



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/23-24/03

Date: 11/12/2023

## Notice of 3<sup>rd</sup> IQAC Meeting for Academic Year 2023-24.

This is to inform all the members of IQAC Committee that the 3<sup>rd</sup> IQAC meeting for the academic year 2023-2024 is scheduled to be held on Friday, 5<sup>th</sup> January 2024 at 10:00 am in RIS board room. All the members are requested to kindly make it convenient to attend the meeting.

### Agenda for the Meeting

1. To read and confirm the minutes of the previous meeting
2. Action Taken Report of the previous IQAC Meeting.
3. To discuss on Exam Analysis and suggest measures for improvement.
4. To inform about the FDP programmes attended by the faculties. Discuss and decide on organizing the FDP for the staff.
5. To discuss and decide on implementation of NEP 2020 with innovative methods.
6. To discuss on add on courses and bridge courses for students.
7. To review the progress of the SSR (Self-Study Report) and suggest measure for improvement.
8. To review the progress of criteria work and College website.
9. To discuss on infrastructure and other requirements.
10. To discuss on organizing Orientation Program for stakeholders for the NAAC.
11. To review and discuss the feedback analysis by students and faculties and suggest improvements.
12. To discuss on implementing coding system for documentation (Admin and Academic).
13. Any other matter with permission of the chair.

**Dr. Deepti Sadvelkar**  
IQAC - Coordinator

*Coordinator*

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
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**Dr. Sanjay Mishra**  
I/C Principal

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**Date: 6<sup>th</sup> January, 2024**

**Minutes of 3<sup>rd</sup> Internal Quality Assurance Committee (IQAC) Meeting**

The Internal Quality Assurance Committee meeting was held on 5<sup>th</sup> January, 2024 in the Board Room of RIS at 10:00 am. The following agenda was discussed and decisions were taken in the meeting:

Chairperson	Dr. Sanjay Mishra
Management Representative	Shri. Utsav Tiwari
Co-ordinator	Dr. Deepti Sadvelkar
NAAC Coordinator	Dr. Vaishali Kothiya
Co-Coordinator	Dr. Sonali Nandu
Member	Asst. Prof. Sae Sawant
Member	Asst. Prof. Kshitij Jha
Member	Asst. Prof. Sunil Vishwakarma
Member	Asst. Prof. Neha Kulkarni
Member	Asst. Prof. Moumita Nath
Member	Librarian - Rajendra Sawant
Senior Administrative Officers	Mr. Nitin Jadhav (O.S)
Local Society Member	Dr. Narayan Iyer (IDF)
Local Society Member (Educationist)	Dr. Anju Arya Principal Smt. K. L. Tiwari Degree College
Student (President)	Mr. Kazi Hamza
One nominee from Employers	Mr. Krunal Koradiya Marketing Head, GPS Advisors Pvt Ltd.
One nominee from Industrialists	Mr. Umesh Tiwari
One nominee from stakeholders (Parent)	Mrs. Sangeeta Sheth
Alumni	Mr. Sahil Nalkande

POD: Point of Discussion



DOD: Details of Discussion

### **Agenda 01:**

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

Dr. Sonali Nandu, the Co-coordinator of IQAC, read the agenda minutes of the previous meeting which was held on 15<sup>th</sup> June 2023. The authority confirmed and approved the minutes.

### **Agenda 02:**

#### **POD 1: To discuss the Action Taken Report of the previous IQAC Meeting.**

**DOD 1:** Dr. Deepti Sadvelkar, the IQAC Coordinator, presented and discussed the Action Taken Report from the previous IQAC Meeting through a PowerPoint presentation. The ATRs (Action Taken Reports) were subsequently approved by the members in attendance at the meeting.

### **Agenda 03:**

#### **POD 1: To discuss on Exam Analysis and suggest measures for improvement.**

**DOD 1:** Dr. Sanjay Mishra delved into the specific issues surrounding the disappointing performance of certain departments, particularly highlighting the TY B.Com results. He recommended focusing efforts on the identified areas for result improvement. Dr. Mishra also put forth the suggestion of bringing in experts from other colleges to inspire and motivate the students at Shree L R Tiwari Degree College.

**DOD 2:** All attendees were informed that a total of 126 students were barred from taking exams due to insufficient attendance (below 75%). Moreover, 53 students faced a one-year setback due to multiple backlogs in various subjects.

**DOD 3:** The President of the Student Council concurred that there is a noticeable lack of motivation among students, emphasizing the need for proactive measures to enhance their academic performance. Additionally, he recommended that faculty members adopt a more candid and open approach during teaching sessions.

**DOD 4:** Various members proposed additional measures for the improvement of students, including:

Asst. Prof. Sunil Vishwakarma proposed dispatching letters through postal service to inform attendance defaulters about upcoming Parent-Teacher Meetings (PTM). The Principal delegated the task of initiating these postal communications to the students' residential addresses to Nitin Jadhav.

Additionally, Mr. Dinesh Tiwari recommended instituting awards for the Best Teacher and Best Researcher as part of an ongoing trend.

Mr. Narayan Iyer suggested that the institution should recognize and honor the parents of high achievers and outstanding academic performers on January 26, 2024.

POD: Point of Discussion



DOD: Details of Discussion

#### Principal's Recommendations:

- The Student Council President should collaborate with Class Leaders (CLs) to discuss and address the students, understanding the reasons behind their lackadaisical attitude toward academic pursuits.
- Schedule a Parent-Teacher Meeting on January 13, 2024.
- Emphasize the need for a dynamic teaching-learning pedagogy that evolves with time.
- Encourage two-way interactive communication to engage students in class.
- Introduce a 50-minute lecture on 'Current Affairs' to foster overall holistic development.
- Faculties can incorporate discussions on 'Current Affairs' during proxy lectures.
- Advocate the practice of solving previous year question papers to boost student confidence, understand paper patterns, and improve time management.
- Hold each faculty accountable for ensuring a 100% pass rate in their respective subjects, contributing to overall student success.

Exam Department Coordinator, Asst Prof. Sae Sawant, proposed conducting prelims for TY students (Sem V and VI) in the B Com department before their final exams. The Principal endorsed the proposal, extending it to include prelims for all departments in the college, emphasizing that this approach would instill seriousness in students about their studies and enhance overall academic performance.

#### Agenda 04:

**POD 1: To inform about the FDP programmes attended by the faculties and to discuss and decide on organizing the FDP for the staff.**

**DOD 1:** Dr. Sanjay Mishra laid utmost emphasis on research practices on the part of the students and faculties and hence enrollment in FDPs is very crucial. The management has already created funds for reimbursement of expenses borne by the researchers (faculty/student).

**DOD 2:** An MOU to be signed with Akshya Shakti and conduct a session on women empowerment. A one-week FDP on UN SDGs in collaboration with Akshya Shakti was proposed.

#### Agenda 05:

**POD 1: To discuss and decide on implementation of NEP 2020 with innovative methods.**

**DOD 1:** As NEP is to be implemented from next year 2025 onwards, for affiliated institutes, graduation programme for 4 years duration shall have compulsory internship oriented practical pedagogical learning programme. Such measure shall set the path for the youth to be introduced to practicality.

Faculties should be empowered with these teaching learning methodologies to change the scenario.

POD: Point of Discussion



DOD: Details of Discussion

**DOD2:** The student council President Hamza suggested Educational camp for 2 days in College Campus. Approximately 70 students participating in the camp will adopt teaching and training support by Dr. Narayan Sir.

**Agenda 06:**

**POD 1: To discuss on add on courses and bridge courses for students.**

**DOD 1:** Discussion on Add on courses and bridge courses underscored the commitment to enhancing the educational experience by introducing supplementary courses that go beyond the core curriculum. The deliberation on these initiatives namely 30-hours bridge course and SWAYAM course aims to ensure a more comprehensive and supportive learning environment, fostering the holistic development of students and better preparing them for future academic and professional pursuits.

**DOD 2:** During the meeting, there was a comprehensive discussion on organizing Faculty Development Programs (FDP) and Professional Development Programs (PDP) for both teaching and non-teaching staff.

**Agenda 07:**

**POD 1: To review the progress of the SSR (Self-Study Report) and suggest measure for improvement.**

**DOD 1:** The progress of SSR was conveyed and reframing of the institution's vision, mission and goals was granted by all the IQAC members present in the meeting.

**Agenda 08:**

**POD 1: To review the progress of criteria work and College website.**

**DOD 1:** The stage of progress of the Self-Study Report (SSR) and the development of the institution's website were key focal points during the discussion. Suggestion report of criteria improvement for achieving better scores were also presented.

**Agenda 09:**

**POD 1: To discuss on infrastructure and other requirements.**

**DOD 1:** A detailed discussion on infrastructure and other requirements including budget for NAAC peer team visit was discussed.

- IQAC and NAAC team to prepare PPT to train and inform students
- 50 students to be trained about NAAC as suggested by Dr. Deepti Sadvelkar.

**Agenda 10:**

**POD 1: To discuss on organizing Orientation Program for stakeholders for the NAAC.**

**DOD 1:**

POD: Point of Discussion



DOD: Details of Discussion

### Agenda 11:

**POD 1: To review and discuss the feedback analysis by students and faculties and suggest improvements.**

**DOD 1:** Review and discussion on feedback analysis by students and faculties not only acknowledged the valuable input from students and faculty but also served as a catalyst for implementing strategic improvements that contribute to the overall growth and success of our institution.

### Agenda 12:

**POD 1: To discuss on implementing coding system for documentation (Admin and Academic).**

**DOD 1:** Discussion on implementation of coding system for documentation (Admin and Academic) as proposed by the member aims to streamline and enhance the efficiency of overall documentation processes. The discussion further helped explore the practical aspects, benefits, and potential challenges associated with implementing the coding system thus paving the way for a more standardized and effective documentation framework.

- Sample coding to be maintained for every file for easy evaluation.
- Management should give permission for the coding system.
- Sample coding: Admin/ Admission/ 2018-19/ BAF/ FY1


### Agenda 13:

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

**DOD 1:** Upon obtaining the chair's permission, the present members discussed additional matters considered relevant.

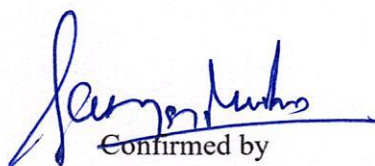
- Activate the Academic Portal for e-governance tasks such as attendance and feedback.
- Secure all files containing college documents in lock-and-key storage at either the College Library or IQAC Room.
- Implement a systematic register for tracking files borrowed by faculty members for reference, ensuring proper maintenance of records.
- Allocate new racks or shelves for organized storage of digitalized files.

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 Coordinator


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POD: Point of Discussion

  
Confirmed by  
**Dr. Sanjay Mishra**  
I/C Principal

Kanakiya Park, Mira Road (East),  
Dist. Thane, Maharashtra



  
Approved by  
**Mr. Utsav R Tiwari**  
COO, Rahul Education

DOD: Details of Discussion