



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

Minutes of the NBA meeting with Reference No. SLRTCE/IQAC/20-21/21, held in board room at 10.00 am, on Friday, 30<sup>th</sup> January 2021.

#### Details of Discussion

No.	AGENDA	DETAILS
1	Confirmation of the Minutes of the last meeting	<ul style="list-style-type: none"><li>All the members were welcomed by the Principal. The previous minutes of the meeting were read by Dr. Anju Arya.</li></ul>
2	Utilization of Smart Classroom	<ul style="list-style-type: none"><li>Dr. Anju Arya, IQAC Director, suggested Mr. Pradip Nautiyal to submit smart classroom planning till 1<sup>st</sup> February 2021.</li><li>All HODs were requested to take handover from previous HODs for the same.</li></ul>
3	Documentation of NBA SAR	<ul style="list-style-type: none"><li>HODs were requested to complete Table B: 10.3a and Table B: 10.3b from SAR Criterion 10.</li><li>Vision &amp; Mission initial approval documents should be maintained in each department.</li><li>Vision, mission, PEO, POs, Cos and PSOs should be mentioned in Laboratory manual.</li><li>All members are requested to study compliance report and work as per requirement.</li><li>All criteria in charges are requested to work on respective criteria simultaneously.</li><li>A meeting has been scheduled with Dr. K. G. Narayankhedkar on 2<sup>nd</sup> Feb 2021, Tuesday at 11.00am.</li><li>Governing body meeting and CDC for the AY 2020-21 will be planned by the Principal.</li><li>Budget related queries of HODs were resolved after discussion.</li><li>Department budget related documentation has to be done in the department on the basis of institutional budget, which will be shared with departments by Dr. anju Arya</li><li>SFR was finalised after discussion with all HODs.</li></ul>
4	Discussion on NAAC AQAR 2019-2020	HODs were requested to complete documents for AQAR in the department. The data will be collected in the first week of April.
5	Discussion on academic calendar	Ms. Majiri Gogate was requested to add term test schedule in academic calendar after discussion with exam controller, Ms. Swapna Patil and will share with all HODs and committee convener
6	Discussion on Lecture Time	After discussion with HODs the lectures schedule has been finalized as 9.15 am- 10.15 am, 10.20 am – 11.20 am, 11.40 am – 12.40 pm, 12.45 pm – 1.45 pm.
7	Appraisal form	Suggestions on Appraisal form requested to HODs but without any remarkable changes it has been accepted by all.
7	Miscellaneous	HODs were requested again to submit stationery requirement in admin at earliest through proper channel.

**Dr. Anju Arya**  
IQAC Director & Dean R & D

**Dr. S Ramreddy**  
Principal