



Smt. K. L. Tiwari Education Society's  
**SMT. K. L. TIWARI  
COLLEGE OF  
ARCHITECTURE**

Foundation of Excellence

Approved by Council of Architecture, New Delhi & DTE,  
Maharashtra State & Affiliated to University of Mumbai  
DTE Code No.: AR 3434

Notice Number: 09-SKLTCOA-IQAC-NT-23/24-01

Date: 16<sup>th</sup> June 2023

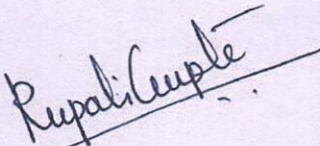
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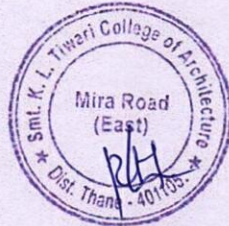
## NOTICE

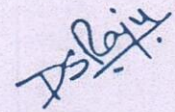
This is hereby to inform that the IQAC meeting is scheduled on 23.06.2023 at 12.00 pm.

The venue of meeting is -SLRTCE - Board Room, Mira Road (East).

You are requested to Kindly attend the same. The agenda of meeting will be shared with you accordingly.

  
Principal



  
IQAC Co-Ordinator





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DTE Case No.: AR 3484

09 - SKLT COA - IQAC - AG - 23/24 - 01

Date: 17<sup>th</sup> June 2023

## AGENDA

- Road map sent to all HEI's.
- To take follow up on activities regarding NAAC.
- Curriculum Feedback.
- Update of the alumni data collection.
- Discussion regarding the audit report.
- Update on Value Added Courses.
- Result Analysis.
- Discussion on AAA.
- Discussion on SOP for IQAC.
- To take follow up on Elections.
- Update on gender-related activities.
- Foresight issues in any criteria.
- Discussion on Competitive Exams.
- Any other issues.

*Rupali Couple*

Principal



*DS Raju*

IQAC Co-Ordinator





# SHREE L.R. TIWARI COLLEGE OF LAW

Affiliated to University of Mumbai & Approved by Bar Council of India & Government of Maharashtra, College code :- 1089

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## Minutes of Meeting of NAAC Quality Circle Meeting dated 23rd June 2023 at Shri. L. R. Tiwari Educational Campus.

The meeting was held on 23<sup>rd</sup> June 2023 at SLRTCE board Room at 3 pm. at SLRTCE Board Room, Shree. L. R. Tiwari Educational Campus, Mira road (East) under the Chairmanship of Shri Utsav Tiwari, COO, Rahul Education.

### Following Members were present for the Meetings.

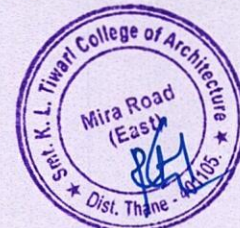
Sr. No	Name of the Members	Designation	Signature
1	Mr. Utsav Tiwari	COO, Rahul Education	
2	Dr. Umesh Bhadade	Vice Principal, SLRTCE	
3	Dr. Sanjay Mishra	Principal, SLRTDC	
4	Prof. Rupali Gupte	Principal, SKLTCOA	
5	Mrs. Shweta Chaturvedi	Principal, SLRTCL	
6	Mrs. Sanjana Mishra	Principal, RCOE	
7	Dr. Sheetal Mahadik	IQAC Co-ordinator, SLRTCE	
8	Dr. Deepti Sadvelkar	IQAC Co-ordinator, SLRTDC	
9	Mrs. Jaya Pathak	IQAC Co-ordinator, RCOE	
10	Mrs. Komal Sharma	Assistant Professor, SLRTCL	
11	Mrs. Pallavi Patil	Admin Head, SKLTCOA	

Mr. Utsav Tiwari Sir, COO of Rahul Education took the update as per the last meeting agendas.

**POD 1:** Discussions regarding the Road map which was already sent to all HEI's.

**DOD1:** The meeting was initiated by the COO, Sir of Rahul Education by welcoming the Principal, IQAC Coordinators of all HEIs of Rahul Education.

**DOD2:** COO Sir had a brief discussion on the Road Map which was already given to all the HEI's.





**POD 2: To take follow up on activities regarding NAAC**

DOD 1: DOD 2: Follow-up of activities began in the colleges as per the last meeting discussed.

DOD 2: A new format of MOM is to be implemented for all meetings applicable for all colleges for data of the last 5 yrs.

**POD 3: Curriculum Feedback**

DOD 1: COO Sir, enquired about the curriculum feedback analysis from all colleges.

All College's principal were informed about the same. Degree College and Law college discussed all feedback based on alumni, students, and areas of concern about employers which was discussed and done. As informed by Law Principal, the Law Manual key indicator 1.4 does not include Parents as Stakeholders; Law College was exempted from taking feedback from parents. Other institutions shall continue the same 5 stakeholders' feedback.

DOD 2: COO Sir, asked for Gap analysis from the colleges.

All Departments have done gap analysis, but the submission was not done to the board.

The response given by Dr. Sanjay Mishra Sir, I/C Principal of SLRTDC is that once the approval is done by COO Sir then the procedure shall be followed.

COO Sir asked for the analysis to be submitted to him by Monday i.e. on 26-6-2023 Gap analysis and Feedback analysis with the covering letter of submission to the Registrar.

**POD 4: Update of the alumni data collection:**

DOD 1: All institutions are in the process of collecting data of Alumni.

Dr. Umesh Sir has collected the alumni data but the percentage is less.

**POD 5: Discussion regarding the Audit report**

DOD 1: COO Sir enquired about the audit report which is required to be sent to The Registrar.

The Principal of RCOE, had submitted the Letter & asked to submit the said receiving letter on the website.

Principal of Architecture had informed that Audit Report of Architecture is submitted and sent to the registrar

**POD 6: Update on Value Added courses**





DOD 1: Degree College has 17 courses in the documentation and every year at least 6 courses to be shown. Degree College is planning for 25 and above courses.

DOD 2: College of Engineering has collaborated with an internship. College of Engineering was suggested to show as a field visit and Project in 3<sup>rd</sup> criteria. All BE and ME dissertations and projects are to be added to the 1.3.2 criteria, the engineering college's preparation of the calendar has been divided into 6 value-added courses every semester.

DOD 3: COO Sir Suggested dividing as per the even and odd semester and completing the value-added courses with not less than 30 in number.

Law College was asked about the value-added courses. Adv. Shweta Chaturvedi Principal of Law College said that they planning to conduct courses in collaboration with degree and engineering colleges.

COO Sir suggested doing the value-added course with RCOE on Educational Law, POSCO, and Laws at the workplace & suggested Certificate courses on topics of communication, the Indian knowledge system, and ethics.

Architecture college has conducted 8 value added courses per year.

DOD 4: COO Sir had enquired about the proceeds in the IBM training program

Dr. Sanjay Mishra Sir discussed the feedback was taken by IBM but the resource is unavailable for training.

#### **POD 7: Result Analysis**

DOD 1: Degree College is asked to give an update on Monday for the detailed result analysis. The examination department will do the analysis and submit it with justification for actions taken.

Dr. Umesh Sir asked for the format from RCOE to help with the same.

#### **POD 8: AAA**

DOD 1: COO Sir asked for all exam rubrics to be compulsorily made, Classroom faculty observation also on rubrics, Observation of teachers, Internship of students, and rubrics with a corrective plan of action for the same to be shown for progression.& has given a classroom observation rubric to Sanjay Mishra Sir and all colleges may take help from him.

DOD 2: Law colleges Principal had enquired for the documentation process and the actions taken for advanced learners and slow learners and also asked for the parameters. The said discussion was in reference to the steps which were in practice done by the Law College.





A suggestion by COO Sir was given to have a baseline test and have an analysis and then train students as per the results of in-class test formative evaluation about each child.

The mentor and mentee will provide the data on each child. Check the progress in the Unit test, check the progression in the course objective then the semester test with progression after the final test program exit survey should be taken so as to find where the students stand.

DOD 3: COO Sir suggested showing library hours in the timetable with the engagement in participative learning. To place the Mentor Mentee in the timetable & also suggested that the teacher's workload should also include the remedial and the Mentor Mentee.

#### **POD 9: SOP for IQAC**

DOD1: Sir had enquired about the SOP's to prepared by all colleges as per the last MOM.

DOD2: All the Principal's informed that the work regarding the SOP of Statutory Committees is in process. The Principal of Law College had submitted a draft of 12 SOP's of various Non- Statutory Committees. The same was handed over to Engineering College for their opinion on the same.

#### **POD 10: Elections**

DOD 1: COO Sir enquired about the conducting of Elections of Teachers for IQAC and CDC. He also asked all to follow the procedure of NAAC for the same and that a detailed document to this procedure shall be maintained by the Colleges.

DOD 2: COO Sir also asked about the Student Council election and how every college is doing.

All colleges shared their way of conducting elections.

COO Sir suggested conducting it on the base of the election. Portal on MCB App and through secret ballot elections.

**POD 11:** COO Sir asked about the T & P Advisory Committee update.

DOD1: Dr. Sanjay Mishra Sir has given a 15-July date and after the approval from Sir then changes will be done. The degree college has done for T& P Cell, Advisory committee, Industry, and student's campus Placement. Law College Principal had also informed that 10 students from Alumni have been selected for the Advisory Panel and appointment letter shall be given to them soon.

COO Sir asked all colleges to put the details of the Advisory panel on Facebook along with the details of the members.

**POD 12: Update on Gender-related Activity**





DOD 1: COO Sir suggested doing gender-related activities on Human Values, Professional ethics, and gender and has asked to call Soft skills resource person from outside. Sir has also asked to show more on gender, and the Indian Knowledge system. Seminars and Workshops to be planned for the same & had also asked to discuss the programs with Degree College as they have done a good number of programs in this subject.

DOD 2: The Principal of Architecture has arranged a Vaastu-Shastra course for teachers as well as students on Saturday which is open for all.

DOD 3: COO Sir insisted to do Research Methodology courses and conduct seminars and workshops and show as much as possible courses in this regard.

### **POD 13: Foresight issues in any criteria**

DOD 1: All colleges shared the criteria they found difficult.

COO Sir asked the engineering college to share criteria 2 with RCOE as the criteria are very difficult.

DOD 2: COO Sir said to all the Principals to speak individually to Mr. Debashish Saha Manager Rahul Education on the Research proposal for grants and meet on Monday for the same. And Law College on Tuesday.

DOD 3: COO Sir suggested that Visiting Faculty should be shown with 90% workload.

### **POD 14: Competitive Exams**

DOD1: COO Sir has given a policy regarding competitive exams to Engineering College, and the same for Degree College to follow with details of concessions for Students appearing for Engineering GATE, GMAT, higher education & competitive exams.

The principal of Law College asked about the same for students who are pursuing masters from a foreign country.

Sir asked Law College to provide the data of students who have gone out of the country for higher education.

### **POD 15: Any other issues**

DOD 1: COO Sir asked about the proceeds in the State University of New York's work .

Update shared by Dr Sanjay Mishra Sir. Certificate Program for students by asking about the interest areas.

Law College discussed that they are planning Legal Awareness program with 32 Schools in the Mira Bhyandar area in coming month and needs signatures/permission on the papers and will proceed.





DOD 2: COO Sir informed that Tejasri Shinde Ma'am from Bharosa Cell of the MBVV Police will be coming and Engineering College and Law College to ask for training on cyber cell.

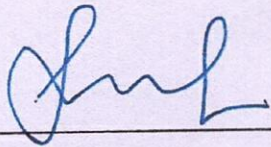
DOD3: Dr. Sanjay Mishra Sir informed that Monday – International Day against Drug Abuse and Trafficking Day with Kanakia Police Narcotic Department is coming to the college, arranged the seminar, and asked for the students to join from all colleges.

DOD 4: COO Sir Explained the road map of NAAC.

COO Sir instructed not to use images in SSR. Document to be attached in the links, Sir discussed the dates as per the road map and for the checking and submission.

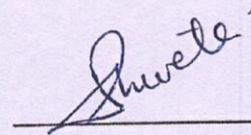
COO Sir, also mentioned that during the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> mock audit, all programs of students will also be conducted similarly as were planned for the final NAAC audit day. This will help in the practice and make seamless conduction possible during the final audit day.

COO Sir also mentioned that Law College and Architecture College shall daily meet him for the criteria discussions.

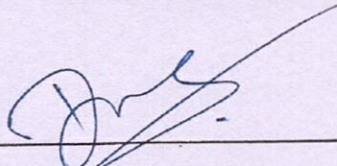


**Mrs. Sanjana Mishra**  
Principal  
Rahul College of Education

Prepared By

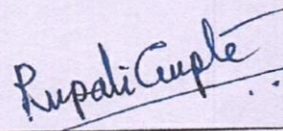


**Adv. Shweta Chaturvedi**  
Principal  
Shree L. R Tiwari College of Law



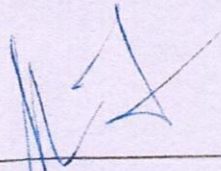
**Dr. Deven Shah**  
Principal  
Shree L.R Tiwari College of Engineering

Verified By



**Prof. Mrs. Rupali H. Gupte**  
Principal  
Smt. K.L. Tiwari College of Architecture

Approved By



**Mr. Utsav Tiwari**  
COO, Rahul Education

