

# Meeting Minutes

**Place of Meeting:** Conference Hall/IQAC Room

**Time:** 12:00 p.m.

## Opening

The first Meeting of IQAC was duly called and held on Wednesday, 31st July 2019 by the IQAC Coordinator. The meeting commenced at 12:00 p.m., and the following agendas were discussed.

## Present

<b>Chairperson: Head of the Institution</b>	Dr. Sunita Adhav
<b>Senior Administrative Officer</b>	Mr. Dhiraj Kothmire
<b>Three Teachers</b>	Asst. Prof. Shivanjali Bhoite Asst. Prof. Mayura Borde Asst. Prof. Abhijeet Dhere
<b>Two Members from the Management</b>	Prof. Shamkant Deshmukh Adv. Dr. Chintamani Ghate
<b>One/Two Nominees from Local Society/ Students/ Alumni</b>	Mr. Rohit Sali Adv. Pooja Deo
<b>One/Two Nominees from Employers/ Industrialists/ Stakeholders</b>	Adv. Amit Girme Adv. Pratik Tendulkar
<b>External Expert</b>	Prof. Peeyush Pahade
<b>Coordinator of IQAC</b>	Dr. Ananya Bibave

## Absent

None

## Approval of Minutes from the last meeting

The minutes of the previous Meeting of IQAC held on Thursday, 28 March, 2019 were read out by the Coordinator of IQAC. It was unanimously resolved to recommend the confirmation of the minutes of the previous meeting.

## Open Issues

1. The IQAC Coordinator introduced the new members of the IQAC appointed for the academic year 2019-20. The Chairman of the IQAC, Principal Dr. Sunita Adhav, welcomed all the members of the IQAC.
2. The requirement and importance of the submission and compilation of AQAR before 30th September 2018 was informed by Dr. Ananya Bibave (IQAC Coordinator)
3. Conducting bridge course

4. Commencement of lectures
5. Mr. Abhijeet Dhere read out the Action-Taken report of all the complaints and suggestions from the suggestion box.
6. The IQAC proposed academic Planning and conducting various college activities
7. Asst. Prof. Shivanjali Bhoite read the college's annual report, which needs to be sent to Savitribai Phule Pune University and the Bar Council of India.
8. Conducting certificate course.

## **New Agendas**

1. NAAC Criteria were allotted to teaching and non-teaching staff
2. Lectures to be commenced from 15 July, 2019
3. Preparation of College Annual Report
4. Academic Planning was prepared; the following college events were proposed:
  - a. National Seminar
  - b. International Seminar
  - c. Moot Court Competition
  - d. Elocution and Debate Competition
  - e. Street-Play Competition
  - f. Cultural Activities
  - g. College Fest
  - h. College Blog
5. Purchase of Learning Management System for taking online attendance and examinations.
6. Approval of Agenda
7. Conducting bridge course for the first year B.A. LL.B and LL.B
8. Conducting Certificate Course on Corporate Law - 30 hours - from mid October

## **Approval of Meeting**

1. All the participants unanimously sanctioned the meeting; no objection was raised.

## **Agenda for the next meeting**

1. Conducting National and International Seminar
2. Conducting Moot Court Competition
3. Installation of the Learning Management System

## **Adjournment**

The meeting was adjourned at 01:25 pm. The next IQAC Meeting is scheduled on Tuesday, 5th November 2019 at 12 pm.

Minutes submitted by

Approved by