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

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) and Training and Placement Cell (TPC) of all the Higher Education Institutes at Rahul Education

Date: 3rd May 2023.

NAAC Quality Circle Meeting - Annual Progress Report.

The Meeting was held on 26th April, 2023 at 2:00pm at the Board Room, Rahul International School, Shree. L. R. Tiwari Educational Campus, Mira road (East) under the Chairmanship of Shri Utsav Tiwari, COO, Rahul Education. Following Higher Education institutions participated in the meeting:

1. Shree L R Tiwari College of Engineering, Miraroad
2. Shree L R Tiwari Degree College of Arts, Commerce and Science, Miraroad
3. Shree L R Tiwari College of Law, Miraroad
4. Rahul College of Education, Bhayandar
5. Smt. K.L. Tiwari College of Architecture, Miraroad
6. Smt. K. L. Tiwari Degree College of Commerce and Science, Nallasopara

Following Members were present for the Meetings.

Sr. No	Name of the Members	Designation	Signature
01	Shri Utsav Tiwari	COO, Rahul Education	
02	Dr. Mayur Dubey	Director, Incubation and Linkages- Rahul Education	
03	Dr. Deven Shah	Principal, SLRTCE	
04	Dr. Anju Arya	Principal, SKLTDC	
05	Dr. Sanjay Mishra	Principal, SLRTDC	
06	Prof. Rupali Gupte	Principal, SKLTCA	
07	Adv. Shweta Chaturvedi	Principal, SLRTCL	
08	Mrs. Sanjana Mishra	Principal, RCOE	
09	Dr.Sheetal Mahadik	IQAC Co-ordinator, SLRTCE	
10	Dr.Deepti Sadvelkar	IQAC Co-ordinator, SLRTDC	
11	Dhanashree Raju	IQAC Co-ordinator, SKLTCA	
12	Mr.Pradeep Shukla	IQAC Co-ordinator, RCOE	
13	Ms. Ishrat Pirani	IQAC Co-ordinator, SLRTCL	
14	Mr.Prasad Dandekar	IQAC Co-ordinator, SKLTDC	
15	Ms.Alka Jain	TPC , RCOE	
16	Ms. Latika Ambekar	IQAC Member SKLTCA	
17	Mr.Saurab Suman	TPC, SLRTCE	
18	Mrs.Mumtaz Dayani	TPC, SLRTDC	
19	Ms. Aarti Salunkhe	TPC, SLRTCL	

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SMT. K. L. TIWARI COLLEGE OF ARCHITECTURE
Mira Road (E), Dist. Thane - 401105.

Agenda 01:

POD 1: To take follow up on activities regarding NAAC

Details of Discussion:

The meeting was initiated by the Mr. Utsav Tiwari, COO Rahul Education by welcoming the Principal's, IQAC Coordinator's and T & P Heads of all HEI's of Rahul Education.

Follow up of activities began with the Shree L. R. Tiwari College of Engineering:

DOD 1: The IQAC Coordinator of SLRTCE informed the members about their preparation for SSR Report, College has started with the developing of data base by circulating google form to Alumni, Students, teachers, Departments within the college.

DOD 2: Also, after analyzing the gaps in curriculum, college is submitting the gaps to the BOS.

DOD 3: The Principal of SLRTCE Dr. Deven Shah informed the members about the steady growth in the consultancy amount as well as the minor grants received. Also shared the challenges faced in alumni data collection.

DOD 4: Mr. Utsav Tiwari, COO Rahul Education asked all the HEI's to have a registration counter for alumni during convocation and make it mandatory for the alumni's to fill the data. Which will enable the college to have good data base which can be used efficiently by the HEI's for reaching out to companies and increasing placement opportunities. Also asked, to plan a Placement Drive for a specific duration and make sure that good companies and institutions participate in it. Even special focus should be given on the packages offered, every year the scale of packages should have a steady growth. To work on tie up and collaboration with other state institutions to build a brand value for the college.

DOD 5: Even Mr. Utsav Tiwari, COO Rahul Education directed the HEI's to collect offer letters from the placed students, also to collect information about awards and achievements they received, participation in any events at college or university level from current students as well as from alumni.

DOD 6: The IQAC Coordinator of SLRTCE informed that the college will submit the SSR report in November, 2023 as this year their 5 years of duration of first cycle of accreditation is getting over.

Shree L. R. Tiwari Degree College

DOD 7: The IQAC Coordinator of SLRTDC gave the updates about their IQAC Meetings held in previous academic year. The college will become eligible next year to enter into the NAAC Application process. IIQA Report will be submitted in month of November, 2023 & SSR in January, 2024. College is constantly focusing upon to gap analysis and areas of improvements. The departmental files are already been submitted by the concerned departmental heads of the college.

DOD 8: Dr. Sanjay Mishra, I/C Principal, SLRTDC informed the members about difficulties in data collection of alumni of Batch 2019-2020 and college is working efficiently to improve the research culture into students & teachers, Teachers will be submitting the files of their NAAC

Rupali Gupte

Principal
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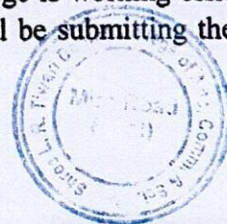
Criteria. Sir, also specified to develop a training program for admin staff to train them about documentation process.

DOD 9: Mr. Utsav Tiwari, COO Rahul Education directed to plan the training program and have it in month of June, 2023. Also asked all the Principal of HEI's to Collaborate and plan for value added course & certificate courses as well for 30 hours.

Shree L. R. Tiwari College of Law

DOD 10: The IQAC Coordinator of SLRTCL informed the members about the previously held IQAC meeting. The college is constantly working on improving the research culture through paper presentation by faculty and students. College have registered their students on SWAYAM & NPTEL.

DOD 11: Mr. Utsav Tiwari, COO Rahul Education directed the I/C Principal Advt. Shweta Chaturvedi to work on developing value added courses on immediate basis and also ask faculties to plan the module for value added course in month of May, 2023 and Execute it in June, 2023. Also Sir suggested to convert any units or sub units of curriculum into value added course and execute it. Simultaneously work on the Training & Development Cell.

Smt. K. L. Tiwari College of Architecture

DOD 12: The IQAC Coordinator of SKLTCA informed the members about the previously held IQAC Meeting in Jan, 2023. The college is working on SSR Report and criteria are been allotted among the faculties. Also as per the guidance of Mr. Utsav Tiwari, COO Rahul Education the college is doing research study about the architecture colleges who have received NAAC Grade B++ and accordingly plan for the activities.
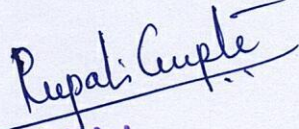
Rahul College of Education

DOD 13: The IQAC Coordinator of RCOE informed the members about the previously held IQAC Meeting's in the previous academic year and according to the suggestions and areas of improvements guided by the members during the meeting was taken into consideration and appropriate measures were taken. Imbibing research culture among faculties and students the staff have started presenting research papers, Collaboration with IDF, DLLE, THT, Orange slates, Edunet Foundation to develop the horizon of students. Also informed about the Completion of Internship & community work under IDF and Annapurna yojna project under DLLE. Launching of Town hall Lectures to support students development and progression, Research projects such as Rupantaran 4ME, Saarthi have been successfully executed and completed by the college under the leadership of Mr. Utsav Tiwari, COO Rahul Education.

DOD 14: Mr. Utsav Tiwari, COO Rahul Education asked the IQAC Coordinators of Other HEI's to come with the gaps of RCOE which will help the college to be more proactive and work on it. And asked the college to go for NAAC application in month of November, 2023.

Smt. K. L. Tiwari Degree College

DOD 15: The IQAC Coordinator of SKLTDC informed the members about the activities which was done according to criteria wise. The coordinator informed about the activities done under the
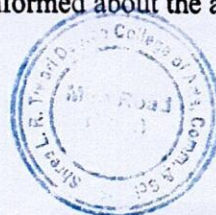
criteria 1 such as orientation program, mapping of CO & PO, Exam Structure, vision & mission of college, workload distribution as per University Guidelines, College planner along with Departmental Planner have been developed.

DOD 16: The IQAC Coordinator informed about the activities done under Criteria 2 such as formation of teachers and class time table, Subject wise gap analysis and feedback taken from faculties and have forwarded to Registrar of University. Regular attendance tracking and coming up with defaulters list.

DOD 15: IQAC Coordinator also informed about the research culture as per IIC Schedule, 1 paper per faculty in UGC approved journal. And also second year students have been provided with the projects topic on which students will do research papers.

DOD 16: Dr. Anju Arya, Principal SKLTDC informed about the successful completion of Advance Accounting as a value added course.

Agenda 02:

POD 2: Preparation of Action Taken Report or Annual Progress Report

DOD 1: Mr. Utsav Tiwari, COO Rahul Education explained the format for preparing annual progress report or action taken report to all the HEI's Principal & Coordinators. The format for the same will be shared by the Rahul College of Education.

DOD 2: Also directed to stamp and sign of principal is mandatory on all the documents.

Agenda 03:

POD 3: Changes in the T & P Committee.

DOD 1: Mr. Utsav Tiwari, COO Rahul Education asked all the HEI's to efficiently focus on T & P Committee of their respective college. Guided to involve alumni as much as possible by creating an advisory panel into T & P Committee. Start collecting the data of Companies, organizations & Institutes for having good increase in placement, Involve students as well give positions to students such as T & P President provide them offer letter and at the end Experience letter or appreciation letter , guide the students to perform their duty getting details of HR of Companies, organizations & Institutes, also can meet HR personally, Make attractive T & P Brochure, Display Creatives, Collect Testimonials of Students or alumni who are placed in good companies. Create a brand image of the college so that companies should approach from themselves rather than college approaching. Strong Data Base system need to be developed. Collect resume of Students, develop training program by Involving alumni as well.

DOD 2: Mr. Utsav Tiwari, asked the Shree L R Tiwari Degree College to orient the other HEL's about the Development and Changes in T & P through PPT.

DOD 3: The T & P Coordinator of SLRTDC explained the importance of T & P Committee, its objectives, mission & vision and strategies to make T & P more proactive.

Key Highlights of Meeting:

Principal
SMT. K. L. TIWARI COLLEGE OF ARCHITECTURE
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1. Mr. Utsav Tiwari, COO Rahul Education asked all the HEI's of Rahul Education to submit their T & P Committee Brochure and Advisory Panel list for T & P by 15th May, 2023.

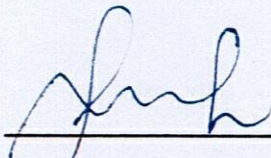2. Also, informed that the Academic Audits will be done in month of June, 2023 for

- **Shree L. R. Tiwari College of Engineering**
- **Shree L. R. Tiwari Degree College**
- **Shree L. R. Tiwari College of Law**
- **Smt. K. L. Tiwari College of Architecture**
- **Rahul College of Education**
- **Smt. K. L. Tiwari Degree College**

3. Even asked the Shree L. R. Tiwari College of Engineering to share the format for the IQAC Meeting Pre Rated Grade
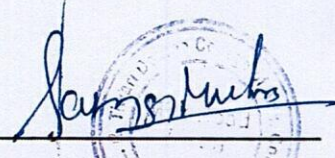
4. Shree L. R. Tiwari Degree College to share T & P Committee PPT

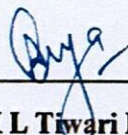5. Rahul College of Education to share Annual Progress Report format

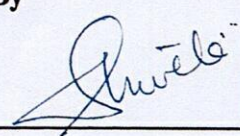The meeting was formally ended by vote of thanks and next date of meeting will be intimated soon.

Prepared By

Rahul College of Education

Shree L R Tiwari Degree College

Verified By

Shree K L Tiwari Degree College

Shree L R Tiwari College of Law

Approved By

Mr. Utsav Tiwari

COO, Rahul Education

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