

DR PANJABRAO DESHMUKH COLLEGE OF LAW AMRAVATI
INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting of the Internal Quality Assurance Cell held on Thursday, 6th July 2017.

The 1st Meeting of the IQAC or the session 2017-18 was held on 6th July in which the following were present:

- | | |
|-------------------------|------------------------------|
| 1. Dr.Pranay Malviya – | Chairman IQAC |
| 2. Dr.Rajesh G.Patil – | Co-ordinator IQAC |
| 3. Dr.B.A.Deshpande – | Associate Professor |
| 4. N.K.Ramteke – | Assistant Professor |
| 5. R.S.Kale – | Assistant Professor |
| 6. D.H.Lokhande– | Assistant Professor |
| 7. Dr.V.N.Deshmukh – | Assistant Professor |
| 8. M.U.Ingole – | Assistant Professor |
| 9. C.A.Ghuge – | Assistant Professor |
| 10. Dr. P.Y.Dabhade – | Assistant Professor |
| 11. Shri S H Bhoge - | Librarian |
| 12. Shri U V Thakre - | Director, Physical Education |
| 13. C.A Anupama Laddha- | CHB Teacher |
| 14. Dr Manish Wadive- | CHB Teacher |
| 15. Dr Sukhdev Undare- | CHB Teacher |
| 16. K.J.More - | Admin Staff |
| 17. S.A.Manohare - | Admin Staff |

The agenda of the meeting was

- 1. To review the IQAC work for the year 2015-16 as per the Plan of Action decided on the meeting held in the beginning of the year.**
- 2. To decide upon the Plan of Action for the upcoming Academic Year (2017-18)**
- 3. To discuss and start preparation for the upcoming accreditation and assessment by the NAAC for the third cycle**

4. To collect data in the form of formats on each criterion so that the relevant data required for preparation of AQAR can be collected edited and AQAR is prepared

At the outset, the Chairman, Dr Pranay R. Malviya welcomed the Members of the Committee. The Coordinator Dr Rajesh G Patil briefed the committee about the agenda of the meeting .

SECTION-1

- 1.1 To confirm the minutes of the last meeting of IQAC held on Monday, 24th April, 2017

The Minutes were confirmed

- 1.2 To receive the action taken on the minutes of the last meeting of IQAC held on 24th April, 2017

Noted.

SECTION-2

(Matters relating to Agenda)

- 2.1 To review the IQAC work for the year 2015-16 as per the Plan of Action decided on the meeting held in the beginning of the year.

The committee reviewed the Action Plan for the academic session 2015-16 decided in the meeting held at preceding academic session.

Plan of Action	Achievements
1. To streamline the IQAC activities and develop standard formats for different departments and cells with inputs from the concerned stake holders.	1. Continuous efforts are being put for IQAC and various stake holders have been kept in loop, importantly Faculty members, non teaching staff and students.

<p>2. To make Moot court Association more efficient and strong.</p>	<p>2. The Moot Court students have excelled at all levels and managed to bag a number of awards.</p>
<p>3. To encourage more and more research work among faculty members. And to participate in Conferences and Workshops.</p>	<p>3. There has been a consistent rise in the number of published papers as well as in participation in various seminars.</p>
<p>4. To promote Research culture among the students.</p>	<p>4. The Seminar Association organised 4 Institutional Level Seminars during the year.</p>
<p>5. To enhance the English Proficiency in students by arranging regular classes in campus.</p>	<p>5. Seminars and classes have become a regular feature at the institution and more and more students are taking benefit under the same.</p>
<p>6. To make the students aware about their Social Responsibilities by undertaking various social activities.</p>	<p>6. The Socio-Legal activities such as Legal Aid Camps, Blood and Eye Donation camps and other initiatives in collaboration with District Legal Services Authority were organised.</p>
<p>7. To promote Career Guidance and Campus Placements at Institutional Level.</p>	<p>7. Efforts were taken to organise workshops and Seminars as well through Career Guidance and Placements cell more and more students were informed about the Career Prospects.</p>

2.2 To decide upon the Plan of Action for the upcoming Academic Year (2017-18)

The committee discussed in length about the action plan for the year 2017-18. Following action was decided for the upcoming academic session

- **Further Up gradation of College Campus and facilities**
- **Enhancing further the Language and personality of students**
- **Organising workshops on Power Point Presentations and Research methodology**
- **To organise a Guest Lecture Series of eminent personalities on various Legal Issues**
- **To establish Legal Aid Cells / Centers at least in 5 villages where students and teachers will be imparting free legal aid on regular basis**
- **To organise orientation and refresher courses for teachers working on non grant basis**
- **To organise State Level Conference and National Level Debate Competition**
- **To make Moot Court and Research Association more effective and to organise Moot Court Competition at University Level**
- **To try to establish placement cell for the students**
- **To organise Competitive and Remedial coaching classes for more areas**
- **To start certificate courses on GST Laws, Personality Development Skills and Advocacy skills**
- **To establish a formal Parent Teacher Association**
- **To start a Law Journal with ISSN/ISBN number for the faculty members of the law college affiliated to SGB Amravati University**
- **To start transferable skill programs such as Karate Classes for the female students as 'Self Defense Program'**

- To collaborate with Rotary Club of Amravati Mid-Town for encouraging Social Awareness among students.
- To collaborate with Legal Astra Firm for Campus Placements.
- To collaborate with Alumni Association to bring a stipend scheme for the newly joined Interns of Law at the Bar Association

2.3 To discuss and start preparation for the upcoming accreditation and assessment by the NAAC for the third cycle


2.3.1 The Coordinator Dr Rajesh G Patil addressed the meeting by stating that the second cycle accreditation grade for the college was going to expire on 4/1/2018 and as such the college will be facing third accreditation cycle. The various criterions committee in charge were directed to remain prepared with their respective criterion so that the SSR can be prepared on time. The letter of intent was to be sent in first week of July and all the information relating to it was to be collected edited and LOI prepared.


2.3.2 The committee expressed its deep concern over the affiliation and approval from BCI which was a crucial requirement to be complied with before the LOI could be sent. The BCI committee of the college mentioned that the application along with the required fees for inspection and approval was already pending with BCI. It was decided that a reminder would be sent to BCI so that immediate approval could be obtained.

2.4 To collect data in the form of formats on each criterion so that the relevant data required for preparation of AQAR can be collected edited and AQAR is prepared
The committee noted that in the wake of new norms the AQAR for each academic session was to be sent each year to NAAC as a mandatory requirement. The formats for data collection on each criterion were distributed to the respective criterion committee members and members were instructed to

submit it soon so that the data could be processed edited and the AQAR be prepared.

Dr Rajesh G Patil Proposed the vote of thanks and the meeting was concluded.



Dr. Rajesh G. Patil
(IQAC Coordinator)
Dr. Coordinator IQAC
College of Law, Amravati.

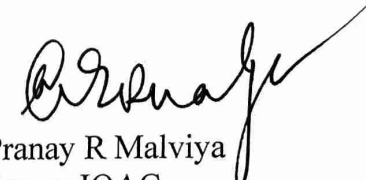

Dr Pranay R Malviya
Chairman IQAC

DR. PANJABRAO DESHMUKH COLLEGE OF LAW, AMRAVATI
INTERNAL QUALITY ASSURANCE CELL

Action taken report of the meeting held on Thursday, 6th July 2017.

	Minutes of Meeting	Action Taken	Remark
1	To confirm the minutes of the last meeting of the IQAC held on Monday, 24 th April, 2017.	The minutes were confirmed	
2.1	To review the IQAC work for the year 2015-16 as per the Plan of Action decided on the meeting held in the beginning of the year	The committee reviewed the plan of action	
2.2	To decide the Plan of Action of Academic Year 2017-2018	The committee discussed the Plan of Action in length.	
2.3	To discuss and start preparation of upcoming NAAC Cycle	LOI was prepared	
2.4	To collect data in forms of template	Work in progress	


(IQAC Coordinator)
Dr. Rakesh G. Patil
Coordinator IQAC


Dr Pranay R Malviya
Chairman IQAC

**DR PANJABRAO DESHMUKH COLLEGE OF LAW AMRAVATI
INTERNAL QUALITY ASSURANCE CELL**

Minutes of the meeting of the Internal Quality Assurance Cell held on Monday, 18th September, 2017.

The 2nd Meeting of the IQAC or the session 2017-18 was held on Monday, 18th September in which the following members were present:

1. Dr.Pranay Malviya –	Chairman IQAC
2. Dr.Rajesh G.Patil –	Co-ordinator IQAC
3. Dr.B.A.Deshpande –	Assistant Professor
4. N.K.Ramteke –	Assistant Professor
5. R.S.Kale –	Assistant Professor
6. D.H.Lokhande–	Assistant Professor
7. Dr.V.N.Deshmukh –	Assistant Professor
8. M.U.Ingole –	Assistant Professor
9. C.A.Ghuge –	Assistant Professor
10. Dr. P.Y.Dabhade –	Assistant Professor
11. C.A Anupama Laddha-	CHB Teacher
12. Dr Manish Wadive-	CHB Teacher
13. Dr Sukhdev Undare-	CHB Teacher
14. K.J.More -	Admin Staff
15. S.A.Manohare -	Admin Staff

The agenda of the meeting was

- 1. To discuss the new norms of accreditation and assessment as per the new manual of NAAC**
- 2. To finalize the AQAR prepared for the session 2015-16 and 2016-17**
- 3. To note the steps taken on the Action Plan made at the beginning of session and suggest new actions that can be taken to cope with the new norms of accreditation.**

At the outset, the Chairman, Dr Pranay R. Malviya welcomed the Members of the Committee. The Coordinator Dr Rajesh G Patil briefed the committee about the agenda of the meeting.

SECTION-1

- 1.1 To confirm the minutes of the last meeting of IQAC held on 6th July, 2017.

The Minutes were confirmed

- 1.2 To receive the action taken on the minutes of the last meeting of IQAC held on 6th July, 2017

Noted.

SECTION-2 (Matters relating to Agenda)

- 2.1 To discuss the new norms of accreditation and assessment as per the new norm Introduced by NAAC as per new manual

2.1.1 Dr R.G Patil gave a brief account of the new norms of accreditation and assessment introduced by the NAAC as per the new manual. The chairman expressed that the LOI for the third cycle of accreditation could not be sent as the third cycle of accreditation would be governed by the new manual. A copy of new manual was handed to member for their perusal. The in-charge teacher of each criterion was instructed to study the new norms and start preparation of their respective criterions as per the new manual. The chairman and the coordinator was to attend the Workshop organized on the new manual.

2.1.2 That a brief discussion was held on the submission of IIQA and SSR as per the new norms of manual. The committee members were briefed on the formats of IIQA and SSR and the novel process of accreditation and assessment. The members expressed concern over some of the new norms of Accreditation and how they can be coped up with within the short period before the third accreditation cycle. The in charge of criterion wise committees were instructed to collect the data relating to submission of IIQA and SSR so that the IIQA and SSR could be submitted on time in the first window which was scheduled to open in December.

- 2.2 To finalize the AQAR prepared for the session 2015-16 and 2016-17


The committee discussed about the AQAR prepared for the year 2015-16 and 2016-17. A final look was given to the prepared AQAR s by the all the members. The in-charge of each criterion were further instructed to peruse the data in the AQAR criterion wise and to suggest the necessary changes so that the AQARs would be finally edited and submitted to the NAAC


2.3 To note the steps taken on the Action Plan made at the beginning of session and suggest new actions that can be taken to cope with the new norms of accreditation.

2.3.1 The committee noted that the action plan made at the last meeting was being executed properly. The discussions were also made on the difficulties as to the funds or other matters in the execution of plans. The chairman expressed his satisfaction on the execution of the action plan

2.3.2 The discussions were held on the new norms of accreditation and the qualitative and quantitative assessments. The weightings given to the starting of new certificate and other courses was really matter of deep concern for all, The committee expressed their queries that how these courses can be started in such a short span of time so that the institute can score the points allotted to this criterion. The approval by the University to these courses was also a difficulty which the committee could not resolve. A guest lecture of an expert person on the new norms of accreditation was proposed to be held in the institute.

The coordinator proposed the vote of thanks and the meeting concluded



Dr. Rajesh G. Patil
(IQAC Coordinator)
Coordinator IQAC
Deshmukh
Patil
Patil



Dr. Pranay R. Malviya
Chairman IQAC

DR. PANJABRAO DESHMUKH COLLEGE OF LAW, AMRAVATI
INTERNAL QUALITY ASSURANCE CELL

Action taken report of the meeting held on Monday, 18th September 2017.

	Minutes of Meeting	Action Taken	Remark
1	To confirm the minutes of the last meeting of the IQAC held on Monday, Thursday, 6 th July 2017	The minutes were confirmed	
2.1	To discuss the new norms of accreditation and assessment as per the new norm introduced by NAAC as per manual	Discussion was held for the submission of IIQA and SSR	
2.2	To finalise the AQAR prepared for the session 2015-16 and 2016-17	Final look was given to the AQAR's.	
2.3	To note the steps taken on the Action Plan made at the Beginning of the session and suggest new actions to cope with new norms of accreditation.	A guest lecture by expert on new norms of accreditation was proposed	


Dr. Rajesh Gupta
Coordinator IQAC
Dr. Panjabrao Deshmukh
College of Law, Amravati.


Dr Pranay R Malviya
Chairman IQAC

**DR PANJABRAO DESHMUKH COLLEGE OF LAW AMRAVATI
INTERNAL QUALITY ASSURANCE CELL**

Minutes of the meeting of the Internal Quality Assurance Cell held on Saturday, 23rd Dec 2017.

The 3rd Meeting of the IQAC of the session 2017-18 was held on 20th December in which the following were present:

1. Dr.Pranay Malviya –	Chairman IQAC
2. Dr.Rajesh G.Patil –	Co-coordinator IQAC
3. Dr.B.A.Deshpande –	Assistant Professor
4. N.K.Ramteke –	Assistant Professor
5. R.S.Kale –	Assistant Professor
6. D.H.Lokhande–	Assistant Professor
7. Dr.V.N.Deshmukh –	Assistant Professor
8. M.U.Ingole –	Assistant Professor
9. C.A.Ghuge –	Assistant Professor
10. Dr. P.Y.Dabhade –	Assistant Professor
11. C.A Anupama Laddha-	CHB Teacher
12. Dr Manish Wadive-	CHB Teacher
13. Dr Sukhdev Undare-	CHB Teacher
14. K.J.More -	Admin Staff
15. S.A.Manohare -	Admin Staff

The agenda of the meeting was

- 1. To discuss on the submission of IIQA and SSR as per new norms of accreditation and assessment**
- 2. To overview the action taken on Plan of Action prepared at the beginning of the year**
- 3. To discuss and start new ventures as per new norms of accreditation.**

At the outset, the Chairman, Dr Pranay R. Malviya welcomed the Members of the Committee. The Coordinator Dr Rajesh G Patil briefed the committee about the agenda of the meeting.

SECTION-1

1.1 To confirm the minutes of the last meeting of IQAC held on 18th September 2017

The Minutes were confirmed

1.2 To receive the action taken on the minutes of the last meeting of IQAC held

Noted.

SECTION-2

(Matters relating to Agenda)

2.1 To discuss on the submission of IIQA and SSR as per new norms of accreditation and assessment

2.1.1 The committee reviewed the data collected for submission of IIQA and consequently the SSR. Lot of ambiguities were in the minds of members as to uploading of the data for various criterions. The coordinator informed that window for submission of IIQA was closed much before the closing of the window for submission of SSR. It was decided that the offline hard copy of the IIQA to NAAC along with the required fees so that the SSR could be submitted within next window.

2.1.2. The committee also expressed its concern over the short limit of time for getting prepared for new norms of accreditation. It was decided to make request to the NAAC for time extension for such institutes which are facing accreditation in transition period.

2.2 To overview the action taken on Plan of Action prepared at the beginning of the year

The committee discussed in length about the execution of action plan for the year.


2.3 To discuss and start new ventures as per new norms of accreditation.

2.3.1. The members discussed in length about the starting of new certificate courses and other transferrable skills courses. The committee proposed for the following courses to be started.

- a. Certificate Course in GST Laws
- b. Certificate course on Medico Legal issues
- c. Finishing School for law students
- d. Self defense classes for girls

2.3.2 A brief discussion as to funding and the outline for these courses took place. It was decided to apply to University for Certificate course on Medico Legal issues. For the courses it was decided to get this approved by college development council. It was decided to further strengthen The Basic English and Personality development course already started in the college

The vote of thanks was proposed and the meeting was over


Dr Rajesh G Patil

(IQAC Coordinator)
Coordinator IQAC



Dr Pranay R Malviya

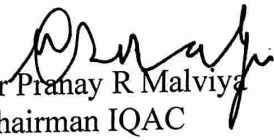
Chairman IQAC

DR. PANJABRAO DESHMUKH COLLEGE OF LAW, AMRAVATI
INTERNAL QUALITY ASSURANCE CELL

Action taken report of the meeting held on Saturday, 23rd Dec 2017.

	Minutes of Meeting	Action Taken	Remark
1	To confirm the minutes of the last meeting of the IQAC held on Monday, 18 th September 2017	The minutes were confirmed	
2.1	To discuss the submission of IIQA and SSR as per new norms of accreditation and assessment.	The committed teamed up to work in efficient manner	The Coordinator informed the members to inform him the progress of work done on timely basis
2.2	To review the action plan prepared at the beginning of the year.	The action plan was reviewed.	
2.3	To discuss and start new ventures as per new norms of accreditation.	Committee proposed various courses and discussed the funding sources	


Dr. Rajesh G. Patil
(Coordinator)
Dr. Panjabrao Deshmukh
College of Law, Amravati.


Dr. Pranay R. Malviya
Chairman IQAC

**DR PANJABRAO DESHMUKH COLLEGE OF LAW AMRAVATI
INTERNAL QUALITY ASSURANCE CELL**

Minutes of the meeting of the Internal Quality Assurance Cell held on Saturday, 21st April 2018.

The 4th Meeting of the IQAC for the session 2017-18 was held on Saturday, 21st April 2018 in which the following members were present:

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|-------------------------|---------------------|
| 1. Dr.Pranay Malviya – | Chairman IQAC |
| 2. Dr.Rajesh G.Patil – | Coordinator IQAC |
| 3. Dr.B.A.Deshpande – | Assistant Professor |
| 4. N.K.Ramteke – | Assistant Professor |
| 5. R.S.Kale – | Assistant Professor |
| 6. D.H.Lokhande– | Assistant Professor |
| 7. Dr.V.N.Deshmukh – | Assistant Professor |
| 8. M.U.Ingole – | Assistant Professor |
| 9. C.A.Ghuge – | Assistant Professor |
| 10. Dr. P.Y.Dabhade – | Assistant Professor |
| 11. C.A Anupama Laddha- | CHB Teacher |
| 12. Dr Manish Wadiwe- | CHB Teacher |
| 13. Dr Sukhdev Undare- | CHB Teacher |
| 14. K.J.More - | Admin Staff |
| 15. S.A.Manohare - | Admin Staff |

The agenda of the meeting was

- 1. To discuss and decide upon applying for IIQA in reference to the letter received from NAAC**
- 2. To review the IQAC work for as per the Plan of Action decided on the meeting held in the beginning of the year.**

At the outset, the Chairman, Dr Pranay R. Malviya welcomed the Members of the Committee. The Coordinator Dr Rajesh G Patil briefed the committee about the agenda of the meeting.

SECTION-1

- 1.1 To confirm the minutes of the last meeting of IQAC held on 23rd December 2017.

The Minutes were confirmed

- 1.2 To receive the action taken on the minutes of the last meeting of IQAC held on 23rd December, 2017

Noted.

SECTION-2 (Matters relating to Agenda)

- 2.1 To discuss and decide upon applying for IIQA in reference to the letter received from NAAC

2.1.1 The coordinator briefed that though the hard copy of IIQA along with the required fees was sent to the NAAC the fees Demand Draft was returned back by the NAAC with a letter allowing the institute to file IIQA when the window reopens. A deep concern was expressed over the retention of the grade of the previous reaccreditation cycle as the NAAC has allowed those HEI's who have applied for IIQA before the expiry period to retain the grade of previous accreditation cycle till the accreditation of next cycle is completed.

2.1.2 That it was decided that a letter seeking permission of NAAC to continue with the grade of accreditation of previous would be sent explaining the circumstances and difficulties faced by the institution facing accreditation in the transition period. A brief discussion took place on the contents of the letter. It was also decided to call upon the guest lecture of a person eminent in knowing the new norms of accreditation

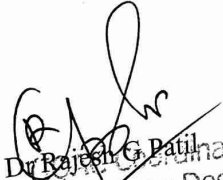
- 2.2. To review the IQAC work for as per the Plan of Action decided on the meeting held in the beginning of the year.

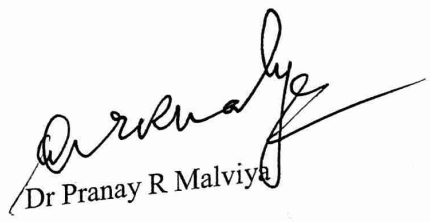
The committee reviewed the Action Plan for the academic session 2017-18 decided in the meeting held at preceding academic session. The committee was glad to note that almost all the plans decided were properly executed or a genuine attempt was made to execute the same. However the following shortcomings were noted and committee resolved to sort it out.

- a. The workshop on Power Point Presentation by Dr Deshpande for teachers was organized; however the workshop on R. Methodology could not be organized due to non availability of the dates from the resource person.
- b. The state level conference could not be organized due to some unforeseen events.
- c. The placement cell was in process of establishment but the placements could not be started in the current academic session.
- d. Though the Basic English classes were in full flow, for the other certificate courses on GST laws and Medico legal issues the permission and approval was awaited. The finishing School as proposed was to be started in summer vacation.
- e. Parent Teacher meets were organized, but a formal parent teacher association could not be formed.
- f. The informal talks with Rotary Club President were held and work relating to E-Waste and other environmental issues was initiated. However, a formal agreement is yet to be signed.

The committee resolved to make up this in the remaining academic session.

Coordinator Dr Rajesh G Patil proposed the vote of thanks and the meeting was concluded.



Dr. Panjabrao Deshmukh
Coordinator IQAC
College of Law, Amravati.

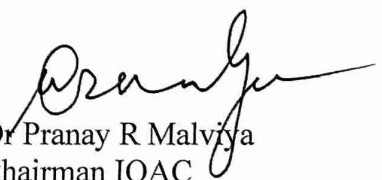

Dr Pranay R Malviya
Chaiman IQAC

DR. PANJABRAO DESHMUKH COLLEGE OF LAW, AMRAVATI
INTERNAL QUALITY ASSURANCE CELL

Action taken report of the meeting held on Saturday 21st April 2017.

	Minutes of Meeting	Action Taken	Remark
1	To confirm the minutes of the last meeting of the IQAC held on Saturday, 23 rd Dec 2017.	The minutes were confirmed	
2.1	To discuss and decide upon applying for IIQA in reference to the Letter received from NAAC	Discussion was carried for the same	The Coordinator expressed concern over letter from NAAC
2.2	To review the action plan prepared at the beginning of the year.	The action plan was reviewed and committee resolved to make it up in remaining session	


Dr Rajesh G Patil
Coordinator IQAC


Dr Pranay R Malviya
Chairman IQAC