

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

MINUTES OF MEETING AND ACTION PLAN

Minutes of IQAC meeting with notice reference Ref. No: SLRTCE/IQAC/20-21/1, held at Principal Cabin, at 10.30 a.m., on 11th July 2020.

1. Departmental tentative academic calendar for august months should be prepared and submitted by 15th July.
2. On bank holidays also classes will be conducted except 15th August 2020.
3. Load distribution and time table should be ready by 13th July and 15th July 2020 respectively.
4. Common topics of different departments can be taught by one teacher.
5. Classes can be merged in case of common topics and common electives if required.
6. Teaching plan of all teachers for August months should be ready by 18th July, 2020 by keeping in mind that 50% syllabus should be covered by the end of September. HODs should share soft copy of teaching plan with anju.arya@slrtce.in on or before 20th July 2020.
7. For teaching plan and academic calendar kindly follow NBA guidelines. (Attached herewith). It includes departmental meeting as well as meeting of CC and PC also.
8. For practical demo every teacher should find the online ways such as virtual lab, simulator or online compiler etc. They need to mention in their teaching plan.
9. Standby teacher should be available during lecture in case of any technical issues.
10. For value added courses, every course coordinator has to select course from coursera and make compulsory for students. (Choose as per their subject. If possible NPTEL courses can also be referred).
11. Training for online classes by Pravin Jangid through google meet is scheduled on 6th July at 10.00 a.m. Compulsory for all teachers. Absence will be considered as unpaid leave. Should be communicated through HOD.
12. For online classes all teachers will use google meet and google classroom.
13. Orientation will be conducted by HOD and class in charges on 29th July from 10.00 am to 12 noon. 30th and 31st July will be addressed by Subject teacher from 10.00 am to 1.00 pm. All teachers should be ready with slides to share the content.
14. Regular classes will commence w.e.f 3rd August 2020.
15. Weekly online feedback through google form will be taken by HOD and response sheet should be shared with anju.arya@slrtce.in
16. Daily report (As per time table) should be prepared and shared in Team SLRTCE.
17. Time table, teaching plan, weekly feedback report and other required documents after verification by HOD should be submitted on above mentioned dates to Dr. Anju Arya and finally submitted to Principal. Note: For submission, maintain a folder in drive with



Principal
8-20-20

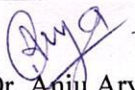


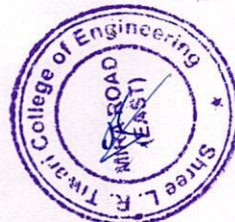
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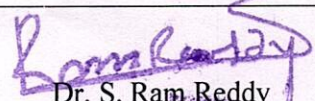
Minutes of IQAC meeting with Ref. No: SLRTCE/IQAC/20-21/ 9 held at the Board Room of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 11.00 a.m., on Saturday, 21st November, 2020.

Details of Discussion

NO.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	The previous minutes of the meeting were read by Dr. Anju Arya,
2	Schedule for the coming week i.e. 23 rd November to 27 th November, 2020	23 rd to 27 th November, 2020 the lectures will be conducted as per schedule. KT exam, orals, practical and Internal assessment will be accomplished simultaneously, suggested by Swapna Patil (Exam In charge)
3	Various reports of online classes for November month	Term test analysis report Feedback report, syllabus completion report, defaulters action taken report for the month of November should be submitted as per guidelines on or before 1 st December 2020 KT exams details, scheduled w.e.f 2 nd Dec to 15 Dec 2020, will be shared by Swapna Patil
3	Staff Reporting	23 rd onwards reporting of faculties to the college will be as per schedule shared by HODs and notification SLRTCE/IQAC/20-21/8 circulated on 20 th November 2020.
4	NAAC sponsored seminar	NAAC sponsored seminar is finalized to be conducted from 28 th Dec 2020 to 29 th Dec 2020. The document for responsibilities of members has already been shared in WhatsApp group.
6	Free Camp for Covid 19 test	Due to present circumstances, a free camp has been scheduled on 23 rd November 2020 by Rahul education group for Covid test in college premises. For test everyone should come with aadhar card. It's facility to avail, not compulsory.
7.	IBM collaboration	Institute is planning to collaborate with IBM. A message has been drafted along with all details and shared in IQAC as well as Team SLRTCE group. Student council will interact with SE and TE students to spread awareness about the programme. All HODs are requested to give 5 min slot during lectures. Student council will coordinate with HODs.
8.	New Student council Introduction	New Student council introduction and felicitation of Ex council will be planned after 16 th December through online platform. Ms. Manjiri Gogate (Student welfare convener) will share the details soon.


Dr. Anju Arya
IQAC&NAAC Coordinator




Dr. S. Ram Reddy
Principal
PRINCIPAL
Shree L. R. Tiwari College of Engineering
Kanakiya Park, Mira Road (E).

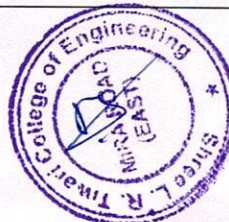


MINUTES OF MEETING

Minutes of the NBA meeting with Reference No. SLRTCE/IQAC/20-21/20, held in board room at 10.00 am, on Friday, 15th January 2021.

Details of Discussion

No.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	<ul style="list-style-type: none">All the members were welcomed by the Principal. The previous minutes of the meeting were read by Dr. Anju Arya.One day extension has been given to HODs for the submission of academic requirements. The date of submission is 16th Jan 2021.
2	Finalization of course file and CO PO attainment	<ul style="list-style-type: none">IQAC Director, Dr. Anju Arya suggested HODs to make changes in the reference course file and COPO attainment at departmental level if necessary. The basic format has been prepared by core team and mailed to all HODs at official email id.As per NBA guidelines, HODs will decide thresholds for COPO at departmental level and PEO attainment is to be completed. (Refer Criteria 3 of NBA manual for the same)
3	Audit Schedule for Criteria 1,2,5 and 8	<ul style="list-style-type: none">Departmental Internal Audit will be conducted twice in a semester by PAC and once in semester will be conducted by NBA Core team and Quality circle members.External audit will be conducted by external experts.All signed and authorized documents with remarks has to be maintained in department and corrective actions must be taken wherever necessaryCriteria 5 data has to be submitted by HODs in the first week of February.Audit Schedule for Criteria 1, 2,5 and 8 is mentioned in Table 1.
4	Lab Requirement and Academic Budget	The date of submission for departmental academic requirement has been extended to Saturday, 16/01/2021 on or before 1.00 pm
5	Discussion on software requirement and quotation	The date of submission for legal software has been decided after the discussion with all HODs. It should be submitted by Monday, 18/01/2021
6	Discussion on format of timetable	<ul style="list-style-type: none">The format for timetable has been mailed to all HODs. This format will be followed if the students join physically.For online classes the same format for time table will be followed as been given in the previous semester by Dr. Anju Arya.





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7.	Academic Planning for even semester	<ul style="list-style-type: none">IQAC Director discussed the academic planning with all HODs for new semester in the presence of the Principal.All departments will share the drive folder for departmental data with anju.arya@slrtce.in as per guidelines (Similar to odd semester)
7	Miscellaneous	<ul style="list-style-type: none">Exam controller, Ms. Swapana Patil will get the work done on criteria 4 at the earliest.The roles and responsibilities of all members of Support structure has been discussed (Approved by Dr. Dharendra Mishra). The details are also attached in table 3.Appraisal Meeting is scheduled on 21st January 2021, refer schedule attach herewith in Table 2.

Table 1 Schedule for verification of Criteria 1, Criteria 2, Criteria 5 & Criteria 8

Criteria	Date of Verification					
	HAS	CS	IT	EXTC	MECH	CIVIL
Criteria 1		22/01/2021	21/01/2021	21/01/2021	22/01/2021	22/01/2021
Criteria 2		22/01/2021	21/01/2021	21/01/2021	22/01/2021	22/01/2021
Criteria 5						
Criteria 8	22/01/21					

Table 2 Appraisal Meeting to be scheduled on 21st January 2021

Appraisal Meeting	Time
EXTC & ECS	09.30 am- 10.15 am
IT & CS	10.15 am - 11.00 am
CIVIL & MECH	11.00 am - 11.45 am
HAS	1.00 pm - 1.45 pm

Table 3 Roles and Responsibilities

Responsibilities of IQAC Director (NBA Coordinator)	<ol style="list-style-type: none">The role of the IQAC director is to the effective functioning of all the members
Responsibilities of NBA core team and Quality circle	<ol style="list-style-type: none">Development and application of quality benchmarksActing as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.





	<ol style="list-style-type: none">3. Periodical conduct of Academic and Administrative Audit and its follow-up. . Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;4. To verify Self-Assessment Report (SAR) as per guidelines and parameters of NBA.5. Ensure enhancement and coordination among various activities of the institution.6. To coordinate with all program coordinators for data evaluation and clarification of queries if any.7. Ensure clarity and focus in institutional functioning towards quality enhancement.8. Ensure quality culture in the institute.
Responsibilities of Program Coordinator	<ol style="list-style-type: none">1. To prepare and follow Academic calendar of the department by referring institutional academic calendar.2. To form Academic support structure.3. To maintain signed and authorized official documents in the department.4. To coordinate with higher authorities for modification/ addition of existing course outcomes.5. To form PO statement with reference to GA for particular program.6. To assess the PO mapping on the basis of CO attainment and take corrective /improvement actions wherever required.7. To take yearly follow-up of alumni to map PEO.8. To interact with all course coordinators regularly for smooth conduction of process.9. To conduct graduate exit survey based on graduate attributes.10. To coordinate with NBA core team for data evaluation and clarification of queries if any.11. To ensure internal academic audit twice in a semester and maintain proper checklist with remark.
Responsibilities of course coordinator	<ol style="list-style-type: none">1. To monitor and evaluate all the following documents and process<ol style="list-style-type: none">a. Teaching planb. Pedagogy plannedc. Assessment tools plannedd. Internal assessment marks distribution



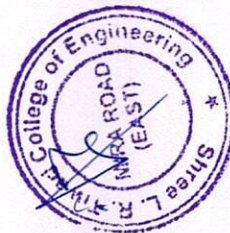


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	<ul style="list-style-type: none">e. Course chapters mapping to above componentsf. Validation of Rubrics for each Assessment tool.g. CO attainment analysis excel sheet <p>2. To Coordinate with program coordinator for modification/ addition of existing course outcomes.</p> <p>3. To ensure term test question papers are set according to Cos.</p> <p>4. To evaluate overall CO attainment and corrective actions taken by faculty members to improve CO attainment.</p> <p>5. To monitor course file for each course.</p> <p>6. To monitor CO-PO attainment.</p>
Responsibilities of faculty members:	Prepare the teaching plan including following: <ul style="list-style-type: none">1. Course Outcomes2. Pedagogy planned for each Chapter and CO3. Identify Assessment tools for each pedagogy.4. Prepare Rubric for each Assessment tools.5. Conduct classes as per the planned pedagogy.6. Disseminate the above to all students in the class.7. Prepare the course file for each course
Responsibilities of each NBA Criteria In charges	<ul style="list-style-type: none">1. To prepare the checklist to identify the nature of data and evidences along with its source required for each section.in SAR2. To keep record of authenticate evidences for each section.3. To provide data to program coordinator.

Dr. Anju Arya
IQAC Director & Dean R & D



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Dr. S Ram Reddy
Principal



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Ref. No: SLRTCE/IQAC/20-21/33

7th June 2021

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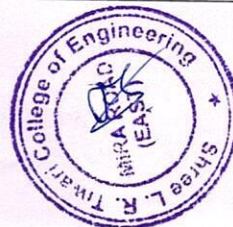
Minutes of the Meeting for NBA planning, held at the Board Room of Shree L. R. Tiwari College of Engineering, Mira Road (E) at 11.45 a.m., on Monday, 7th June 2021.

List of members invited

Sr. No.	Name of the member	Introduction of the Member	Signature
1	Dr. S. Ram Reddy	Principal	
2	Dr. Anju Arya	Director of IQAC	
3.	Mr. Sunil Yadav	HOD (IT)	
4	Ms. Aboli Moharil	HOD (EX)	
5	Dr. Roopali Lolage	Professor (IT)	
6	Dr. Umesh Bhadade	Professor (EX)	

Details of discussion

NO.	AGENDA	DETAILS
1	Introduction	All the members were welcomed and the meeting started by Dr. S. Ram Reddy (Principal)
2	Discussion on Prequalifier and SAR	After discussion with all members it has been decided that the prequalifier for IT and EXTC will be presented to higher authorities on 21 st June 2021. The same will be discussed on 18 th June with the Principal and IQAC Director before presentation.
3	CO-PO attainment.	<ul style="list-style-type: none">The corrected CO –PO attainment file, with guidelines, will be forwarded to all departments by IQAC Director.





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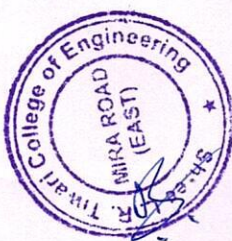
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		<ul style="list-style-type: none">The criteria 3 In charge from each department will finalize the file and then guide the other faculty members.Ms. Usha Bag and Ms. Prajakta Mukaddam will help the criteria in charges in maintaining the CO-PO attainment file.Since criteria 3 is very important hence it should be verified beforehand.
4	Planning for criteria 4	<ul style="list-style-type: none">For C4 the data collection and analysis should begin from today itself.The weightage for C4 is high (150). So the data should be maintained carefully and excel sheet should be kept in exam cell as well as in the department.Principal, Dr. S. Ram Reddy, committed to involve three more non-teaching staff to manage exam related data.
5	Finalize dates to apply for NBA.	The prequalifier will be uploaded on 22 nd June 2021.
6	Any other matters to be discussed	<ul style="list-style-type: none">Dr. Roopali Lolage and Dr. Umesh Bhadade will help HODs in maintaining and monitoring the NBA related work.Both of them will help admin staff also in maintaining the files and documents as per requirement of NBA.

Dr. Anju Arya
IQAC Director

Dr. S. Ram Reddy
Principal



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