



Janardan Bhagat Shikshan Prasarak Sanstha's
Bhagubai Changu Thakur College of Law, New Panvel

Date: 28-07-2020

Minutes of the 1st Meeting of Internal Quality Assurance Cell (IQAC)

Time: 12:30 pm

Venue: Board room

Present:

No.	Name of the Member	Designation / Department	Position in Committee
1.	Mrs. Sheetala Shrikant Gawand	I/C Principal	Convener
2.	Mr. Paresh Thakur	Member, Janardan Bhagat ShikshanPrasarak Sanstha	Management Representative
3.	Dr. S. T. Gadade	Secretary, Janardan Bhagat ShikshanPrasarak Sanstha	
4.	Mrs. Shruti Pote	Assistant Professor in Law	
5.	Mrs. Priyanka Mhatre	Assistant Professor in Law	Teachers Representative
6.	Mrs. Deepali Babar	Assistant Professor in Law	
7.	Mrs. Yugandhara Lele	Librarian	
8.	Dr. Seema N. Kamble	Principal Shri Bapusaheb D. D. Vispute College of Education, New Panvel.	Academician
9.	Ms. Shekhar Sakapal	Clerk /Accountant	Administrative Staff
10.	Mrs. Archana Thakur	Member NGO	Community representative
11.	Mr. Ganesh Koli	Member	Industry representative
12.	Mrs. Neha Hemant Telwane	Member	Parents representative
13.	Mr. Sumit Khopkar	Student	

14.	Ms. Neha Barkume	Student	Students' Representative
15.	Vinayak Koli	Alumni	Alumni representative
16.	Mr. Vikas Nadekar	Alumni	
17.	Mr. Om Thotavand	Alumni	

Dr. Mrs. Shitala Shrikant Gavand(I/C Principal)

Asst.Prof. Mrs. Shruti Pote (IQAC Coordinator)

Asst. Prof. Mrs. Priyanka Mhatre

Asst. Prof. Mrs. Deepali Babar

Mrs. Yugandhara Lele (Librarian)

The meeting commenced with the Asst.Prof. Mrs. Shruti Pote (IQAC Coordinator) welcomed all members and introduced the key agendas for discussion.

1. Multiple Choice Question Bank Creation The I/C Principal led discussions on the creation of a Multiple-Choice Question (MCQ) bank. The objective is to enhance the variety and quality of assessments. Members shared insights on the structure, difficulty levels, and subject coverage of the questions.

2. Training of Faculties for Online Teaching: The I/C Principal presented a plan for the training of faculties in using online teaching methods and tools. Discussions focused on identifying suitable training programs, resources, and best practices for effective virtual instruction. The importance of continuous professional development was emphasized.

3. Organizing Online Webinars: The proposal to organize online webinars was discussed, aiming to bring in external experts for knowledge-sharing sessions. Members deliberated on potential topics, speakers, and the logistics of conducting successful webinars. The importance of student participation in these events was highlighted.

4. Online Committee Formation: Discussions were held regarding the formation of an online committee. The committee's responsibilities include overseeing and implementing various online initiatives, monitoring the quality of online content, and addressing technical challenges. Members volunteered to join the committee, and roles were assigned accordingly.

5. Assisting Students in Usage of Online Platforms: Mrs. Shitala Gavand presented strategies to assist students in using online platforms effectively. This involves providing guidance on accessing course materials, participating in virtual classrooms, and troubleshooting technical issues. The committee discussed potential workshops and support services.

6. Action Plans and Responsibilities: For each agenda item, action plans were developed. Responsibilities were assigned to specific members or committees, and timelines were established for implementation. The importance of collaboration among faculty, staff, and students was emphasized to ensure the success of the proposed initiatives.

7. Documentation and Reporting: Mrs. Shruti Pote emphasized the importance of documenting all decisions and action plans. A standardized reporting format was introduced, and members were encouraged to provide regular updates on the progress and challenges faced in their respective areas.

Any Other Matter Members were given the opportunity to raise any additional matters not covered by the agenda. Relevant announcements and updates were shared during this segment.

The schedule for future IQAC meetings was discussed, and the Chairperson provided closing remarks, expressing appreciation for the active participation and dedication of all members.

Mrs. Shitala Gavand
(I/C Principal)
Convener

Mrs. Shruti Pote
IQAC Coordinator