

# MINUTES FOR MEETING OF IQAC

For Shri L P Raval College of Mass Media  
& Management Studies

  
Principal





SUMMARY OF MEETING HELD IN ACADEMIC YEAR 2021-22

**DETAILS OF REGULAR MEETINGS OF IQAC FOR ACADEMIC YEAR 2021-22**

Sr.No	Meeting	Agenda
1.	14th June 2021	<ul style="list-style-type: none"><li>• IQAC formation</li><li>• Discussion on IQAC functioning</li><li>• Discussion on assessment and accreditation</li><li>• Discussion on Academic Planning for the Academic Year.</li><li>• Discussion on perspective plan for college of academic year</li><li>• IQAC related matters with prior permission of the chairperson of the IQAC during the meeting or prior to the meeting.</li></ul>
2.	5th July 2021	<ul style="list-style-type: none"><li>• Discussion on ISO process of HEI</li><li>• Discussion on assessment and accreditation of HEI by NAAC</li><li>• Discussion on formation of IQAC</li><li>• Discussion of feedback of employers ,teachers, students and alumni.</li><li>• Discussion on starting Job Ready add-on courses.</li><li>• Discussion on planning of unique practices of the HEI.</li><li>• Discussion on MOU with institutes, companies etc.</li><li>• Discussion on administrative training programmes.</li><li>• Discussion on employee welfare.</li><li>• Discussion on encouragement of teacher, students in workshop, seminar ,etc</li><li>• Discussion on the pandemic situation due to Covid- 19.</li><li>• Any relevant matter with prior permission of the chairperson.</li></ul>
3.	11th September 2021	<ul style="list-style-type: none"><li>• . Reading and approval to the minutes of meeting of previous IQAC meeting</li><li>• Discussion on upscaling of Library resources</li><li>• Discussion on extension activities in HEI</li><li>• Discussion on focus on Research and Innovation</li><li>• Discussion on Research Fund provision for teachers</li><li>• Discussion on students participation fund</li><li>• Discussion on effective curriculum development for add on courses by concern teachers</li><li>• Discussion of provision of Smart Boards in classrooms</li><li>• Discussion on planning of cross cutting issues</li><li>• Discussion alumni activities</li><li>• Discussion infrastructure amenities</li><li>• Any relevant matter with prior permission of chairperson</li></ul>

For Shri L. P. Raval College of Mass Media  
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4.	15th November 2021	<ul style="list-style-type: none"><li>• Reading and approval of the minutes of the previous IQAC meeting.</li><li>• Discussion on the review of covid-19 situation.</li><li>• Discussion on active vaccination drive.</li><li>• Discussion on funds for patent</li><li>• Discussion on award and recognition HEI by Society.</li><li>• Discussion on audits of HEI and its follow up.</li><li>• Discussion on student support for HEI.</li><li>• Discussion on initiatives gender equality and gender sensitization (WDC activities)</li><li>• Discussion on the up gradation of Gymkhana.</li><li>• Discussion on Sanitary Napkin Machine</li><li>• Discussion on Book Bank development for HEI</li><li>• Discussion on library Nlist, NDL, OPAC.</li><li>• Any relevant matter with prior permission of chair person</li></ul>
5.	24th January 2022	<ul style="list-style-type: none"><li>• Reading and approval of the minutes of the previous IQAC meeting.</li><li>• Discussion on training and placement unit in HEI</li><li>• Discussion on registration and funds for patent</li><li>• Discussion on felicitation of women with distinction and as gender sensitisation</li><li>• Discussion on encouragement of students as best students.</li><li>• Discussion on industrial visit</li></ul>
6.	14th March 2022	<ul style="list-style-type: none"><li>• Reading and approval of the minutes of the previous IQAC meeting.</li><li>• Discussion on participation of students in youth festivals.</li><li>• Discussion on organisation of sports committees.</li><li>• Discussion on organisation of cultural committee</li><li>• Discussion on inter-departmental activities</li><li>• Discussion on book donation of Alumni</li><li>• Discussion on organisation of Degree distribution programme</li><li>• Any relevant matter with prior permission of chairman</li></ul>

For Shri L. P. Raval College of Mass Media  
& Management Studies

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Shri L. P. Raval Education Trust's  
**SHRI L. P. RAVAL COLLEGE OF  
MASS MEDIA & MANAGEMENT STUDIES**

(Affiliated to University of Mumbai. Recognised by NCTE & Govt. of Maharashtra)  
Raval Nagar, Near New Post Office, Mira Road (E), 401 107. Tel: 022 2811 9212 Fax: 022 0810 5638  
Email: lpravalbedcollege@yahoo.in Website: www.lpraval.org

**Invitation for IQAC meeting**

Ref.No. LPR/2021-22/05

Date: 07/06/2021

To,  
Hon. Payal Raval,  
Chairman,  
Shri L.P.Raval Education Trust  
Mira Road (E)

**Subject – Invitation for IQAC Meeting On 14<sup>th</sup> June 2021.**

Respected Madam,

You are invited to attend the IQAC meeting. It will be on 14th June 2021, at 7.30 p.m. The meeting will be in the Principal's room, Ground floor, Shri L.P.Raval College of Mass Media and Management Studies.

The agenda of the meeting is attached herewith. If Quorum will not complete by scheduled time, then the meeting will be suspended. The meeting will be carried out at the same venue, same date after 15 minutes of suspension of said meeting. Such meeting quorum binding will not be applicable. Please do present and oblige.

Thanking you,

Yours faithfully,

Mrs. Lizy Jose

(Management Representative)



For Shri L. P. Raval College of Mass Media  
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### Agenda of the IQAC proposal Meeting

- **Date of IQAC meeting** – 14th June, 2021
- **Time of IQAC meeting** – 7.30 pm onwards
- **Venue of IQAC meeting** – Principal's room , Ground Floor, Shri.L.P.Raval College of Mass Media and Management Studies

#### **Agenda –**

1. Welcome of IQAC members
2. IQAC formation
3. Discussion on IQAC functioning
4. Discussion on Assessment and Accreditation
5. Discussion on academic planning for 2021-22 academic year
6. Discussion on perspective plan of college for academic year 2021-22
7. IQAC related matters with prior permission of the chairperson of IQAC during the meeting or prior the meeting.

Signature: -

Designation- Chairperson of IQAC

For Shri L P Raval College of Mass Media  
& Management Studies

Principal





### Minutes of IQAC Meeting

- Date – 14th June, 2021
- Venue – Principal's room, Ground Floor, Shri.L.P.Raval College of Mass Media and Management Studies
- Time – 7.30 pm onwards

1. Welcome – Meeting was started in time. All IQAC members were present, therefore, no matter the minimum Quorum. Each dignified member was warmly welcomed by the secretary of IQAC.

#### 2. **IQAC formation -**

Discussion was made on IQAC formation, its importance and its working pattern. The management representing members said that congrats to the Principal and staff on taking initiative for approaching NAAC with great competition.

#### 3. **Discussion on function of IQAC –**

IQAC's importance, its vital role in assessment and accreditation was discussed. The IQAC means the guiding path for assessment and accreditation process was the conclusion of discussion.

4. **Discussion on Assessment and Accreditation –** The discussion was carried out about the means of AA. The process with '7' criteria of AA given by NAAC means quantitative and qualitative dimension of HEI. The meeting mentors realized the AA of HEI through 'NAAC' means all dimensional development of the educational Institute. It benefits every stakeholder such as students, parents, alumni and management.

5. **Discussion on Academic planning for 2021-22 -** NAAC Coordinator presented the Academics for 2021-22 year as 813 class tests engaged by teachers; 425 Remedial classes were carried out for slow learners while 126 classes were carried out for Advanced learners. The result of T.Y. classes which held by university was 100% for appeared students in semester V. The semester VI examination is presently going on. In FYs and SYs, semester I and semester III, the academic result was 100%. The examination of FYs will be in the middle of May of 2022. In all the betterment is going on for academics. The IQAC members appreciated the efforts put in by teachers for teaching and efforts put in by students in Learning. The IQAC members were given a compliment for academic performance.

#### 6. **Discussion on the prospective plan of college for the academic year 2021-22.**

All members of IQAC agreed to prepare and plan to undergo the process of NAAC in near future. Planned to increase one more division for B.Sc. HS of University of Mumbai..

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7. **IQAC related matter with prior permission of chairperson of IQAC during the meeting or prior the meeting –**

There was no relevant matter in this meeting. The meeting concluded with positive notes.

Chairperson

College Development Committee

**SIGNATURE OF CHAIRPERSON AND MEMBER**

Sr No.	Name of Chairperson and Member	Signature
1	Mrs. Payal Raval - Chairperson	
2	Mrs. Lizy Jose - Management Representative (Member)	
3	Dr. Reena Arbune - Principal (Member)	
4	Mrs. Akansha Asar - IQAC Coordinator (Member)	

For Shri L. P. Raval College of Mass Media  
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**Invitation for IQAC Meeting on 5<sup>th</sup> July 2021**

Date: 30/06/2021

Ref.No. LPR/2021-22/11

To,  
Hon. Payal Raval,  
Chairperson,  
Shri .L.P.Raval Education Trust,  
Mira Road (East).

**Subject – Invitation for IQAC meeting on 5th July 2021**

6 Sir,

You are invited to attend the IQAC meeting. It will be on 5th July 2021, at 7.30 p.m. The meeting will be in the Principal's room, Ground Floor, Shri L.P.Raval College of Mass Media and Management Studies.

The agenda of the meeting is attached herewith. If Quorum will not complete by scheduled time, then the meeting will be suspended. The meeting will be carried out at the same venue, same date after 15 minutes of suspension of said meeting. Such meeting quorum binding will not be applicable. Please be present and oblige.

Thanking you,

Yours faithfully,

2. Lizy Jose  
(Management Representative)

For Shri L P Raval College of Mass Media  
& Management Studies

Principal







### Agenda of the IQAC proposal Meeting

- Date – 5th July, 2021
- Venue – Board room, Ground floor of Shri L.P.Raval College of Mass Media and Management Studies.
- Timing – 11.00 am onwards

### **Agenda for the meeting**

1. Welcome.
2. Discussion on ISO process of HEI
3. Discussion on Assessment and Accreditation of HEI by NAAC
4. Discussion on formation of IQAC
5. Discussion on feedback of Employers, Teachers, Students and Alumni
6. Discussion on to start Job Ready add on courses
7. Discussion on planning of Unique practices of the HEI
8. Discussion on MOU with Institutes, Companies, etc.
9. Discussion on administrative training programme
10. Discussion on welfare of employees
11. Discussion on encouragement of Teachers, Students in workshops, seminars, etc.
12. Discussion on the Pandemic situation due to Covid-19
13. Any relevant matter with prior permission of the chairperson.

1. Welcome – A smile is the universal welcome', so the IQAC member was welcomed with a sacred smile. The secretary of the IQAC did welcome. It is well said that 'a good beginning is half done'. Sarswati Vandan is the ultimate for a good beginning. The Sarswati Vandan was presented by the student's council. The Secretary of IQAC requested Hon. Payal Raval to chair the session as Chairperson. Hon. Payal Raval accepted the request and chaired the session of IQAC meeting.

2. Discussion on ISO process in HEI –  
Hon. Payal Raval Madam proposed to start the ISO process in HEI. ISO means one of the standard Operating processes. Every present member agreed and said that ISO to undergo. SOP that is standard operating process can be followed through ISO certification within the next three months ISO process to be standardised, it was the conclusive decision

3. Discussion on Assessment and Accreditation of HEI by NAAC –

Chairperson Hon. Payal Raval was very keen on the quality of teaching – learning in HEI..She opened the discussion about the process of Assessment and Accreditation of Shri L.P.Raval College of Mass Media and Management Studies by NAAC. The members discussed the importance of NAAC, procedure of NAAC and criteria of the NAAC. Hon. Chairperson Madam said that the quest of excellence should be sensitive to the

For Shri L. P. Raval College of Mass Media  
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very stakeholder including employer, employee, students, parents, alumni and social aspects. The IQAC coordinator explained the seven criteria of NAAC. Every member of IQAC, agreed to contribute that HEI should take initiative for Assessment and Accreditation.

4. Discussion on formation of IQAC – In the discussion about A & A by NAAC, Secretary Madam added that IQAC formation is mandatory for the IQAC. It is an Institutional Quality Assurance Cell. Principal of LN College briefed that for A & A with NAAC, functioning of IQAC is compulsory. As per NAAC, guidelines of IQAC are presented. The prime task of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative work. Every member of IQAC should develop a system of excellence. The conclusion of this discussion was the formation of IQAC. The IQAC will lead the steps to assessment and accreditation of HEI by NAAC. All members unanimously took the decision.

5. Discussion on feedback of Employers, Teachers, Students and Alumni – Review of HEI activities is important for the review. Consistent feedback is to be collected from stakeholders as said by the chairperson. Other members also agree with this proposal Dr.Reena Arbune Madam said that immediate feedback is to get .Hon. Chairperson said to collect the feedback; analyze it and then accordingly take action to take. Members of IQAC agree with the process of feedback. Hon. Chairperson asked the administration to look into the matter with immediate effect.

Hon. Payal Raval Madam also added that every suggestion in feedback will be taken with serious note. Positive feedback will be taken as compliments while negative feedback will be taken as a chance to improve in the system. The suggestions for academics, as well as curriculum will be taken with immediate effect.

6. Discussion on planning of Unique Practices of the HEI

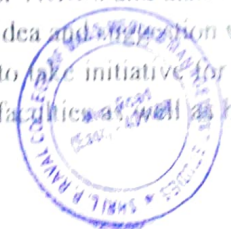
Academics, teaching – learning – evaluation, extension activities are major concerns at HEI, added by college Principal. He suggested that there should be Unique Practices of the college. Teacher representatives as well as non-teaching representatives were given different activities to start as Unique Practice of the Institution. Dr.Reena Arbune and Prof Akhansha Asar were suggested for “Know our Culture” and “Citizens to Netizens” as the unique practices of the college. Dr. Reena Arbune elaborated about the “Know our Culture” Practices. It was accepted by every present member. The ideas, activities of the citizens to netizens were explained by Prof.Akhansha Asar said that it will be a unique best practice by our college if agreed. The almost every member accepted the idea that the KOC i.e. Know Your Culture’ and Citizens to Netizens considered as the unique practices to follow by college for the year 2021-22.

7. Discussion on MOU with Institutes, Companies etc. –

Hon. Payal Raval Madam suggested that for views to exchange with Institutes is one of the best steps. He further also added that this Institute may form an MOU with other Institutes, other NGO's and also with industries, companies for narrowing the practical theoretical gap of knowledge. The idea and suggestion was accepted by all of the members. The IQAC members and Secretary of IQAC were to take initiative for the same. MOU with institutes, companies, industries, exchange of best ideas, facilities as well as best

For Industries, Companies, exchange of best ideas, facilities as well as best  
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practices. It would nicely accelerate the progress of students with this positive note every member of IQAC supported the suggestion of the MOUs with others.

8. Discussion on administrative training programmes – Hon. Chairperson said that he is very much concerned with training of academic staff as well as administrative staff. The training means possibilities to improve. Hon. Chairperson said that there are many initiatives of FDP for teachers. However, frequently the FDP for administrative staff is very low. He focused on this matter. The IQAC unanimously took the decision to implement frequent FDP for administrative training. It would help to provide better services to students.

9. Discussion on welfare of employees – Hon. Chairperson Madam said that welfare of employees is equally important for the welfare of HEI. HEI is not just physical infrastructure. It is having live stakeholders. He proposed to go for welfare schemes for betterment of employees. All members appreciated it and said that it would be a great move for development of the relationship with HEI administrators – academics and outcome.

10. Discussion on encouragement of Teacher, Students in workshops, seminars, etc.





Teacher members proposed that management should support faculties and students to participate in workshops, seminars, etc. It will help update the knowledge of teachers as well as students. On behalf of management, Hon. Payal Raval Madam immediately accepted the concern of the entire world, country, state and society about pandemic survival. Humans are the Hom sapiens, animals are the wise. Thus, discussion was carried out about even in such an odd situation, quality of education; quality of academics should not be compromised. Every member had shown their concern. Every member had shown their commitment for qualitative consistency in education.

11. Any relevant matter with prior permission of the chairperson.

There was no matter in this meeting. The meeting concluded with positive notes.

  
Chairperson

College Development Committee

Sr No.	Name of Chairperson and Member	Signature
1	Mrs. Payal Raval - Chairperson	
2	Mrs. Lizy Jose - Management Representative (Member)	
3	Dr. Reena Arbunc - Principal (Member)	
4	Mrs. Akansha Asar - IQAC Coordinator (Member)	

For Shri L.P.Raval College of Mass Media  
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**Invitation for IQAC Meeting on 15<sup>th</sup> September 2021**

Ref.No. LPR/2021-22/21

Date: 08/09/21

To,  
Hon. Payal Raval,  
Chairperson,  
Raval Trust,  
Mira Road (East).

**Subject – Invitation for IQAC Meeting, On 15<sup>th</sup> September 2021**

Respected Madam,

You are invited to attend the IQAC meeting. It will be on 15th September 2021, at 7.30 p.m. The meeting will be in the Principal's room, Ground Floor, Shri L.P.Raval College of Mass Media and Management Studies.

The agenda of the meeting is attached herewith. If Quorum will not complete by scheduled time, then the meeting will be suspended. The meeting will be carried out at the same venue, same date after 15 minutes of suspension of said meeting. Such meeting quorum binding will not be applicable.

Please be present and oblige.

Thanking you,

Yours faithfully

Lizy Jose  
(Management Representative)

For Shri L. P. Raval College of Mass Media  
& Management Studies

Principal





### Agenda of the IQAC Proposal Meeting

- Date of IQAC meeting – 15th September, 2021
- Time of IQAC meeting – 7.30 pm onwards
- Venue of IQAC meeting – Principal's room, Ground Floor, Shri L.P.Raval College of Mass Media and Management Studies.

### Agenda of the Meeting

1. Welcome.
2. Reading and approval to the minutes of meeting of previous IQAC meeting
3. Discussion on development of Social platforms for students (DLLE)
4. Discussion on upscaling of Library resources
5. Discussion on extension activities in HEI
6. Discussion on focus on Research and Innovation
7. Discussion on Research Fund provision for teachers
8. Discussion on students participation fund
9. Discussion on effective curriculum development for add on courses by concern teachers
10. Discussion of provision of Smart Boards in classrooms
11. Discussion on planning of cross cutting issues
12. Discussion alumni activities
13. Discussion infrastructure amenities
14. Any relevant matter with prior permission of chairperson

1. Welcome –

The IQAC members were welcomed by the secretary of IQAC. It's a welcomed gift to encourage others to achieve greatness. Genuine warmth of welcome took a good moment, good thoughts into better moments, better thoughts and better planning for the Institute.

Student representative presented the welcome song as well as the teacher representative Sharada Stavan. The environment for meeting has become very pure and holy.

2. Reading and approval to the minutes of meeting of previous IQAC meeting –

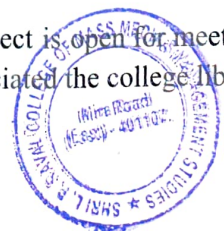
Hon. Payal Raval Madam chaired the session with his permission the meeting began. The minutes of the meeting held on 1st May, 2021 was started to read by the secretary. The minutes were read and asked for any suggestions or changes. Every member present for the meeting nodded his head in 'Yes' and approved the minutes of the previous meeting.

3. Discussion on upscaling of Library resources –

Library is the best knowledge resource for every HEI – the discussion on this subject is open for meeting. The expert members also participated in the discussion. The expert members appreciated the college library

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as one of the aesthetic infrastructure with knowledge centric places. The teacher members and student members also agree with it. They said it is a privilege of the college. Upgradation and upscaling of the library was discussed. The teacher and student members were suggested scaling the library by – OPAC, NDL, N-List. OPAC is an Online Public Access Catalogue. The OPAC is an online bibliography of a library collection that is available to the users. NDL is the National Digital Library. The college should subscribe to the membership for NDL. N-List is the National Library and Information Services. It opens knowledge internet falls for every knowledge lover student. The meeting took the decision to start upscaling at the library with OPAC, N-list and NDL.

#### 4. Discussion on Extension activities in HEI –

Hon. Chairperson, Expert members, Teacher representative, non-teaching representatives and student members agreed that the extension activities in HEI should be carried out on greater extension. At present, in a look down situation, it can be carried out on ONLINE mode. However, on return to offline mode, the momentum should swing in great acceleration. Cultural, sports, social activities, Gender equalities and skill gaining activities must be carried out for holistic development of students. The students' representative suggested that there should be 'online' competitions so that the students can give off their psychological barrier, trauma which accumulated due to the pandemic situation.

#### 5. Discussion on focus on Research and Innovation –

The teacher members were especially keen on this matter. Teacher members said that Research and Innovation is an indispensable part of curriculum and co-curriculum. Teacher members further added that the teacher will lead the Research along with students. Teacher also suggested that we undergo Research Conferences. It will help to exchange and refresh the thought process. The student members also agreed and said that they will actively participate in such a great activity.

#### 6. Discussion on Research Fund provision for teachers –

On behalf of the Management and Governance body, Hon. Lizy Madam led the discussion. The expert members accepted with every other present member. Hon. The Chairperson said that Teachers means every teacher should submit the research project. The management will provide the research fund to carry out. The governance body will support every research activity. The monetary as well as moral support will be provided for such Research projects, Research conferences as well as Research publications.

#### 7. Discussion on students' participation fund –

Student's members represented the students of college. They said that the college may provide the students participation fund while participation in extension activities and in Research activities. The teacher's members also seconded the suggestion. Hon. Lizy Madam, being representative of Management, agreed with the suggestion and said that travelling allowances, Dearness allowances as well as Registration fees will be borne by the administration for betterment of students as well as teachers also.

For Shri L P Raval College of Mass Media  
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8. Discussion on effective curriculum development for add on courses by concern teachers –

IQAC members are concerned about the skill based, value based, cross cutting issue based add on courses. Teacher members stated that such add on courses are very important to make students JOB ready. The expert members suggested different Add on courses in discussion. Student members were impressed by the decision. The Management representative said that the Governance body always stands on such betterments.

9. Discussion on provision of Smart Boards in classrooms –

Being an online scenario and the need of ICT based education, the teacher members underline the need of smart boards in classrooms. The expert members also asked about the significance of smart board use in education. The governance body representative Hon. Payal Madam accepted the demand. He said that within no time management will make such a provision for smart boards. It was decided to have minimum 10-15 smart boards for teaching – learning process in HEI. With this decision, the teacher members promised for better teaching while student members said that they will go for better learning and better perception for their career.

10. Discussion on planning of Cross Cutting issues –

Expert members lead the discussion about the Cross Cutting issues. Along with academics, students should learn about cross-cutting issues like gender sensitization, gender equality, value based issues, human right based information, social issues like humanity, animal care, nature's sustainability, Environmental issues, e-waste management etc. On behalf of teacher members, they agree on these cross cutting issues. Teacher members said that such cross cutting issues will be treated on priority basis along with curriculum. The Teacher members were assured in discussion to undergo active implementation of such courses. The student members agreed to undergo an active participation in cross cutting issues. The governance members were shown very delightfulness on such cooperation by stakeholders.

11. Discussion on Alumni activities –

Principal – secretary of IQAC brought to notice and open the discussion about Alumni. It was discussed that there are active alumni members. It is a proud association of ex-students with the HEI. The meeting-members made aware that Alumni is interested to take over many move activities with the association of the library committee of the college. Alumni students are interested to organise the different activities for the present students online as well as offline (in near future). Alumni also promised to donate books to the college library worth Rupees two lakhs. The initiative of alumni was highly appreciated by IQAC members.

12. Discussion on infrastructure amenities –

Teacher representative brought to notice that there should be infrastructure amenities. Teacher members appreciated the present infrastructure. However, in the near future, COVID-19 pandemic will normalise. It will be time for offline teaching. The classes are increasing, students are increasing therefore, and there should be updates in infrastructure amenities. The student members seconded this thought. The expert

For Shri L. P. Raval College of Mass Media  
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members understood the need for the same. Hon. Payal Madam, accepted the fact that the management will look into matters on priority basis.

13. Any relevant matter with prior permission of chairperson –

There was no matter brought for discussion by any IQAC member with permission of the chairperson. With great thanks the meeting was concluded for time.

Sr No.	Name of Chairperson and Member	Signature
1	Mrs. Payal Raval - Chairperson	
2	Mrs. Lizy Jose - Management Representative (Member)	
3	Dr. Reena Arbune - Principal (Member)	
4	Mrs. Akansha Asar - IQAC Coordinator (Member)	

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**Invitation for IQAC Meeting**

Date: 08/11/21

Ref.No : LPR/2021-22/35

To,  
Hon. Payal Raval,  
Chairperson,  
Shri. L.P.Raval Education Trust,  
Mira Road (East).

Subject – Invitation for IQAC meeting on 15th November 2021

Sir,

You are invited to attend the IQAC meeting. It will be on 15th November 2021, at 7.30 p.m. The meeting will be in Principal's room, Ground Floor, Shri L.P.Raval College of Mass Media and Management Studies

The agenda of the meeting is attached herewith. If Quorum will not complete by scheduled time, then the meeting will be suspended. The meeting will be carried out at the same venue, same date after 15 minutes of suspension of said meeting. Such meeting quorum binding will not be applicable. Please be present and oblige.

Thanking you,

Yours faithfully,

Mrs. Lizy Jose

(Management Representatives)



For Shri L. P. Raval College of Mass Media  
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### Agenda of the IQAC Proposal Meeting

- Date of IQAC meeting – 15th November, 2021
- Time of IQAC meeting – 7.30 pm onwards
- Venue of IQAC meeting – Principal's room, Ground Floor, Shri L.P Raval College of Mass Media and Management Studies

### Agenda of the meeting

1. Welcome.
2. Reading and approval to the minutes of meeting of previous IQAC meeting
3. Discussion on review of COVID-19 situation
4. Discussion on active vaccination drive
5. Discussion on funds for patent
6. Discussion on awards and recognition of HEI by society
7. Discussion on Audits of HEI and its follow up
8. Discussion on student support in HEI
9. Discussion on initiatives for Gender equality and Gender sensitization (WDC activities)
10. Discussion on up gradation of Gymkhana
11. Discussion on Sanitary Napkin Machine
12. Discussion on Book Bank development for HEI
13. Discussion on library Nlist, NDL and OPAC
14. Any relevant matter with prior permission of chairperson

1. Welcome –

The college development committee members were welcomed with warm feelings by the secretary of IQAC. The welcome of management members, expert members, teacher members, non-teaching members and student members were appreciated for their presence in the IQAC.

The beginning of the meeting was with bowing their heads to nature creator, nature Highness. In college God Sarswati is a natural power. The Sarwsati Vandan was presented by some teacher members and some students. The meeting started with bowing their heads in front of the creator power of the environment.

2. Reading and approval to the minutes of previous IQAC meeting –

Previous meeting was held on 15th September, 2021. The minutes of the meeting were read by the secretary of IQAC. The minutes were approved by every member of the meeting. With permission of Hon. Chairperson, the meeting continued.

3. Discussion on active vaccination drive –

Discussion was opened because the third wave of pandemic was about to end. The management members and expert members were keen on an active vaccination drive. On behalf of the governance body Hon. L.P.R.

For Shri L.P Raval College of Mass Media  
& Management Studies

Principal





Shri L. P. Raval Education Trust's  
**SHRI L. P. RAVAL COLLEGE OF  
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Madam said that Shri L.P.raval Education Trust's ,Shri L.P.Raval College of Mass Media and Management Studies will collectively put efforts to vaccinate the society, employees and students on a large scale. The initiative should frequent social members, employees and students will get immunity power. It will be the humanitarian duty of Shri L.P.Raval Education Trust and Shri.L.P.Raval College of mass Media and Management Studies towards the state and Country Globe. The target was set to ensure that each eligible (over 18 years) student of Shri L.P Raval College of Mass Media and Management Studies should get two doses of vaccine in time and as per government schedule.

4. Discussion on funds for 'patent', patenting innovation –

Teacher members said that the same Teacher researches are having better quality research which could be patented. The IQAC members appreciated such research and innovation. The expert members feel proud to be such quality researchers – innovation. The IQAC teacher members further discussed the fund for registration of funds. Hon. Lizy Madam said that the patent fund will be generated for the good cause.

The management members said that there should be awards for HEI, awards for teachers and awards for students. These awards give recognition to the HEI. The management members said that the social, academic contribution of college is too brought in notice to the society. It is worth getting awards and rewards for good deeds. These recognition ignite to do till better education and allied contribution by the college. The teacher members and student members agreed and decided to put sincere efforts for the same. The expert members advised the means to achieve the goals.

5. Discussion on audits of HEI and its follow up –

Administrative staff members said that the accounts audits to carry out with the heads of Income-Expenditure suits the NAAC.

Teacher members suggested that we undergo an academic audit. It can be carried out by the academic experts of other Institutes. It would be an attempt to SWOT analysis of academics of this Institute.

Expert members were keen on green audit, social audit, environmental audit, Energy audit. Expert members were discussed about the process of audit and its significance in progressive practices of the Institute.

The management members of IQAC agreed for all sorts of audits. The Quest of excellence in the field of academics, finance, and administration, environment can be carried out by auditing the institute with respect to the experts. It would be the move to excellence through audits.

6. Discussion on students support in HEI –

Students support in HEI is the most valuable proverb. Various sorts of webinars, scholarships, moral support, monetary tree ship, government-based courses, seminars, presentations, were asked to carry out by the Teacher staff. The student members of the College Development Committee were given very enthusiastic acceptance.

The progressive students for competitive examinations to carry out the governance are also making provision of funds for students and monetary fuel, as non-government scholarships, etc the discussion leads

For Shri L P Raval College of Mass Media  
& Management Studies

Principal





to the conclusion that the management has to make provisions as progressive fund. It would be a better step towards multidimensional development.

7. Discussion on initiative for Gender equality and Gender Sensitization (WDC activities) –

IQAC members, especially ladies members, said that there should be a Women Development Cell. It should be devoted to Women Development activities. It should be oriented towards gender equality and Gender sensitization. Every IQAC member is concerned with the issue. In the discussion, IQAC accepted these types of activities. The governance body accepted the expenses for WDC activities.

8. Discussion of up gradation of Gymkhana –

IQAC – Teacher members and IQAC - student members open this matter for discussion. The Gymkhana facilities are limited as per the narration by the student members of IQAC. Their views were appreciated and listened to carefully by the expert members as well as management representatives. Hon. Lizy Madam accepted the fact. She said that on 5 th floor, the expansion of the spacious Gymkhana. The management is keen on considerable demand and suggestion of stakeholders to upgrade the Gymkhana facilities at better fuel.

9. Discussion on Sanitary Napkin Machine –

The lockdown situation, online mode of teaching was predominant in pandemics. The Sanitary Napkin Vending machine was not working. It was brought to notice by ladies student members of Shri L.P.Raval College Mass Media and Management Studies. It was discussed and concluded that on an immediate basis the servicing of the Sanitary Napkin Vending Machine should be carried out. The IQAC members accepted the suggestion.

11. Discussion on Book Bank Development for HEI –

The suggestion of IQAC Teacher members and IQAC student members was brought to notice at the meeting. The Book Bank is one of the requirements of students. It can be arranged. The meeting was called to Ms.Priyanka, Librarian of college. She suggested having and availing the book bank scheme by the Department of Student Welfare, Mumbai University. Every member agreed to take follow-up of the same with DSW of University of Mumbai.

For Shri L.P Raval College of Mass Media  
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Principal





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12. Discussion of Library N- List, NDL and OPAC –

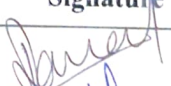

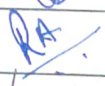

In the previous meeting the upgrade of the library was decided. The IQAC members agreed for N-List, NDL and OPAC. The meeting asked the Librarian to follow up on these up-scaling criteria. The meeting was made aware that the N-List, NDL and OPAC are processed and in the form of activation. It was a surprise to learn about it. Every IQAC member appreciated the same.

13. Any relevant matter with prior permission of chairperson –

There was no such matter for discussion.

  
Chairperson

College Development Committee

Sr No.	Name of Chairperson and Member	Signature
1	Mrs. Payal Raval - Chairperson	
2	Mrs. Lizy Jose - Management Representative (Member)	
3	Dr. Reena Arbune - Principal (Member)	
4	Mrs. Akansha Asar - IQAC Coordinator (Member)	

For Shri L. P. Raval College of Mass Media  
& Management Studies

  
Principal





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### Invitation for IQAC Meeting

Ref. No: LPR/2021-22/50

Date: 17/01/22

To,  
Hon. Payal Raval,  
Chairperson,  
Shri. L.P.Raval Education Trust,  
Mira Road (East).

Subject – Invitation for IQAC meeting. On 24<sup>th</sup> January 2022

Respected Madam,

You are invited to attend the IQAC meeting. It will be on 24th January 2022, at 7.30 p.m. The meeting will be in the Principal's room, Ground Floor, Shri L.P Raval College of Mass Media and Management Studies. The agenda of the meeting is attached herewith. If Quorum will not complete by scheduled time, then the meeting will be suspended. The meeting will be carried out at the same venue, same date after 15 minutes of suspension of said meeting. Such meeting quorum binding will not be applicable. Please do present and oblige.

Thanking you,

Yours faithfully,

Mrs. Lizy Jose  
(Management Representative)

For Shri L P Raval College of Mass Media  
& Management Studies

Principal





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### Agenda of the IQAC Proposal Meeting

- Date of IQAC meeting – 24th January, 2022
- Time of IQAC meeting – 7.30 pm onwards
- Venue of IQAC meeting – Principal's room, Ground Floor, Shri. L.P.Raval College of Mass Media and Management Studies.

### Agenda of the meeting

1. Welcome.
2. Reading and approval to the minutes of meeting of previous IQAC meeting
3. Discussion on Training and placement unit in HEI
4. Discussion on Registration and Funds for patent
5. Discussion on felicitation of Women with distinction and as gender sensitization
6. Discussion on encouragement of students by honouring as Best Student
7. Discussion on Industrial Visits of students

For Shri L.P.Raval College of Mass Media  
& Management Studies

Principal





### Minutes of meeting

#### 1. Welcome –

IQAC members were welcomed by the college Principal in the capacity of Secretary of the IQAC. The welcome is a wonderful gift to encourage others to achieve greatness. The IQAC guests are valued, they are listened to the best of course, and therefore everyone was welcomed.

The meeting thereafter started with Sharada Stavan. Maa Sarswati is Devi Sharada, Devi of Education, source of every art. The educational meeting to start with good vibes of divine feeling may boost the thought process.

#### 2. Reading and approval to the minutes of meeting of previous IQAC meeting –

Previous meeting minutes were read by the secretary of the IQAC, with permission of Hon. Madam being chairperson of IQAC. The present members of IQAC agreed on facts discussed in the previous meeting and approved these facts in form of minutes of meeting.

#### 3. Discussion on Training and placement unit in HEI –

The student members said that there should be activities focused on training and placement of third year students. The teacher members seconded the concern, thought and suggestion of the student members of IQAC. The expert members of IQAC added the valuable direction to form a training and placement cell. The management members accepted the importance of such a TP process. The Governance body has accepted to take initiative for noble cause. The expert members were in a suggestive phase while meeting about training and placement. One thought stream suggestive for outsourcing for the placement. Every member agreed for a second proposal that is to appoint a training and placement officer for the purpose.

#### 4. Discussion on felicitation of Women with distinction –

Ladies teacher members of IQAC and Ladies student members of IQAC asked for felicitation of women with distinction. It would be an honour to such distinct women while encouraging young budding college girl students as inspiration. The decision was accepted by all members.

#### 5. Discussion on encouragement of students by honouring as Best students –

The student members of IQAC suggested that for encouragement of students, the Best student's award may be honoured. The members of the meeting immediately accepted the suggestion. The

For Shri L P Raval College of Mass Media  
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Principal







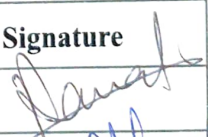



discussion was set to honour the best student (male, female) of each class, best student (male, female) of each department and best student (male, female) of the entire college. The criteria have to be decided, the process should be transparent and the same student should not be nominated for all categories. To observe the gender sensitization and gender equality, the best student award should be given as best student (male) and best student (female) of each category – class, department and college.

#### 6. Discussion on Industrial visit of students –

Industrial visits are part and participle of the curriculum. Industrial visits apply the practical experience to the students. IVs means classroom outside the college. The importance of Industrial Visits to students was narrated by teacher members of IQAC. Expert members of IQAC also accepted the fact. Hon. Chairperson Payal Madam accepted the fact and said that due to COVID-19 pandemics, the IVs may be organised within Maharashtra.

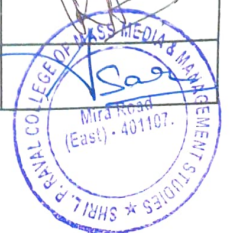
  
Chairperson

College Development Committee

Sr. No.	Name of Chairperson and Member	Signature
1	Payal Raval - Chairperson	
2	Lizy Jose - Management Representative (Member)	
3	Reena Arbune - Principal (Member)	
4	Akansha Asar - IQAC Coordinator (Member)	

For Shri L. P. Raval College of Mass Media  
& Management Studies

  
Principal





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**Invitation for IQAC Meeting**

Ref.No: LPR/2021-22/60

Date: 07/03/22

To,  
Hon. Payal Raval,  
Chairperson,  
Shri. L.P.Raval Education Trust,  
Mira Road (East).

Subject – Invitation for IQAC meeting. On 14<sup>th</sup> March 2022

Respected Madam,

You are invited to attend the IQAC meeting. It will be on 14<sup>th</sup> March 2022, at 7.30 p.m. The meeting will be in the Principal's room, Ground Floor, Shri L.P.Raval College of Mass Media and Management Studies. The agenda of the meeting is attached herewith. If Quorum will not complete by scheduled time, then the meeting will be suspended. The meeting will be carried out at the same venue, same date after 15 minutes of suspension of said meeting. Such meeting quorum binding will not be applicable. Please do present and oblige.

Thanking you,

Yours faithfully,

Mrs. Lizy Jose  
(Management Representative)

For Shri L.P.Raval College of Mass Media  
& Management Studies

Principal





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### Agenda of the IQAC Proposal Meeting

- Date of IQAC meeting – 14th March, 2022
- Time of IQAC meeting – 7.30 pm onwards
- Venue of IQAC meeting – Principal's room, Ground Floor, Shri L.P.Raval College of Mass Media and Management Studies.

### Agenda of the meeting

1. Welcome.
2. Reading and approval to the minutes of meeting of previous IQAC meeting
3. Discussion on participation of students on Unit Youth Festival
4. Discussion on organisation of Sports committee
5. Discussion on organisation of Cultural committee
6. Discussion on Inter-departmental activities
7. Discussion on Book donation by Alumni
8. Discussion organisation of Degree distribution programme
9. Any relevant matter with prior permission of the chairperson. List of members present for meeting

For Shri L P Raval College of Mass Media  
& Management Studies,

Principal





### Minutes of Meeting

#### 1. Welcome –

IQAC members were welcomed by the college Principal in the capacity of Secretary of the IQAC. The welcome is a wonderful gift to encourage others to achieve greatness. The IQAC guests are valued, they are listened to for the best of cause, and therefore everyone was welcomed.

The meeting thereafter started with Sharada Stavan. Maa Sarswati is Devi Sharada, Devi of Education, source of every art. The educational meeting to start with good vibes of divine feeling may boost the thought process.

#### 2. Reading and approval to the minutes of meeting of previous IQAC meeting –

Previous meeting minutes were read by the secretary of the IQAC, with permission of Hon. Payal Madam being chairperson of IQAC. The present members of IQAC agreed on facts discussed in the previous meeting and approved these facts in form of minutes of meeting.

#### 3. Discussion on participation of students in University Youth Festival –

The University Youth Festival is organised by the Department of Student Welfare of Mumbai University. Every year, the DSW organises Youth Festival at District/ Zone level. The first three rankers of district / zone level will compete for university level competition. There are more than thirty competitions, especially cultural competitions. The Youth Festival participation is iconic and prestigious to each participant as well as Participant College. The student members provided this information in the meeting. Student members said that many more students are interested in the University Youth Festival. The committee members especially Chairperson Hon. Payal Raval Madam shows keen interest in the University Level Youth Festival and its cultural competitions. He grants the permission for the same at monetary level and at physical facility level. Hon. Payal Raval Madam, said that Management is with HEI.

4. Discussion on organisation of Sports Competition – Student's members were keen on organisation of sports competition, as it is time for offline mode of education. All members agree for organising the sports competition for the students.

#### 5 Discussion on organisation of Cultural Competition –

The offline mode of students, free moments and free movements after two years of pandemic made enthusiasm in students. The student members proposed an organisation of Cultural activities at Inter class

For Shri L P Raval College of Mass Media  
& Management Studies

Principal





level in the college Hon. Chairperson and other all IQAC members in favour of students to organise the cultural competitions.

6. Discussion on Inter Departmental activities –

To break ice between departments in college, inter - departmental activities should begin as requested by teacher members of the IQAC. The permission for the same was granted by all IQAC members.

7. Discussion on Book donation by Alumni –

Teacher members and student members said at the meeting that the Alumni are interested in donating books to the college library. The move was welcomed by all members of IQAC.

8. Discussion on organisation of Degree distribution programme –

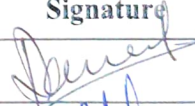
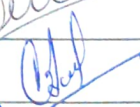

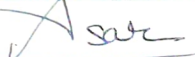
Alumni were asking for a degree distribution programme. However, till date some of the degrees were not received by the university. The meeting noted that as soon as Degrees will receive the programme will be organised with immediate effect.

9. Any relevant matter with prior permission of chairperson –

There was no relevant matter in this meeting. The meeting concluded with positive notes.

  
Chairperson

College Development Committee

Sr No.	Name of Chairperson and Member	Signature
1	Mrs. Payal Raval - Chairperson	
2	Mrs. Lizy Jose - Management Representative (Member)	
3	Dr. Reena Arbune - Principal (Member)	
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Principal





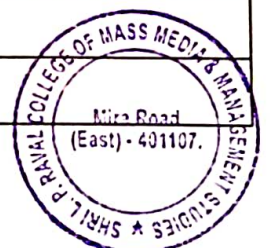
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## ACTION TAKEN REPORT

<b>Students Complaint / Expectation of Stakeholders</b>			
<b>Governance / Employers</b>	<b>Teachers</b>	<b>Students</b>	<b>Alumni</b>
ISO of HEI	Add-On Courses	DILE Library Activities	Library Activities
Social Platform	Resource in Library	Gymkhana	Library Books
Job ready Diploma	Additional Laboratory	Sanitary Napkin Vending Machine	Co-curricular Activity carry out
Upgradation of Library	Research Fund	Industrial Visit	Library Up gradation
Infrastructure Laboratory	Research Project	University youth festival Participation	Book Donation
Extension Activities	Fund for Patent	Research Activity with teachers	Book Addition
Research Innovation	National Conferences	Sports Competition	Book Bank Development
Research Conference	International Conferences	Cultural Competition	
Vaccination Drives	Felicitation of unsung women	Inter Departmental Activity	
Unique practices of HEI	WDC Activities	Inter collegiate participation	
Teachers Appraisal	Best unique Practice by HEI	Degree Distribution Program	
Research Fund Provision	ISBN/ISSN registration of college	Best Students awards	
Teacher Participation Fund	Cross Cutting Issues	Training and Placement Activities	
Awards & Recognition	Teacher's self appraisal form	Upgradation of Library	
Training & Placement	Student's feedback form	Smart Board Activities	
Students	Collaboration MOU	Project work/field work/Internship	
Teachers Association	Training and Placement	Student support by Governance	
Programme	Smart Board Facilities		
Development	Teacher's Participation		

For Shri L P Raval College of Mass Media  
& Management Studies

Principal





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Audit, Environment Audit	Student's Participation		
Students Support	Faculty Empowerment		

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& Management Studies

  
Principal

