



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

**Date:** 10-07-2021

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

**Time:** 12:30 pm

**Venue:** Board room

**Present:**

<b>No.</b>	<b>Name of the Member</b>	<b>Designation / Department</b>	<b>Position in Committee</b>
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.	Ms. Sanghpriya Shere	Assistant Professor in Law	IQAC Coordinator
5.	Mrs. Dhanashri Kadam	Assistant Professor in Law	
6.	Mrs. Ravnish Bector	Assistant Professor in Law	Teachers Representative
7.	Mrs. Vrushali Ramteke	Assistant Professor in Law	
8.	Ms. Ninad Shendge	Assistant Professor in Law	
9.	Mr. Shruti Pote	Assistant Professor in Law	
10.	Ms. Hitesh Chattani	Librarian	
11.	Dr. Seema N. Kamble	Principal Shri Bapusaheb D. D. Vispute College of Education, New Panvel.	Academician
12.	Mrs. Pallavi Khot	Clerk /Accountant	Administrative Staff
13.	Mrs. Archana Thakur	Member NGO	Community representative

14.	Mr. Ganesh Koli	Member	Industry representative
15.	Mrs. Neha Hemant Telwane	Member	Parents representative
16.	Mr. Amit Khaire	Student	Students' Representative
17.	Mrs. Sangeeta Ashok Mane.	Student	
18.	Mr. Vinayak Koli	Alumni	Alumni representative
19.	Mr. Darshan Mohare	Alumni	
20.	Ms. Reshma Kolhekar	Alumni	

**Present:**

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

Asst.Prof. Ms. Sanghpriya Shere (IQAC Coordinator)

Asst.Prof. Mrs.Dhanashri Kadam

Asst.Prof. Mrs. Ravnish Bector

Asst.Prof. Mrs. Vrushali Ramteke

Asst. Prof. Mr. Ninad Shendge

Asst.Prof.Mrs. Shruti Pote

Mr. Hitesh Chatani (Liabrarian)

The meeting commenced with the Chairperson Asst.Prof. Ms.Sanghpriya Shere welcomed all members and introduced the key agendas for discussion.

**1. Assessment of Online Teaching-Learning Process** Dr. Mrs. Sheetala Gawand (I/C Principal) led discussions on the assessment of the online teaching-learning process. Members shared insights on the effectiveness of current online methodologies, challenges faced by faculty and students, and potential improvements. Considerations were made for inclusivity and varied learning styles.

**2. Evaluation Process in Online Mode** Discussions focused on the evaluation process in the online mode. Members deliberated on the reliability and validity of online assessments, fairness, and measures to prevent academic dishonesty. The goal was to ensure a robust evaluation system that upholds academic standards.

**3. Creation of WhatsApp Group for Student Interaction** The proposal to create a WhatsApp group for interactive communication with students was discussed. Members explored the benefits of using instant messaging for quick updates, addressing queries, and fostering a sense of community among students. Guidelines for maintaining professionalism and ensuring information accuracy were considered.

**4. Evaluating the Online Admission Process** Dr. Mrs Dr. Mrs. Sheetala Gawand (I/C Principal) presented plans for evaluating the online admission process. Discussions included an analysis of the user experience, transparency, and efficiency of the online admission system. The committee explored potential enhancements to streamline the admission process and provide a seamless experience for applicants.

**5. 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 continuous feedback from faculty, students, and administrators in refining online processes was emphasized.

The I/C Principal ma'am stressed 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.

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.

Dr. Shitala Shrikant Gavand

(I/C Principal)

Convener