

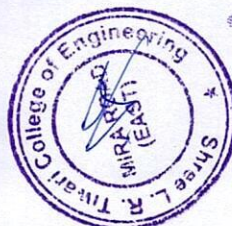


MINUTES OF MEETING AND ACTION PLAN

Minutes of IQAC meeting, held at the Board Room of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 2:30p.m., on Monday, 16th July 2018.

Details of discussion

NO.	AGENDA	DETAILS
1	Discussion on Initiatives for new academic year	<p>All HODs have presented departmental plan for academic year 2019-20. The order of presentation was (branch wise):</p> <ul style="list-style-type: none">• MECH• EXTC• ETRX• CMPN• IT• CIVIL• FE <p>Key points discussed in the meeting were:</p> <ul style="list-style-type: none">• Mr. Rahul Tiwari (Hon'ble Secretary) has instructed to set up the distribution of load to various faculties as per their caliber and try to give 40% of theory and 60% of practical in general.• The shifts in college timing are suggested by management. It is recommended to keep college from 8:00 am to 6:00 pm in three shifts.• Every department should get registered itself with respective society like CSI, MESA, CESA etc, if not yet registered• Collaboration with Spoken tutorials or similar body for certification of students• Mr. Rahul Tiwari (Hon'ble Secretary) suggested to start activity based learning and to leave monotonous teaching.• Action plan is required for improving result and attendance.• The key points discussed by HODs in the meeting were asked to implement by management.
2	Presentation of IQAC coordinator	<p>IQAC coordinator, Dr. Anju Arya has presented the plan for academic year 2019-20. An Updation in IQAC team has been done. The list of IQAC members is attached with this document. Individual responsibilities for IQAC members are allocated. Following points were discussed in the meeting</p> <ul style="list-style-type: none">• On 28th July by 11 a.m., Input documents should be submitted by IQAC team members to IQAC Coordinator. The review of the same will be discussed with the principal and submitted to The Secretary, Mr. Rahul Tiwari by IQAC coordinator on 29th July 2019.• Meeting with IQAC members on 1st august to start implementation.• Study AQAR. Discussion in next meeting on the review of above mentioned point and AQAR.• Two meetings per semester and four meetings per year will be conducted for upliftment of the institute. <p style="text-align: right;">Tentative Dates: (2nd Week of July , September, January and April)</p>





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: slrtee@rahuleducation.com | Website: www.slrtee.in

		<ul style="list-style-type: none"> • Make new Departmental NAAC files from 2018-19 onwards (HOD's responsibility). • In File No. 6 (Feedback File) All Feedbacks should be maintained numbered as 6(a), 6(b).....feedback will be interdepartmental for faculty. • In file no 18 (maintain student's academic achievements' related all records including certificate programs. • All files should be indexed year wise. • Introduce File no. 13 for advanced learners and file no. 19 for CO/PO Attainment from AY 2018-19. 																
3	Academic Audits	<ul style="list-style-type: none"> • 2 Academic Audits in a year (1 audits in each semester) <ul style="list-style-type: none"> • Audit 1: 2nd week of October • Audit 2: 2nd week of April • Auditors Team for department files: All Criteria In charges. • Auditors Team for Committees: NAAC and Academic coordinators • Audit coordinator: Ms. Aboli Moharil. • Internal departmental audit will be conducted by HODs (semester wise) with the help of Departmental NAAC and Academic Coordinator and respective file should be maintained. 																
4	Feedback System	<ul style="list-style-type: none"> • Feedback should be interdepartmental • HOD should assign duty to a senior faculty of the department to take feedback in assigned department (HOD should not go for taking feedback). • Analysis should be done by respective faculty and submit it to the Principal after verified by responsible HOD. • After Principal's signature submit only final file to the respective department. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Department</th> <th style="width: 50%;">Feedback for department</th> </tr> </thead> <tbody> <tr> <td>• ET</td> <td>• ME</td> </tr> <tr> <td>• EX</td> <td>• CE</td> </tr> <tr> <td>• CS</td> <td>• HAS</td> </tr> <tr> <td>• IT</td> <td>• ET</td> </tr> <tr> <td>• ME</td> <td>• CS</td> </tr> <tr> <td>• CE</td> <td>• IT</td> </tr> <tr> <td>• HAS</td> <td>• EX</td> </tr> </tbody> </table>	Department	Feedback for department	• ET	• ME	• EX	• CE	• CS	• HAS	• IT	• ET	• ME	• CS	• CE	• IT	• HAS	• EX
Department	Feedback for department																	
• ET	• ME																	
• EX	• CE																	
• CS	• HAS																	
• IT	• ET																	
• ME	• CS																	
• CE	• IT																	
• HAS	• EX																	
5	Presentation of R&D Cell	It has been declared in the meeting that Dr. Anju Arya will be taking care of Research and Development Cell from this year onwards. She has presented the plan for the Cell for Academic year 2018-19.																
6	Interaction with special Squad	It has been declared in the meeting that a Special Squad for up gradation of NAAC grade has been activated. The list of members is attached with this document. It will work independently. Action plan for special squad																





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: slrtee@rahuleducation.com | Website: www.slrtee.in

		<ul style="list-style-type: none">Reassessment and planning for reaccreditation will be done in the three months of August, September, and October. November will be used as grace period for completion of the work.During the 100 day period there should be 6 review meetings with the Principal and 3 review meetings with the Management.The committee will be studying each metric of the criteria in depth.Accordingly the members will prepare a requirement list by 25th July, 2018. The requirement list should clearly mention the way of fulfilling the requirements.According to the requirements new initiatives will be taken in the institute.All departments should implement these new initiatives effectively from 15st August, 2018.
7.	College Committee Updation	A college committee list for AY 2018-19 is already circulated in all the departments. If any change is required, The convener of the respective committee should contact Dr. Anju Arya before 19 th July, 2018.

Dr. S. Ram Reddy

Principal

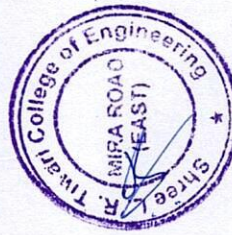


PRINCIPAL
Shree L. R. Tiwari College of Engineering
Kanakia Park, Mira Road (E).



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: slrtee@rahuleducation.com | Website: www.slrtee.in
List OF IQAC Members

Names	Position
Shri. Rahul L. Tiwari	Hon'ble Secretary (Management)
Dr. S. Ram Reddy	Chairperson
Dr. Anju Arya	Coordinator/Director of IQAC
Ms. Aarti Puthran	Teacher Coordinator
Ms. Zainab Mizwan	Teacher Coordinator, HOD (ET)
Mr. Abhijit Somnathe	Teacher Coordinators, HOD (EX)
Dr. Vinayak Shinde	Teacher Coordinator, HOD (CS)
Ms. Deepali. Patil	Teacher Coordinator, HOD (IT)
Mr. Vikash Agarwal	Teacher Coordinator, HOD (ME)
Mr. Pankaj Jadhav	Teacher Coordinator, HOD(CE)
Ms. Karuna Bhole	Teacher Coordinator, HOD (FE)
Ms. Neha Jain	Teacher Coordinator
Mr. Pravin Jangid	Teacher Coordinator
Parent Representative	Parent Representative
Nominee from Student Council	Student Representative
Mr. Uday Joshi	Alumni Representative



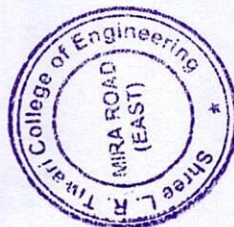


Roles and Responsibilities for Academic Year 2019-20

Names	Responsibility
Ms. Zainab Mizwan	Quality Improvements in Administrative Department
Mr. Abhijit Somnathe	Quality Improvements in Research And Innovation
Dr. Vinayak Shinde	Quality Improvements in Infrastructure and IT Facilities
Ms. Deepali. Patil	Quality Improvements in Student Development
Mr. Vikash Agarwal	Quality Improvements in Academics
Mr. Pankaj Jadhav	Social Engagements and Green Initiatives
Ms. Karuna Bhole	Quality Improvements in Faculty Development
Ms. Aarti Puthran	Internal Affairs and Updation of Formats
Ms. Neha Jain	
Mr. Pravin Jangid	Quality Improvements in Website and Value added courses

Format for the planning for IQAC team

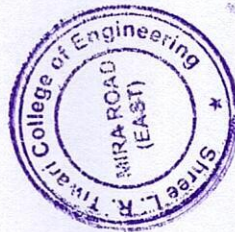
S No.	Field for Improvement	Existing Facilities	New Initiatives Suggested	Action plan to full fill these Initiatives
-------	-----------------------	---------------------	---------------------------	--





Special Squad for 100 days

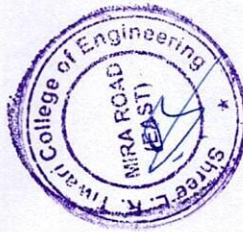
S.No.	Name of Member	Responsibility
1	Dr. Anju Arya	IQAC Coordinator
2	Ms. Aboli Moharil	Activity Coordinator
3	Ms. Neha Jain	Criteria 1
4	Ms. Namrata Kulkarni	Criteria 1
5	Ms. Hemangi Satam	Criteria 2
6	Ms. Reena Kothari	Criteria 3
7	Mr. Vijay Kapre	Criteria 4
8	Ms. Usha Bag	Criteria 5
9	Mr. Aditya Desai	Criteria 5
10	Ms. Aparna Majare	Criteria 6
11	Ms. Sheetal Mahadik	Criteria 7





Criteria In charges for year 2018-19

S.No.	Name of Member	Responsibility
1	Ms. Neha Jain Ms. Namrata Kulkarni	Criteria 1
2	Ms. Hemangi Satam Ms. Seema Maykal	Criteria 2
3	Ms. Reena Kothari Ms. Abha Patil	Criteria 3
4	Mr. Vijay Kapre Ms. Neelam Phadnis Mr. Manish Rane	Criteria 4
5	Ms. Usha Bag Mr. Aditya Desai	Criteria 5
6	Ms. Aparna Majare Ms. Rashmi Maheshwari	Criteria 6
7	Ms. Sheetal Mahadik Mr. Basweshwar Bansode	Criteria 7
8	Ms. Aboli Moharil Ms. Samita Bhandari	Institute Detail





MINUTES OF MEETING AND ACTION PLAN

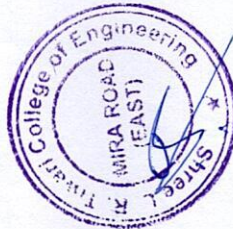
Minutes of IQAC meeting with notice reference Ref. No: SLRTCE/IQAC/18-19/3, held at Principal Cabin, at 4:00 p.m., on 26th November 2018.

Details of discussion

NO.	AGENDA	DETAILS
1	Verification of documents.	<ul style="list-style-type: none">All the HODs have discussed the initiatives with Principal.The discussion on filling AQAR has been done.
2	Suggestions and planning for new academic year.	<ul style="list-style-type: none">IQAC coordinator discussed the work-flow of Special Squadwith IQAC.HODs have given suggestions to improve quality in the college.All the suggestion have been recorded in a format during themeeting.

Dr. S. Ram Reddy

Principal



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



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)

Tel. No.: 022-65295732 / 022-65142376 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

MINUTES OF MEETING AND ACTION PLAN

Minutes of the IQAC meeting, held at the Principal's office of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 4.00 p.m., on Monday, 1st April, 2019.

List of members invited

Sr. No.	Name of the member	Introduction of the Member	Signature
2	Dr. S. Ram Reddy	Principal	
3	Dr. Anju Arya	Coordinator/Director of IQAC	
4	Ms. Aarti Puthran	Deputy Coordinaoer	
5	Ms. Zainab Mizwan	Teacher Coordinator, HOD (ET)	
6	Dr. Vinayak Shinde	Teacher Coordinator, HOD (CS)	
7	Mr. Abhijit Somnathe	Teacher Coordinators, HOD (EX)	
8	Mr. Vikash Agarwal	Teacher Coordinator, HOD (ME)	
9	Mr. Pankaj Jadhav	Teacher Coordinators, HOD (CE)	
10	Ms. Deepali Patil	Teacher Coordinators, HOD (IT)	
11	Ms. Karuna Bhole	Teacher Coordinators, HOD (FE)	
12.	Mr. Pravin Jangid	Teacher Coordinator (CS)	
13.	Ms. Nandini Upadhyay	Student Council (GS)	

Details of discussion

NO.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	The minutes of the meeting held on 16 th March, 2019 were approved by the members and signed by Principal.





Shree Rahul Education Society's (Regd.)

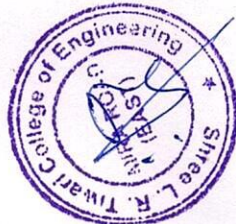
SHREE L. R. TIWARI COLLEGE OF ENGINEERING

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

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

Tel. No.: 022-65295732 / 022-65142376 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

2	Discussion on AQAR	Principal started the meeting with discussion on action plan decided in first meeting. Dr. Anju Arya requested all members to go through the format for AQAR and asked to give suggestions for second cycle of NAAC Accreditation.
3	Reforms in Continuous Internal Evaluation (CIE) System at the Institutional level	Dr. Vinayak Shinde suggested to follow the guidelines available on NAAC website. All IQAC members were requested to understand the procedure and come up with guidelines for reforms.
4	Post accreditation quality initiatives	Ms Aarti Puthran suggested to start online feedback system. Dr. Vinayak Shinde proposed to start appraisal system as per 7th pay commission guidelines. The decision for new initiatives were decided to be finalized in the next meeting after thorough study of all the aspects.
5	Internal academic audit	A format was given by Dr. Anju Arya to prepare the report of Criteria analysis. All Criteria in charges were requested to follow the process of data collection. Departmental NAAC coordinators were decided to be responsible to avail their departmental data for every criteria with the help of departmental faculty. Criteria in charges were requested to share the compiled file of their respective criteria with Departmental coordinators and concerned committees to get the data.
6	Date for the next meeting	The next meeting of IQAC has been planned on 4th April 2019.
7	Any other matters to be discussed	None




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



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)

Tel. No.: 022-65295732 / 022-65142376 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

MINUTES OF MEETING AND ACTION PLAN

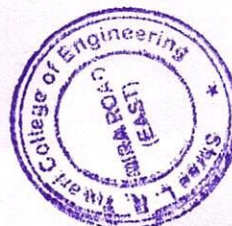
Minutes of the IQAC meeting, held at the Principal's office of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 1.30 p.m., on Monday, 13th May, 2019.

List of members invited

Sr. No.	Name of the member	Introduction of the Member	Signature
2	Dr. S. Ram Reddy	Principal	
3	Dr. Anju Arya	Coordinator/Director of IQAC	
4	Ms. Aarti Puthran	Deputy Coordinaor	Absent
5	Ms. Zainab Mizwan	Teacher Coordinator, HOD (ET)	for
6	Dr. Vinayak Shinde	Teacher Coordinator, HOD (CS)	
7	Mr. Abhijit Somnathe	Teacher Coordinators, HOD (EX)	for
8	Mr. Vikash Agarwal	Teacher Coordinator, HOD (ME)	
9	Mr. Pankaj Jadhav	Teacher Coordinators, HOD (CE)	
10	Ms. Deepali Patil	Teacher Coordinators, HOD (IT)	for
11	Ms. Karuna Bhole	Teacher Coordinators, HOD (FE)	Absent
12.	Mr. Pravin Jangid	Teacher Coordinator (CS)	
13.	Ms. Nandini Upadhyay	Student Council (GS)	

Details of discussion

NO.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	The minutes of the meeting held on 4 th April, 2019 were approved by the members and signed by Principal.





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)

Tel. No.: 022-65295732 / 022-65142376 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in


2	Discussion on IQAC initiatives for new academic year (2019-20)	<ol style="list-style-type: none">1. Form student council and all other committees (Cultural and technical etc.) in July 2019.2. There will be academic audit twice in a semester.3. Departmental academic coordinators will form the team for audit. Each and every document of the department and committees will be verified.4. All criteria in charges have to prepare proper suggestions with targets for AY 2019-20. It has to be mailed at iqac.naac@slrtce.in by 15th June. All criteria in charges need to study thoroughly.5. After approval by IQAC these suggestions will be circulated to all departments, committees and cells.6. According to requirement all committees and departments have to prepare presentation on their planner. This planner will be presented on 12th July in IQAC meeting and then finally on 15th July.
3	Headlines for presentation of committee heads	<ol style="list-style-type: none">1. Name of Committee members2. Objectives3. Roles and responsibilities.4. Planner for AY 2019-20 as per NAAC requirement and guidelines by criteria in charges (approved by IQAC), which should include<ol style="list-style-type: none">a) Name of activitiesb) Resources, their availability and expenditurec) Mention month and week for the activity.d) Annual targets and plan for the Semester.e) Target participants (Teachers/ students/ Non-teaching staff)
6	Date for the next meeting	The next meeting of IQAC has been planned on 12 th July 2019.
7	Any other matters to be discussed	None

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).