



MINUTES OF MEETING AND ACTION PLAN

Minutes of IQAC meeting with notice reference Ref. No: SLRTCE/IQAC/19-20/1, held at the Seminar Hall of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 2:00 p.m., on Friday, 12th July 2019.

Details of discussion

NO.	AGENDA	DETAILS
1	Academic Plan presentation for various committees.	<ul style="list-style-type: none">All 32 committee conveners have presented their academic plan for 2019-20 in front of IQAC.IQAC members have suggested some improvements in the plan.Conveners have submitted the print outs of the plan to IQAC.
2	Departmental planning presentation by respective HOD.	<ul style="list-style-type: none">Departmental heads presented their academic plan for 2019-20 in front of IQAC.IQAC members have suggested some improvements in the plan.HODs have submitted the print outs of the plan to IQAC.All the points will be discussed in general meeting with honorable secretary to be held on 15th July, 2019.

Next Meeting of IQAC is scheduled on 15th July, 2019.

Prepared by:

Dr. Anju Arya

IQAC&NAAC Coordinator

Dr. S. Ram Reddy

Principal



PRINCIPAL
Shree L. R. Tiwari College of Engineering
Kanakia Park, Mira Road (E).



MINUTES OF MEETING AND ACTION PLAN

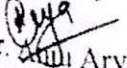
Minutes of IQAC meeting with Ref. No: SLRTCE/IQAC/19-20/ 10 held at the Board Room of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 3:30 p.m., on Monday, 23rd September, 2019.

Details of Discussion


NO.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	The minutes of the meeting held on August 27 th , 2019 were read by Dr. Anju Arya, approved and signed by all the members
2	Departmental Budget	Amount sanctioned for faculty development, workshop/ seminar and any other activities should be approved by the Principal and can be collected after submitting voucher.
3	Teachers Award 2018-19.	Name of the teachers for award (2018-19) should be mailed to Dr. Anju Arya at iqac.naac@slrtce.in by 26 th September, 2019 after approval by the principal.
3	Feedback	HODs are suggested to conduct departmental feedback on 23 rd September, 2019.
4	Smart Classroom	Confirmation of implementing 3 smart classroom is approved by Secretary.
5	IQAC seminar	Seminar on "Emotional Ethics is planned on 4 th Oct, 2019 from 10:00 am to 12:00 am by Dr. Girish D. Patel.
6	Timings	There will be only one time slot (9:00 am to 5:00 pm), remedial lectures should be accommodated in the regular time table.
7.	Suggestion by GS (student council)	There should be student council fund to conduct activities. The amount of 500Rs. Should be collected at the time of admission. Student council calendar should be prepared in advance.

Next IQAC Meeting is scheduled on 19th October, 2019.

Prepared by:


Dr. Anju Arya
IQAC & NAAC Coordinator




Dr. S. Ram Reddy
Principal

Shree L. R. Tiwari College of Engineering
Kanakia Park, Mira Road (E.)

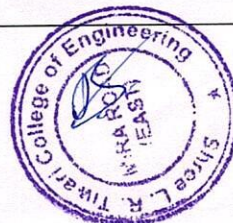


MINUTES OF MEETING AND ACTION PLAN

Minutes of the General meeting, held at the Board Room of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 11:45 a.m., on Saturday 7th March, 2020.

Details of Discussion

NO.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	The minutes of the meeting held on 19 th October 2020 were read by Dr. Anju Arya, approved by the members and signed by Mr. Rahul Tiwari, Secretary of Rahul Education Society.
2	AQAR	<ul style="list-style-type: none">• IQAC Director, Dr. Anju Arya informed that the Submission date of AQAR has been preponed to 15th March 2020.• Hon'ble Secretary, Mr. Rahul Tiwari suggested to fill the data on or before 10th March 2020, Keep 5 days for the verification of data.• Status of AQAR Criteria Data:• Criteria 1,4 and 7 Completed• Criteria 2:• All departmental CO-PO should be updated on website on or before 9th March 2020.• All HODs were requested to assure 90% SSS responses in the department on or before 9th March 2020 by 11am.• All HODs will submit the report of SSS to Principal, Dr. S. Ram Reddy and it will be forwarded to Hon'ble Secretary by 9th March evening.• Criteria 3 and 6: The amount for incentives scheme was sanctioned by Hon'ble secretary and instructed to upload the details on or before 9th March 2020• Criteria 5:• Mr. Aditya Desai and Ms. Usha Bag were asked to prepare the mechanism for the collection of higher education data and exams related to the same. They were suggested to submit on or before 11th March.• Mechanism for data regarding higher studies, admission should be submitted to Hon'ble Secretary sir on 11th March 2020





Shree Rahul Education Society's (Regd.)

SHREE L. R. TIWARI COLLEGE OF ENGINEERING

Kanakia Park, Near Commissioner's Bungalow, Mira Road (East), Thane 401107, Maharashtra

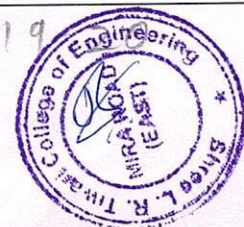
(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

NAAC Accredited | ISO 9001:2015 Certified

Tel. No.: 022-28120144 / 022-28120145 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

		<ul style="list-style-type: none">• Sports, Technical and cultural coordinators will provide District, university, intercollegiate, National and International achievement data to respective criteria in charges every year. <i>18-19 - 19-20 - Collected data</i>• Alumni Association Accounts details will be managed by Mr. Santosh Ubale on 9th March 2020• Felicitation Program of sports, cultural and technical achievers will be held on 12th March 2020 at 3.00 pm. Teacher coordinators for the same will organize the programme and Hon'ble Secretary, Mr. Rahul Tiwari will felicitate. <i>18-19 only 19-20 - Next year</i>• Pending Website data should be updated before 15th March 2020. All important activities should be updated on website on the same day. The HOD for departmental activities and coordinator for other activities would be responsible for the same.• Hon'ble Secretary suggested to motivate students for maximum winning participation in UTSAV 2021.• New IQAC members are: Mr. Dhiraj Singh (Mechanical), Ms. Aboli Moharil (EXTC) and Prajakta Mukadam (Civil)
3	Infrastructure and IT facilities	<ul style="list-style-type: none">• Principal, IQAC director and HODs meeting is scheduled on 17th March to plan the maximum utilization of available infrastructure and IT facilities. Mr. Pradeep Nautiyal will join the meeting to inform the available resources. All HODs were suggested to come prepared with their department requirements for the same.• In all departments existing instrument should be checked with dead stock muster and report should be submitted to Principal on or before 17th march. (check working and non-working, damaged etc.),• Under the guidance of Dr. Vinayak Shinde the sample podium will be prepared for projector. Further decision will be taken for the same after its successful completion.• Muster should be maintained in all labs for breakage of laboratory apparatus. Principal will issue a notice to all departments to maintain the same.• To fulfill the pending requirements of smart room the budget has been sanctioned and Mr. Santosh Ubale has taken the responsibility to get it fulfilled.• Meeting with secretary sir is Scheduled on 21st March 2020 to finalize infrastructure requirements.

Budget file for 19





Shree Rahul Education Society's (Regd.)

SHREE L. R. TIWARI COLLEGE OF ENGINEERING

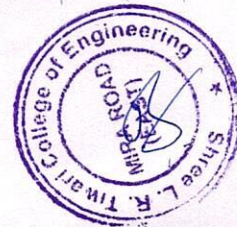
Kanakia Park, Near Commissioner's Bungalow, Mira Road (East), Thane 401107, Maharashtra

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

NAAC Accredited | ISO 9001:2015 Certified

Tel. No.: 022-28120144 / 022-28120145 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

4	Planning for current and new academic year	<ul style="list-style-type: none">• Addition of formal handover clause in policy. In case of transfer of duty charge the faculty will hand over the charge in presence of HOD. HODs and administrative heads will handover in presence of Principal and signed by respective authorities.• Hon'ble Secretary approved "No dues" form for the pass out students. It will be kept in Admin office. Principal is authorized to release a notice to inform all departments about the same. Without no dues the leaving certificate should not be issued by admin department. <i>+ Exam. Marksheet</i>• HODs were suggested to assure the allocation of subjects to the faculty as per their domain expertise as far as possible.• Before vacation department Academic Calendar, Time Table and Load distribution should be prepared. HODS will present their plan for new academic year in the month of April. (Tentative date is 9th April, 2020)• Hon'ble Secretary accepted the suggestion of flexible college time (8.00 am-6.00pm) from next academic year. 2 hrs. for holistic development should be introduced in the time table. All departments will submit at least 5 best research proposals to R&D Cell to forward that to funding agencies.• BE project domain should be finalized in 6th semester and approval of project should be as per guidelines, circulated to each HOD through Dean R&D.• Elective subject should be finalized in previous semester.• Student Council committee should be finalized on or before 31st July 2020.• Interdepartmental feedback process should be conducted during term test II by senior faculty. (ET department will take feedback of FE, EX will take of CE, CS will take of ET, IT will take of EX, ME will take of CS and CE will take of IT). Before one week of the process of feedback, all departments will submit the name of selected senior faculties to IQAC Director, Dr. Anju Arya. After permission of Principal only feedback will be conducted.• Principal is authorized to get the email id generated for HODs. All the mails related to HODs will be forwarded on that specific id only. Email id will be issued on or before 11th March, 2020.• New Institutional committee list should be released till the end of June, 2020. It will be released by IQAC Director with the approval of principal. All committee convener will give presentations on their plan. Date will be declared soon.
---	--	---





Shree Rahul Education Society's (Regd.)
SHREE L. R. TIWARI COLLEGE OF ENGINEERING

Kanakia Park, Near Commissioner's Bungalow, Mira Road (East), Thane 401107, Maharashtra
(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)
NAAC Accredited | ISO 9001:2015 Certified
Tel. No.: 022-28120144 / 022-28120145 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

5	NBA Activities	<ul style="list-style-type: none">NBA core committee members and programme coordinator's name were announced by Dr. Anju Arya. after the approval of Hon'ble Secretary and Principal.All prograame coordinators were suggested to mail departmental faculty support system to anju.arya@slrtce.in if not submitted earlier. It should be mailed on or before 9th march, 2020 by 2.00pm.Meeting will be scheduled with Dr. Dharendra Mishra (resource person) for doubt solving and CO- PO presentation after discussion with the resource person.
6	Miscellaneous	<ul style="list-style-type: none">A Meeting should be conducted in the department within 2days after general meeting. The MOM should be discussed with all faculty members.

Next General Meeting is scheduled on 9th April, 2020.

Prepared by:

Dr. Anju Arya
IQAC Director

Dr. S. Ram Reddy
Principal

Mr. Rahul Tiwari
Secretary of Rahul Education Society

PRINCIPAL
Shree L. R. Tiwari College of Engineering
Kanakia Park, Mira Road (E).



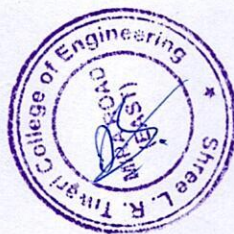


MINUTES OF MEETING AND ACTION PLAN

Minutes of IQAC meeting with Ref. No: SLRTCE/IQAC/19-20/ held at the Board Room of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 3:30 p.m., on Monday, 23rd April, 2020.

Details of Discussion

NO.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	The minutes of the meeting held on August 27 th , 2019 were read by Dr. Anju Arya, approved and signed by all the members
2	Departmental Budget	Amount sanctioned for faculty development ,workshop/ seminar and any other activities should be approved by the Principal and can be collected after submitting voucher.
3	Feedback	HODs are suggested to conduct departmental feedback on 23 rd Feb, 2020.
4	Smart Classroom	Confirmation of implementing 3 smart classroom is approved by Secretary.
5	IQAC seminar	Seminar on "Emotional Ethics is planned on 4 th may, 2020 from 10:00 am to 12:00 am by Dr. Girish D. Patel.
6	Timings	There will be only one-time slot (9:00 am to 5:00 pm), remedial lectures should be accommodated in the regular time table.
7.	Suggestion by GS (student council)	There should be student council fund to conduct activities. The amount of 500Rs. Should be collected at the time of admission. Student council calendar should be prepared in advance.



Ram Reddy

Dr. S. Ram Reddy
Principal

PRINCIPAL
Shree L. R. Tiwari College of Engineering
Kanakia Park, Mira Road (E).