



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

Date: 15-10-2022

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. Dhanashri Yogesh Kadam	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.	Dr. Mamta Goswami	Assistant Professor in Law	Teachers Representative
6.	Mrs. Ravnish Bector	Assistant Professor in Law	
7.	Mr. Himanshu More	Assistant Professor in Law	
8.	Ms. Bhagyshri Kamble	Assistant Professor in Law	
9.	Mr. Raghav Sharma	Assistant Professor in Law	
10.	Ms. Jahnvi Bhoir	Librarian	
11.	Dr. Rupendra Gaiwkad	Principal Ramsheth Thakur Commerce and Sciences College, Kharghar	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. Varsha Ware	Member	Parents representative
16.	Ms. Poonam Chavan	Student	Students' Representative
17.	Ms. Samrudhhi Tiwatne	Student	
18.	Mr. Vinayak Koli	Alumni	Alumni representative
19.	Ms. Vaishnavi Thakur	Alumni	
20.	Ms. Supriya Mhatre	Alumni	

Present:

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Ms. Sanghpriya Shere	Assistant Professor in Law/IQAC Coordinator
Dr. Mamta Goswami	Assistant Professor in Law
Mrs. Ravnish Bector	Assistant Professor in Law
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Ms. Bhagyshri Kamble	Assistant Professor in Law
Mr. Raghav Sharma	Assistant Professor in Law
Ms. Jahnvi Bhoir	Librarian

The meeting began with the Ms. Sanghpriya Shere (IQAC Coordinator) 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 Processes: Mrs. Dhanashri Yogesh Kadam (I/C Principal) initiated discussions on the evaluation of processes. Members shared insights on the overall effectiveness of 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 Teaching-Learning & Evaluation Methods: Discussions centred around the need for proper recording and documentation of 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 Examinations: The Exam committee delved into the assessment procedure for internal & external examinations. Considerations were made for the security and integrity of the examination process, including preventive measures against cheating. Strategies for providing a fair and secure examination environment were discussed.

4. Alignment of Vision & Mission with Institutional Objectives: Mrs. Dhanashri Yogesh Kadam (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: Ms. Sanghpriya Shere (IQAC Coordinator) 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.

Mrs. Dhanashri Yogesh Kadam
(I/C Principal)

Mr. Raghav Sharma
(IQAC Coordinator)