Shree Rahul Education Society's (Regd.)
SHREE L. R. TIWARI DEGREE COLLEGE
(Arts | Commerce | Science)
UGC Recognition under sec 2(f) of the UGC Act 1956 |
Approved by Government of Maharashtra |
NAAC Accredited with CGPA 3.14 Grade 'A' (1st Cycle) |
Affiliated to University of Mumbai |
College Code - 1064 | ISO Certified 9001:2015 |
Hindi Linguistic Minority institution
Education For All

Ref. No: SLRTDC/IQAC/25-26/01 **Date: 02/06/2025**

Notice of 1st IQAC Meeting for Academic Year 2025-26.

This is to inform all the members of Internal Quality Assurance Cell (IQAC) that the 1st meeting for the Academic Year 2025-2026 is scheduled to be held on Tuesday, **24th June, 2025 at 11:30 am** in the Board Room. All the members are requested to kindly make it convenient to attend the meeting.

Agendas for the Meeting;

1. To review and approve the Minutes and Action Taken Report (ATR) of the previous IQAC meeting.
2. To review and approve the Academic Calendar and Institutional Action Plan.
3. To discuss the implementation of recommendations provided by the NAAC Peer Team members.
4. To review the composition and initiate the reconstitution of the IQAC and other statutory/functional committees as per institutional and regulatory requirements.
5. To review and approve Departmental Action Plans and SOPs for academic and administrative processes.
6. To approve and disseminate institutional quality Initiatives.
7. To recommend infrastructure/IT upgrades for teaching-learning enhancement.
8. Any other matter with the permission of the Chair.

Vaishali

Dr. Vaishali Kothiya
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Date: 26th June, 2025

Minutes of 1st Internal Quality Assurance Committee (IQAC) Meeting

The Internal Quality Assurance Committee meeting was held on Tuesday **24th June 2025** at **11:30 am** in Shree L R Tiwari Educational Campus Board room to discuss and decide on the agendas.

The following members were present for the meeting:

Sr. No.	Designation	Name of the Members
1.	Chairperson	Dr. Sanjay Mishra
2.	Management Representative	Shri. Utsav Tiwari
3.	IQAC Co-ordinator	Dr. Vaishali Kothiya
4.	Member	Dr. Saee Sawant
5.	Member	Dr. Sonali Nandu
6.	Member	Dr. Nusrat Chaudhary
7.	Member	Asst. Prof. Kshitij Jha
8.	Member	Asst. Prof. Neha Kulkarni
9.	Member	Asst. Prof. Rambhavan Yadav
10.	Member	Asst. Prof. Moumita Nath
11.	Member	Dr. Akanksha Asar
12.	Member	Librarian Mrs. Sulochana Desai
13.	Senior Administrative Officers	Mr. Nitin Jadhav (O.S)
14.	Local Society Member	Dr. Narayan Iyer (IDF)
15.	Local Society Member (Educationist)	Dr. Deven Shah, Associate Dean - Faculty of Science & Technology (University of Mumbai)
16.	Student (President)	Ms. Bhumi Dharia (President)
17.	One nominee from Industrialists & Employer	Mr. Gaurav Jha
18.	One nominee from stakeholders (Parent)	Mr. Anil Mishra
19.	Alumni	Ms. Prajakta Mishra

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

Agenda 1:

POD 1: To review and approve the minutes and actions taken report (ATR) of the previous IQAC meeting.

DOD 1: Dr. Vaishali Kothiya, IQAC Coordinator, presented the minutes of the previous meeting held on Thursday,6th March 2025 . The authority reviewed, confirmed, and approved the minutes.

Agenda 2:

POD 1: To review and approve the academic calendar and institutional action plan.

DOD 1: It was decided that the Academic Calendar will be analysed in detail in the next meeting to assess the effectiveness and feasibility of scheduled academic, co-curricular, and administrative activities. In the interim, all departments are requested to observe and document the working patterns over the next three months to monitor adherence to the planned calendar and identify any deviations. This observation will help in assessing ground-level implementation and will serve as a basis for informed revisions, if necessary, in the subsequent review meeting.

DOD 2: Dr. Deven Shah suggested the preparation of an additional academic calendar with designated blank sections to facilitate departmental planning and reporting. He also recommended that a comprehensive report be compiled before the end of the academic year, along with a mid-term review mechanism to monitor departmental functioning, working style, and overall efficiency.

Agenda 3:

POD 1: To discuss the implementation of recommendations provided by the NAAC peer team members.

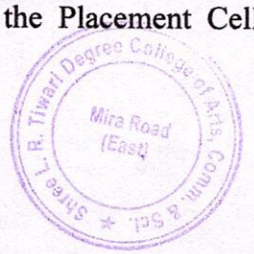
DOD 1: The committee noted that the implementation of the recommendations made by the NAAC Peer Team is currently in progress.

- Steps are being taken to formalize MoUs with organizations such as Edept, Edunet, and other corporate bodies, with plans to organize 4–5 collaborative events to ensure the MoUs are active and outcome-oriented.
- Faculty members have been encouraged to complete Faculty Development Programme through recognized bodies.
- Dr. Deven Shah recommended initiating the use of Moodle and conducting an in-house workshop to build capacity in this area.
- The college currently holds 7 patents and 4 copyrights, reflecting ongoing innovation.
- With regard to student intake, it was discussed that the surrendering of certain courses may result in reduced enrolment.

DOD: 2

The following suggestions under process were also discussed in the meeting:

- As per the suggestions given by external experts during AAA, 5years, 10 years and 25 years plan is formed and discussed during the meeting.
- With the help and support of the Placement Cell, academic-industry collaboration to be developed and strengthened.



- Asst. Prof. Kshitij Jha recommended that the Training and Placement Cell needs to work in collaboration with the Engineering T&P Cell for more engagement.
- To establish Entrepreneurship Development Cell (EDC) and merge with Start-up Clinic for and conduct the activities in collaboration with IIC.
  The Green campus Committee shall explore solar and alternate sources.
- Asst Professor Abhisekh Naik suggested to conduct a 2-day job-fair for the students in Mira Bhayander area.

Agenda 4:
POD 1: To review the composition and initiate the reconstitution of the IQAC and other statutory/ functional committees as per institutional and regulatory requirements.
DOD 1: The committee reviewed the existing composition of the IQAC and unanimously approved the inclusion of the following new members:

- Dr. Akansha Asar – Faculty Member
- Ms. Bhumi Dharia – Student Representative (President)
- Mr. Gaurav Jha – Industry Nominee
- Mr. Anil Mishra – Parent Representative
- Ms. Prajakta Mishra – Alumni Representative

Other statutory/functional committees were approved unanimously by the members.

Agenda 5:
POD 1: To review and approve Departmental Action Plan and SOPs for academic and administrative processes.
DOD 1: The committee reviewed the Departmental Action Plans submitted by various departments along with the Standard Operating Procedures (SOPs) for academic and administrative processes. After a brief discussion and necessary suggestions, the plans and SOPs were approved with a recommendation to ensure alignment with institutional goals, NAAC requirements, and timely execution. Departments were advised to periodically review and update the SOPs to maintain consistency, transparency, and quality in operations.
DOD 2: Other suggestions put forth by the members present at the meeting included the following:

- Dr Sanjay Mishra proposed 6pm to 9pm Certification programme courses to be run in the college. Nationally certified skill-based parallel courses spanning 3–4 months to be initiated.
- The college library can be equipped with a dedicated collection of entrance exam preparation books.
- Focus can be on establishing more meaningful MoUs and eliminating non-functional ones, given the current lack of active collaborations.



DOD 3: Other discussions emphasized the following key initiatives:

- Departmental Field Visits - to enhance experiential learning and real-world exposure.
- Media Projects and Short Film Production - encouraging creativity and practical application of media skills.
- Skill-Building Projects - aimed at developing relevant competencies aligned with industry demands.

Industry Interactions – to bridge the gap between academics and professional practice.

Alumni Connect – fostering engagement with alumni for mentorship and collaborative opportunities.

Agenda 6:

POD 1: To approve and disseminate institutional quality initiatives.

DOD 1: It was recommended that each faculty member need to take initiative to publish at least one research paper annually in a recognized Quality Index Journal, thereby strengthening the institution's research culture. It was also agreed that every department will undertake a minimum of one Societal Extension activity per academic year to enhance community engagement and social responsibility. Departments were further directed to identify and develop their unique distinctiveness in alignment with institutional goals and quality benchmarks.

DOD 2: Additionally, it was suggested that from the Academic Year 2025–26, all academic and administrative departments start with the process of a paperless system of documentation.

DOD 3: Dr. Deven Shah emphasized the importance of presenting departmental distinctiveness reviews before all stakeholders to foster a spirit of healthy competition, encourage mutual learning, and drive the overall growth and goal achievement of each department.

Dr. Deven Shah appreciated the suggestion put forth by Dr Nusrat Chaudhary regarding the incorporation of a dedicated Research Tab in the MCB application and promoting collaborative research activities with the Engineering College, as discussed in the IQAC meeting. Further, Dr Sanjay Mishra and Dr Nusrat Chaudhary also suggested initiating collaborative research projects with the Engineering College to enhance interdisciplinary research output.

Dr. Sonali Nandu mentioned the successful execution of the creation and circulation of flyers showcasing the distinctiveness of each department to enhance visibility and awareness.

Agenda7:

POD 1: To recommend infrastructure/ IT upgrades for teaching-learning enhancement

DOD 1: The IQAC reviewed the existing infrastructure and identified under-equipped areas requiring additional systems. It was agreed that the internet and server infrastructure would be assessed for upgrades to ensure future readiness.

The implementation of a biometric attendance system was also discussed and recommended for further discussion in CDC meeting. Additionally, a policy for the yearly sharing of the engineering college's IT lab was proposed to optimize resource utilization.

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DOD 2: Other Key Discussions:

- A new storage backup system is required to ensure data security and operational continuity.
- Provision of a 150 Mbps internet connection is needed in two college buildings to meet increasing digital demands.
- A firewall to be installed for the College to safeguard sensitive data.
  A Cyber Security Audit was discussed to be conducted to enhance digital infrastructure security.
- The Degree College will be allowed to use the Engineering College IT lab every Saturday from 7:00 a.m. to 1:00 p.m. for academic purposes.

Agenda 8:

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

DOD 1: The Chair permitted the discussion of a proposal related to the institutional research policy. It was suggested to increase the budget of research and faculty enrichment as per the guidelines.

The proposal will be formally raised and tabled for approval in the upcoming CDC (College Development Committee) meeting.

Prepared and Verified by	Confirmed by	Approved by
Dr. Vaishali Kothiya	**Dr. Sanjay Mishra**	**Mr. Utsav R Tiwari**
IQAC Co-ordinator	**I/C Principal**	**COO, Rahul Education**

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