



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/ 23-24/01

Date: 14<sup>th</sup> June, 2023

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

The IQAC (Internal Quality Assurance Cell) meeting is scheduled for 29<sup>th</sup> June 2023, at 10.30am in the Board Room. We extend a warm invitation to all IQAC members to participate in this event.

### Agenda for the meeting

1. To read the minutes of 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
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. To discuss about the budget.
11. To discuss about UN Sustainable Development goals as best practices
12. To finalise Feedback analysis and display on the college website
13. To have MOUs for sustainable development
14. To discuss the year planning for activities and Committees
15. To focus on institutional best practices and distinctiveness
16. To map all institutional activities with UN SDGs
17. To discuss on Outreach Programme points.
18. To discuss about FDPs and SDPs.
19. Any other matter with the permission of the chair.

**Dr. Deepti Sadvelkar**  
IQAC Coordinator

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**Dr. Sanjay Mishra**  
IQAC Principal

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College Code : 1064

2635

Date: 1<sup>st</sup> July, 2023

## Minutes of 1<sup>st</sup> Internal Quality Assurance Committee (IQAC) Meeting

The 1<sup>st</sup> Internal Quality Assurance Committee meeting was held on 29<sup>th</sup> June, 2023 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 IQAC meeting:

Chairperson	Dr. Sanjay Mishra
Management Representative	Shri. Utsav Tiwari
Co-ordinator	Dr. Deepti Sadvelkar
Co-Coordinator	Dr. Sonali Nandu
Member	Asst. Prof. Saeed Sawant
Member	Asst. Prof. Kshitij Jha
Member	Asst. Prof. Sunil Vishwakarma
Member	Asst. Prof. Neha Kulkarni
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)

**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. 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 1<sup>st</sup> week of July. 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.

**POD (Point of Discussion)**



**DOD (Details of Discussion)**

**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 and other audits like 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 concered 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.**

**POD (Point of Discussion)**



**DOD (Details of Discussion)**

**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 if any, should also be briefed about the features and applications of the software.

**Agenda 10:**

**POD 1: To discuss about the budget**

**DOD1:** Presentation and discussion of the budget for the second term of AY 2023-24 was done. Committee Convenors and departmental Coordinators presented their respective budget that was followed by a Q&A session and clarifications on budgetary allocations.

**Agenda 11:**

**POD 1: To discuss about UN Sustainable Development goals as best practices**

**DOD1:** A detailed discussion on the Overview of UN SDGs (United Nations Sustainable Development Goals) and their relevance to the institution was made by the IQAC Coordinator Dr Deepti Sadvelkar emphasising on how adopting UN SDGs as best practices aligns with the institution's mission, vision, and values. Dr. Sadvelkar facilitated a discussion on practical ways to integrate UN SDGs into the daily operations and policies of the institution.

**DOD 2:** The members present engaged in an interactive session, sharing their perspectives on the relevance of UN SDGs to the institution.. They also discussed about the identification of specific goals for implementation that resonate with the institution's objectives. Members also shared insights on selecting goals that align with the institution's strengths and areas for improvement and stated their opinions on the feasibility, challenges, and potential benefits of incorporating UN SDGs as best practices.

- Best Practice 1: Integration of the Applicable UN SDGs into institutional functioning
- Best Practice 2: Amicable approaches for empowering society through inclusivity, institutional distinctiveness and Multidisciplinary academic initiatives.

**Agenda 12:**

**POD 1: To finalise Feedback analysis and display on the college website**

**DOD 1:** The primary focus was laid on finalizing the comprehensive feedback analysis gathered from diverse stakeholders, including students, parents, faculties, alumni, etc. Delving into the goal to collaboratively identify actionable insights, prioritize strategic improvements, and formulate a plan to address concerns and enhance positive aspects highlighted by each stakeholder group the analysis was done and finalized.

**POD (Point of Discussion)**



**DOD (Details of Discussion)**

**DOD 2:** Asst Prof. Kshitij Jha, Convenor of Website Committee of the College proposed the design and features for displaying this feedback on the college website, ensuring transparency and accessibility.

**DOD 3:** The IQAC Coordinator, Dr Sadvelkar further culminated in the assignment of responsibilities and a clear roadmap for the next steps in this on-going process of refining the institution based on valuable stakeholder feedback.

### **Agenda 13:**

#### **POD 1: To have MOUs for sustainable development**

**DOD 1:** Members present at the meeting shed light on the importance of forging partnerships to foster sustainability and discuss potential collaboration areas with external organizations, institutions, or stakeholders.

**DOD 2:** Dr. Deepti Sadvelkar mentioned that the focus will be on drafting and finalizing MOUs that outline the terms, responsibilities, and shared objectives for sustainable development projects. The goal is to foster meaningful, long-term relationships that contribute to the collective pursuit of sustainable development, with an emphasis on environmental, social, and economic considerations.

### **Agenda 14:**

#### **POD 1: To discuss the year planning for activities and Committees**

**DOD 1:** A comprehensive discussion and planning of institutional activities and events for the upcoming year was done with a focus on coordination among various departments and committees. The committee Convenors and Department Coordinators presented their proposed activities, events, and initiatives, allowing for cross-departmental collaboration and synergy.

**DOD 2:** The discussion further emphasised on resource allocation, timelines, and ensuring that planned activities contribute cohesively to the overall institutional mission.

### **Agenda 15:**

#### **POD 1: To focus on institutional best practices and distinctiveness**

**DOD 1:** A focused exploration of institutional best practices and distinctiveness was made by reflecting on our current practices and identifying areas where we excel. Through an open exchange of ideas and experiences, the members present aimed to create a comprehensive understanding of the factors that define our institution's identity and success.

**DOD 2:** Dr. Anju Arya mentioned that the discussion should serve as a foundation for reinforcing and building upon these best practices and distinct characteristics, ultimately contributing to the continuous enhancement of our institution's overall excellence.

**POD (Point of Discussion)**



**DOD (Details of Discussion)**

## Agenda 16:

### POD 1: To map all institutional activities with UN SDGs

**DOD 1:** The crucial task of mapping all institutional activities to the United Nations Sustainable Development Goals (SDGs) was done by categorizing and aligning our institution's ongoing and planned activities with specific SDGs. Dr. Anju Arya mentioned that the aim should be to identify areas of impact and potential for contribution, ensuring that our institutional efforts are strategically aligned with the broader global sustainability agenda.

**DOD 2:** The outcome of this mapping exercise served as a roadmap for integrating sustainability principles into our institutional practices, emphasizing our commitment to responsible and purposeful actions that align with the United Nations SDGs.

## Agenda 17:

### POD 1: To discuss on Outreach Programme points.

**DOD 1:** A detailed exploration of the specific points related to outreach, encompassing target audiences, outreach strategies, and measurable outcomes was carried out by the members present at the meeting. The discussion topic covered the following:

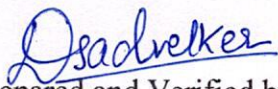
- resource allocation
- timeline considerations
- methods for evaluating the effectiveness of the Outreach Programme.

## Agenda 18:

### POD 1: To discuss about FDPs and SDPs

**DOD 1:** The current status and effectiveness of existing FDPs and SDPs were discussed examining their alignment with institutional goals and individual professional development needs. Faculty Development Programs (FDPs) and Staff Development Programs (SDPs) shall contribute not only to the growth of individual faculty and staff members but also to the overall advancement of the institution.

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**

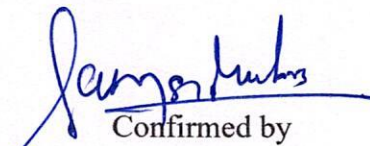
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**POD (Point of Discussion)**



Confirmed by

**Dr. Sanjay Mishra**

**I/O Principal**

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Approved by

**Mr. Utsav R Tiwari**

**COO, Rahul Education**

**DOD (Details of Discussion)**