

## MINUTES OF MEETING OF IQAC HELD ON 30<sup>th</sup> July 2021 FOR

### Academic Year 2020-21

The Third IQAC Meeting for the Academic Year 2020-21 was held on Friday, 30<sup>th</sup> July 2021 on Google Meet. The meeting commenced at 9.30 a.m.

The following members were present:

Dr. Shilpa P. Charankar	Executive Secretary, Seva Mandal Education Society (SMES)
Dr. Vaijayanti Ranade	External Expert (Academic- Retd. Vice-Principal, G.N. Khalsa College)
Mrs. Rakhee S. Gadhave	Chairperson (I/C Principal)
Mr. Satyawar Bagwe	IQAC Co-Ordinator
Mr. Rajesh K. Kardak	Vice- Principal (Member)
Mrs. Snehal Salunkhe	Librarian (Member)
Mrs. Urvi Mehta	Administrative Staff
Mr. Nilesh Das	Nominee from Local Society (Practicing Lawyer)
Mr. Manish Khandelwal	Nominee from Local Society (Businessmen)
Mrs. Preeti Das	Student Representative (T.Y.BBA LLB)
Ms. Poojarani Giri	Alumni
Ms. Rushda Patel	Alumni
Mrs. Leena Raje	Invitee (Principal- Smt. MMP. Shah Women's College of Arts & Commerce)
Mrs. Mala Pandurang	Invitee (Principal- Dr. BMN College of Home Science)
Mrs. Vidya Subramanian	Invitee (Librarian- Dr. BMN College of Home Science)
Mrs. Rakhee Nair	Invitee (Teaching Staff)
Mrs. Shobha Shewale	Invitee (Teaching Staff)
Ms. Noynika Samanta	Invitee (Teaching Staff)
Ms. Shreya Pai	Invitee (Teaching Staff)

The following members were granted Leave of Absence:

Dr. Dilip R. Trivedi	President, Seva Mandal Education Society (SMES)
Mr. Pravin G. Shah	Hon. Secretary, Seva Mandal Education Society (SMES)
Dr. Bharat M. Pathak	Hon. Secretary, Seva Mandal Education Society (SMES)

Dr. Kiran Sharma	External Expert (Academic- Assistant Professor, K.C. Law College)
Mrs. Dipti Khandelwal	Student Representative (SYLLB)

Mrs. Rakhee S. Gadhave chaired the Meeting & welcomed the Members of the Committee and the Invitees.

**Agenda 1: To Read and Confirm the Minutes of 2<sup>nd</sup> IQAC Meeting held on Friday 12<sup>th</sup> March 2021 and Action Taken Report.**

The Minutes of the 2<sup>nd</sup> IQAC Meeting held on Friday, 12<sup>th</sup> March 2021, was confirmed along with Action Taken Report.

**Agenda 2: Matter arising from the Minutes.**

There was no matter arising from the Minutes.

**Agenda 3: Report of the College.**

Mr. Satyawan Bagwe IQAC Co-Ordinator Presented College Report.

The College Report reflected number of webinars attended and conducted:

- **Dr. Ranade suggested the following suggestions: -**
  - Focus on the outcomes (what is learnt) or the achievement of the Webinar is more important than the specification of date of conduction, time and the details of information.
  - All taken work should have a timeline.
  - PPTs should be refined with help of English teacher for avoiding grammatical errors.
- Dr. Ranade expressed that while inviting the invitees, one should look at how they can positively contribute for the growth of the college.
- Dr. Mala Pandurang suggested IQAC Presentation should be Criteria wise. She also highlighted the need of developing website as per the NAAC Requirement.

**Agenda 4: Presentation of Examination Committee.**

Mr. Satyawan Bagwe presented the Examination PPT & demonstrated the use of Testmoz

- Dr. Ranade suggested to focus on the outcome of the result in comparison to the results of previous years by pie-charts and graphs. She also proposed that as the software used is a paid version, it needs to be utilized to its optimal level and so a thorough analysis of the previous and current results would result in understanding the efforts taken to improve the examination process.
- Dr. Ranade advised the comparison of software with Dr. BMN College & Smt. M.M.P. Shah College as a healthy practice which has to be shared.
- Dr. Ranade added a point regarding Feedback System. As it is crucial, it is the Law College's responsibility to look at its generation and analysis. Mr. Satyawan Bagwe added that we will get a feedback by the end of August including few questions related to infrastructures.

- Dr. Ranade suggested the need to analyze the feedback which should be reported under IQAC. She also suggested take the sum of all the IQAC Meetings and mention in the 4<sup>th</sup> IQAC Meeting.

**Agenda 5: Any other matter with the permission of the chair.**

- Dr. Leena Raje believed Smt. K. G. Shah Law School can contribute to Design Course as there is plenty of scope for the collaboration.
- Dr. Leena Raje suggested that IQAC Co-Ordinator of both colleges should be invited regularly.
- Dr. Ranade suggested External Member of Law Faculty should contribute to the curriculum as there is paucity of suggestions from the members as their suggestion will be more helpful. She even added the contribution of alumni to Teaching Learning Experience. IQAC Members should actively participate in the meeting. There should be full attendance and active participation of the member which should be initiated by Mrs. Rakhee S. Gadhave. The Qualitative Initiative should be initiated not only by Dr. Ranade but also from all the members.
- Dr. Shilpa P. Charankar suggested inclusion of Dr. Navin Punjabi where Rajesh Kardak assured that Dr. Navin Punjabi will be part of IQAC from the next academic year.
- Mr. Manish Khandelwal was of the opinion that some E-books should be provided as Study materials.
- Mrs. Vidya Subramanian replied whatever material is available is provided to students and faculty and she is in constant touch with the publisher and as of now, the E-copies are not available.
- Ms. Rushda Patel suggested to conduct Virtual Moot Court.
- Dr. Ranade suggested that the Inaugural of Legal Aid Clinic should be included under Quality Initiatives.
- Dr. Mala Pandurang advised to extend activities of Legal Aid Clinic in the Campus so that other students can take advantage of it as signing of MOU with Dr. BMN College and Online Legal Aid will be of great advantage. Even Dr. Leena Raje agreed with Dr. Mala Pandurang for Online Legal Aid Facility.
- Dr. Ranade suggested the start Legal Aid within the College Campus and improve and heighten upon it ensuring the benefits are directly enjoyed by the students. She also advised a thorough monitoring from a teacher in-charge for the para legal volunteers.
- Dr. Shilpa P. Charankar suggested that every action should have a timeline and be task oriented.
- Mr. Manish Khandelwal appreciated the number of Virtual Webinars organized by Law School which added Practical Knowledge in the students. Cyber Security Course was proved valuable to students.
- Mrs. Vidya Subramanian asked to submit recorded Webinar to College Library Repository.
- Dr. Mala Pandurang pointed the necessity to have separate URL for Law College as Library Resource has weightage under Criteria IV. Dr. Ranade further added that every college should have Separate system though it may be one management. She advised to discuss in Governing Council for separate.
- Mr. Rajesh Kardak inquired about the signing MOU with Dr. BMN College will resolve issues pertaining to Library, and both Dr. Ranade and Mrs. Vidya Subramanian said that they will try to find out whether separate URL is required or not required.
- External Expert appreciated Dr. Mala Pandurang and Dr. Leena Raje for their contributions.

The meeting ended with Thanks to the Chair.

### **Action Taken Report on IQAC Minutes of July 2021 Meeting**

<b>Points</b>	<b>Action Taken</b>
Activities with Outcome.	Will be implemented from next Academic Year.
Developing Website as per NAAC Requirements.	Website developed as per NAAC Requirements.
Examination Reforms.	Examinations Reforms are still pending.
Feedback System.	Feedback forms were taken from all Stake holders & were analyzed.
Designing of Course with Smt. MMP. Shah College.	Will be working on The Designing Course for the next Academic Year.
Conducting Virtual Moot Court.	Will be conducting in Next Academic Year.
Providing Online Legal Aid Facility in the campus.	Pamphlets with contact details of Para Legal Volunteers & Faculty members are displayed in the campus. Para Legal Volunteers will be undergoing training in the last week of August 2021 by the Mumbai Suburban Legal Services Authority.
Webinar recording for Library Repository.	Webinar Recordings have been sent for Library Repository.
Separate Library E-resources for Law School.	Mrs. Snehal Salunkhe (Librarian) is working on it.

**CHAIRMAN**

Mrs. Rakhee S. Gadhave  
(In-charge Principal)

**SECRETARY**

Dr. Bharat M. Pathak  
(Hon. Secretary)