



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

Date: 18-09-2021

Minutes of the 2nd 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.	Ms. Sanghpriya Shere	Assistant Professor in Law	IQAC Coordinator
5.	Mrs. Dhanashri Kadam	Assistant Professor in Law	Teachers Representative
6.	Mrs. Ravnish Bector	Assistant Professor in Law	
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 began with the Chairperson Asst.Prof. Ms.Sanghpriya Shere welcomed all members and introducing the key agendas for discussion.

Review of Previous Meeting Minutes: The minutes of the previous meeting were reviewed, and updates were provided on the action items. It was confirmed that the status of previous action items was addressed.

1. Evaluation of Online Processes: Dr. Shitala Shrikant Gavand (I/C Principal) initiated discussions on the evaluation of online processes. Members shared insights on the overall effectiveness of online teaching and learning, addressing challenges faced by both faculty and students. The focus was on identifying areas of improvement and implementing strategies for enhancement.

2. Ensuring Proper Recording & Documentation of Online Teaching-Learning & Evaluation

Methods: Discussions centred around the need for proper recording and documentation of online teaching-learning processes and evaluation methods. Members explored the development of standardized templates, checklists, and documentation procedures to ensure clarity, consistency, and accessibility of recorded data.

3. Assessment Procedure of Online Examinations: The Exam committee delved into the assessment procedure for online examinations. Considerations were made for the security and integrity of the examination process, including preventive measures against cheating and the use of advanced online proctoring tools. Strategies for providing a fair and secure examination environment were discussed.

4. Alignment of Vision & Mission with Institutional Objectives: Dr. Shitala Shrikant Gavand (I/C Principal) presented an analysis of the institution's vision and mission, comparing them with the current objectives. Members discussed the alignment of these statements with the evolving needs of the institution and explored potential revisions to better reflect the current educational landscape.

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 ongoing communication with faculty, students, and administrators to gather feedback and make informed decisions was emphasized.

Documentation and Reporting: Asst.Prof. Ms.Sanghpriya Shere 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