns with the university's curriculum

DOD 1: The third item on the agenda was the SWAYAM initiative. It was acknowledged that SWAYAM provides an excellent platform for online courses and can supplement the existing curriculum. The faculty members will identify suitable SWAYAM courses that align with the university's curriculum and promote them among the students. Additionally, efforts will be made to ensure proper integration of SWAYAM courses into the academic system.

Agenda 4:

POD 1: To identify relevant add-on courses that can enhance the students' skills and employability.

DOD 1: The discussion then moved to add-on courses and their potential benefits for students. The administration will collaborate with various departments to identify relevant add-on courses that can enhance the students' skills and employability. Faculty members are encouraged to propose subject-specific add-on courses, and a comprehensive list will be compiled and shared with the students at the beginning of each academic year.

Agenda 4:

POD: Point of Discussion

DOD : Details of Discussion

POD 1: To create a mechanism to monitor academic, administrative, and research progress regularly.

DOD 1: The fourth agenda focused on establishing a robust mechanism to monitor academic, administrative, and research progress regularly. It was suggested that key performance indicators (KPIs) be identified for each department and reviewed on a quarterly basis. The heads of each department will be responsible for submitting progress reports to the IQAC. Additionally, any bottlenecks hindering progress will be addressed promptly.

Agenda 5:

POD 1: To form a committee to collaborate and address the concerns and requirements of the student associations effectively.

DOD 1: The meeting emphasized the importance of vibrant student associations (Students Council) in promoting extracurricular activities and fostering a sense of community on campus. Efforts will be made to provide adequate resources and support to these associations. A committee will be formed, comprising faculty members and student representatives, to collaborate and address the concerns and requirements of the student associations effectively.It was suggested to organise Annual day and Inter collegiate fest UTSAV and students council will take initiative .

Agenda 6:

POD 1: To discuss about faculty development and research opportunities.

DOD 1: Recognizing the significance of faculty development and research, it was decided that regular workshops, seminars, and conferences would be organized to enhance the knowledge and skills of the faculty members. Moreover, funding opportunities for research projects will be explored, and faculty members will be encouraged to publish their research in reputable journals.It was proposed to organise Conference and work on ISSN and ISBN of our College.

Agenda 7:

POD 1: Any other matter with the permission of chair.

DOD 1: Placement activities

The placement activities were discussed to ensure better employment opportunities for the students. The placement cell will work in close coordination with companies and industries to facilitate campus placements. Alumni networks will also be leveraged to establish connections and offer mentorship opportunities for the students.

DOD 2: Exam results Lastly, the meeting addressed the timely declaration of exam results. The examination and evaluation process will be streamlined to ensure that results are released within a reasonable time frame. The university will explore the possibility of adopting digital evaluation systems to expedite the process.
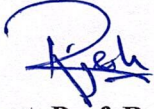
POD: Point of Discussion   DOD : Details of Discussion

Action to be taken:

- Form a team to assess and propose ICT improvements.
- Faculty to identify and promote SWAYAM courses.
- Compile a list of add-on courses and share it with students.
- Establish KPIs for monitoring academic, administrative, and research progress.
- Set up a committee for student association support.
- Organize faculty development workshops and explore research funding opportunities.
- Strengthen the placement cell and alumni network for better placement activities.
- Investigate options for expediting exam result declaration.

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. Rajesh Giri	Dr. Chetana Shah	Rahul Tiwari
IQAC Co-ordinator	I/C Principal	Secretary,
		Rahul Education

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

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia Park, Mira Road (East),
Dist. Thane - 401107. Maharashtra

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Mira Road (East)

POD: Point of Discussion

DOD : Details of Discussion