

Minutes of IQAC held on 31st August 2020

A meeting of IQAC is held on 31st August 2020 at IQAC Office of the College at 4.00 pm.

Agenda for the meeting

1. Discussion on minutes of previous meeting
2. Regarding admission process
3. Constitution of various committees for good governance
4. Academic calendar 2020-21
5. About College Golden Jubilee Year Celebration
6. Discussion on AQAR and NAAC
7. Conducting activities during lockdown
8. Any other matter with the permission of Chairperson

Following IQAC Committee members are present for the meeting-

Dr V S Khakare

Adv Miss Sreejaya A Chavan (Online)

Adv Miss Sujaya A Chavan (Online)

Shri Narendra B Chavan (Online)

Dr P E Bhosle

Dr M B Ali

Dr C D Mahajan

Dr V V Patil

Dr M S Bisen

Dr M J Patil

Shri R K Waghmare

Shri P G Shinde (Online)

Shri Bhaskar S Hassekar

Dr Shri Sunil Masare

Shri Satish Samate

Dr A B Karwa

Dr P V Bandewar (Online)

The meeting was conducted under the chairpersonship of Dr V S Khakare. At the beginning, IQAC Coordinator Dr P V Bandewar welcomed all the members and requested NAAC Coordinator Dr A B Karwa to initiate the meeting by obtaining permission from Chairperson.

Following issues were resolved in the meeting

1. Minutes of previous meeting held on 3rd July 2020 are unanimously approved.
2. NAAC Coordinator informed that admission process has started in the institution and the administrative and teaching staff members are available for assistance to students. Students gathering is avoided and social distancing and mask is strictly followed in the campus.
3. NAAC Coordinator informed about formation of various committees for curricular and cocurricular activities for good governance and decentralization of work. It is also informed that the details of said committees are published in Prospectus for knowledge & information to students.
4. NAAC Coordinator presented Academic Calendar for the Year 2020-21 and a discussion is made thereon.
5. IQAC Coordinator as stated in previous meeting of 3rd July 2020, again submitted that though the College Golden Jubilee Year Celebration Committee is constituted and a schedule of proposed activities are planned, but, due to continuation of lockdown, strict rules regarding social distancing, the activities could not be executed.
6. NAAC Coordinator mentioned the need of relevant improvements in IQAC as to facilities and manpower. It was also informed that due to pandemic, and execution of various activities including teaching, evaluation, examination etc in online mode there is need of more time for uploading AQAR of 2018-19 and 2019-20.
7. IQAC Coordinator informed that offline classes were still suspended due to Covid 19. Therefore, as decided in the NAAC Steering Committee meeting of 15th June 2020, planning and preparation of online classes, assessment and other activities have been started.
8. On request of IQAC Coordinator, NAAC Coordinator brought to the notice conduction of various activities during lockdown as –
 - a. On 8th May 2020, a google document is prepared to note and record the activities which the faculty members have done or are doing during the Lockdown period as “Work from home”.
 - b. On 9th May 2020, a group is made on Telegram App as “Narayanrao Chavan Law College Nanded” for the purpose of updating and communicating information and notices to students and staff members.
 - c. On 11th May 2020, an online training workshop was organized for teaching staff members about use of ICT for online classes and assessment and evaluation.
 - d. On 11th May 2020, a google form is prepared for knowing syllabus completion and link is shared among teaching staff members to fill the information.
 - e. On 27th May 2020, college has hosted online meeting of Principals of Law Colleges affiliated to Swami Ramanand Teerth Marathwada University Nanded regarding internal examination of students for summer 2020 examination.
 - f. On 15th June 2020, NAAC Steering Committee meeting was conducted online and a discussion was made on planning and preparation of online classes, assessment and other activities.
 - g. On 12th August 2020, plantation activity was taken by the hands of staff members of the institution.

- h. On 24th & 25th August 2020, an offline workshop was conducted for teaching staff members regarding use of ZOOM App for conducting online classes and other features.

Plan of Action-

The IQAC Coordinator presented in brief the proposed plan of action as under-

1. To organize lectures in Late Shri Shankarrao Chavan Memorial Lecture series in online or offline mode
2. To organize program under Vigilance Awareness Week
3. To organize training workshop for teaching and administrative staff about the use of college website and ERP software for uploading data, providing information, conducting examination, displaying result, online activities and for online registration, admission
4. To host meetings of Principals of law colleges affiliated to Swami Ramanand Teerth Marathwada University Nanded regarding University examination of students during lockdown.
5. To organize Intra Moot Court Competition & National Moot Court Competition in online mode.
6. To organize an online orientation programme on “Dissertation Writing” for the students of LL M II year
7. To organize an ‘Induction Programme’ for newly admitted students in college.
8. An online Essay Writing Competition on Swami Vivekanand Jayanti & Dr Ambedkar Jayanti.
9. To organize online Parents-Teachers Meeting
10. To organize degree distribution ceremony
11. To organize a workshop for administrative staff
12. To organize quiz on Constitutional Law on the occasion of Republic Day
13. To organize a workshop on self-defence techniques for girl students of college
14. To celebrate Marathi Bhasha Gaurav Din
15. To organize cultural programme on the occasion of International Women’s Day
16. To conduct online annual social gathering
17. To organize Yog Shibir on International Yoga Day
18. Plantation Drive on the occasion of World Environment Day
19. To organize Free Health Check-up Camp

The meeting is concluded by final remarks by the Chairperson and vote of thanks by IQAC Coordinator.

IQAC Coordinator

NAAC Coordinator

Chairperson

Minutes of IQAC held on 11th December 2020

A meeting of IQAC in hybrid mode is held on 11th December 2020 at IQAC Office of the College at 01.00 pm.

Agenda for the meeting

1. Discussion on minutes of previous meeting
2. Discussion on earlier Examinations & Results
3. Updating as to AQAR preparation and NAAC
4. Conducting activities during lockdown
5. Any other matter with the permission of Chairperson

Following IQAC Committee members are present for the meeting-

Dr V S Khakare

Adv Miss Sreejaya A Chavan (Online)

Adv Miss Sujaya A Chavan (Online)

Shri Narendra B Chavan (Online)

Dr P E Bhosle

Dr M B Ali

Dr C D Mahajan

Dr V V Patil

Dr M S Bisen

Dr M J Patil

Shri R K Waghmare

Shri P G Shinde

Shri Bhaskar S Hassekar

Dr Shri Sunil Masare

Shri Satish Samate

Dr A B Karwa

Dr P V Bandewar

The meeting was conducted under the chairpersonship of Dr V S Khakare. At the beginning, IQAC Coordinator Dr P V Bandewar welcomed all the members and initiated the meeting after obtaining permission from Chairperson.

Following issues were resolved in the meeting

1. Minutes of previous meeting held on 31st August 2020 were unanimously approved.
2. NAAC Coordinator Dr Karwa updated the members regarding AQAR preparation and changes introduced by NAAC in assessment & evaluation.

3. A discussion is made on earlier University examinations and results. IQAC coordinator Dr Bandewar reviewed the results and informed about university meritorious students, University award winners, class-wise passing percentage and overall performance of students in the Academic Year 2019-20. The Committee members appreciated and congratulated the winners & merit students and directed to focus more on weak areas.
4. The IQAC Coordinator communicated in brief about the activities and programmes conducted in Academic Year 2020-21 till date for quality enhancement. It is also informed that the college is trying level best to organize various activities in online mode as proposed in plan of action. It is submitted that the activities possible in offline mode are organized by following the Covid 19 norms of social distancing and mask.
5. The IQAC coordinator informed that the admissions of BA LLB I & LLB I are on the verge of conclusion. The time tables for BA LLB I & LLB I are prepared and classes are started accordingly.

The meeting is concluded by final remarks by the Chairperson and vote of thanks by IQAC Coordinator.

IQAC Coordinator

NAAC Coordinator

Chairperson

Minutes of IQAC held on 19th January 2021

A joint meeting of IQAC and NAAC Steering Committee is held on 19th January 2021 at 12.30 pm in conference hall of one of the sister institutes, Yeshwant Mahavidyala, Nanded.

Agenda for the meeting:

1. Confirmation of minutes of previous meeting held on 11th December 2020
2. Discussion on admission and results
3. Brief presentation of activities and programmes conducted during lockdown in academic year 2020-21
4. Interaction with coordinators of various committees constituted under IQAC/NAAC
5. Discussion on Academic Calendar 2020-21
6. Discussion on NAAC New guidelines
7. Discussion on AQAR 2018-19, 2019-20
8. MOU with District Legal Services Authority, Bharatiy Stri Shakti, Nanded Branch, and Dayanand College of Law, Latur.
9. Challenges being faced by IQAC
10. Plan of Action

Following IQAC Committee members are present for the meeting-

Dr V S Khakare

Adv Miss Sreejaya A Chavan

Adv Miss Sujaya A Chavan

Dr M B Ali

Dr V V Patil

Dr M S Bisen

Dr M J Patil

Shri R K Waghmare

Shri P G Shinde

Shri P I Patil

Shri Bhaskar S Hassekar

Dr Shri Sunil Masare

Shri Satish Samte

Dr A B Karwa

Dr P V Bandewar

Following NAAC Steering Committee members are present for the meeting-

Dr V S Khakare

Dr A B Karwa

Dr P V Bandewar

Dr P E Bhosle

Dr M B Ali

Dr V V Patil

Dr M S Bisen

Dr M J Patil

Shri R K Waghmare

Shri P G Shinde

The meeting was conducted under the chairpersonship of Dr V S Khakare. At the beginning, IQAC Coordinator Dr P V Bandewar welcomed all the members and initiated the meeting after obtaining permission from Chairperson.

Following issues were resolved in the meeting

1. Minutes of previous meeting held on 11th Dec 2020 are unanimously confirmed.
2. A discussion is made on admission and result of Academic year 2020-21. Principal Dr Khakare informed that admission committees of teaching staff members are constituted to assist the students and resolve their problems and clear their queries. It is also informed that the admission process for BA LL B Ist and LL B Ist is going as per CET schedule. For LL M, Diploma Courses and BA LLB II, III, IV & V years and LL B II & III years, online registration and admission is being done. For registration and admission purpose, the college website and ERP software are used and maximum process is done online to avoid students gathering in the college during pandemic situation. It is also informed that the online and offline examinations are conducted and successfully completed as per university directions and schedule.
3. IQAC Coordinator presented in brief the activities conducted during lockdown period in the college as under-
 - a. On 8th May 2020, a google document is prepared to note and record the activities which the faculty members have done or are doing during the Lockdown period as “Work from home”.
 - b. On 9th May 2020, a public group is created on Telegram App as “Narayanrao Chavan Law College Nanded” for the purpose of updating and communicating information and notices to students and staff members.
 - c. On 11th May 2020, an online training workshop was organized for teaching staff members about use of ICT for online classes and assessment and evaluation.

- d. On 11th May 2020, a google form is prepared for knowing syllabus completion and link is shared among teaching staff members to fill the information.
 - e. On 27th May 2020, college has hosted online meeting of Principals of Law Colleges affiliated to Swami Ramanand Teerth Marathwada University Nanded regarding internal examination of students for summer 2020 examination.
 - f. On 15th June 2020, NAAC Steering Committee meeting was conducted online and a discussion was made on planning and preparation of online classes, assessment and other activities.
 - g. On 12th August 2020, plantation activity was taken by the hands of staff members of the institution.
 - h. On 24th & 25th August 2020, an offline workshop was conducted for teaching staff members regarding use of ZOOM App for conducting online classes and other features.
 - i. On 10th September 2020, college has hosted online meeting of Principals of Law Colleges affiliated to Swami Ramanand Teerth Marathwada University Nanded regarding University examination of students during lockdown.
 - j. On 31st October 2020, under Vigilance Awareness Week, a guest lecture was organized of API Shelke of Anti-Corruption Bureau on "Investigation in anti-corruption cases".
 - k. On 12th November 2020, a training workshop was conducted for teaching and administrative staff about the use of college website and ERP software for uploading data, providing information, conducting examination, displaying result, online activities and for online registration, admission.
 - l. On 12th January 2020, on the occasion of Swami Vivekanand Jayanti, an online Essay Writing Competition is conducted for college students.
4. IQAC & NAAC Coordinator informed that for the purpose of smoothly running of all activities, timely updates of data and information as well as for involvement of all the faculty members in various activities planned by IQAC, various committees are constituted. Also, NAAC Criteria wise distribution of work is decided to be given to all teaching faculty members. Accordingly, a discussion is made and it is decided to have sub-committees under each criterion.
 5. IQAC Coordinator put the Academic Calendar of 2020-21 before the members and presented in brief the contents therein. The said calendar is unanimously approved.
 6. NAAC Coordinator informed the members about delay in uploading AQAR of 2018-19 and also mentioned the need of relevant improvements in IQAC as to facilities and manpower.
 7. NAAC Coordinator also informed that due to pandemic first and university examination then after, the AQAR of 2018-19 is not submitted. Previous IQAC Coordinator Dr M S Bisen is directed to submit the same at the earliest. It is also informed by NAAC Coordinator that the AQAR 2019-20 is in process of submission. It is also informed that the third accreditation cycle is due in September 2021. But due to lockdown and pandemic limitations it is not possible to submit Letter of Intent within time i. e. six months before Peer Team Visit which will be due in March 2021. It is decided to complete the work as early as possible.

8. A discussion is made on signing Memorandum of Understanding with District Legal Services Authority, Nanded, Bhartiya Stri Shakti Nanded Branch and Dayanand College of Law Latur for the purpose of planning and executing various co-curricular and related activities. It is unanimously approved.
9. IQAC Coordinator briefed about the challenges faced and being faced for carrying on the smooth functioning of IQAC. The issue is thoroughly discussed and resolved.

Plan of Action:

The IQAC Coordinator presented proposed plan of action-

- a. Criteria wise distribution of work among teaching staff members to involve all the faculties in NAAC activities.
- b. To conduct criteria wise “Review” meetings in each month through NAAC Steering Committee for updating timely data and execute action plan.
- c. To conduct at least one Legal Literacy camp in offline mode.
- d. To prepare college infrastructure in view of Covid 19 Mission Begin Again guidelines (Distancing, sanitization, handwash etc).
- e. To conduct review meeting of teaching staff in view of teaching, learning and evaluation process during pandemic through NAAC Steering Committee.
- f. To strictly monitor drop out ratio.
- g. To conduct a review meeting and encourage activities through alumni association.
- h. To invite at least three alumni judicial magistrates for career counselling of the students in online or offline mode.
- i. To call for meeting of research review committee and take a review of students pursuing Ph D research.
- j. To organize library orientation, induction, moot court orientation, dissertation orientation programmes for new students.
- k. To conduct an online quiz/competition on the occasion of Republic Day.
- l. To organize one-week workshop on self-defence technique for girl students of college.
- m. To organize a cultural event on the occasion of International Women’s Day.
- n. To develop learning resources viz recording room, purchase of LMS, online meeting App (ZOOM), increasing bandwidth of internet connectivity
- o. To prepare a proposal for introducing new “Add- on” course on Drafting, Pleading & Conveyancing.
- p. To initiate an activity of “Litigation Free Village” through Legal Aid Clinic.
- q. To motivate students for judicial examination
- r. To organize Parents Teachers meeting.
- s. To organize an educational tour to visit local self-bodies i. e. Gram Panchayat and Panchayat Samiti.
- t. To organize extensive lectures in online & offline mode under Late Shri Shankarrao Chavan Law Lecture Series.
- u. To organize various visits of students to District Court, Family Court, Police Station, Prison
- v. To organize intra collegiate and national moot court competition.

w. To motivate faculty members for research activities and utilisation of seed money.

The meeting is concluded by final remarks by the Chairperson and vote of thanks by IQAC Coordinator.

IQAC Coordinator

NAAC Coordinator

Chairperson

Minutes of IQAC held on 26th June 2021

A meeting of IQAC in hybrid mode is held on 26th June 2021 at 12.30 pm in IQAC of the college.

Agenda for the meeting:

1. Confirmation of minutes of previous meeting held on 19th January 2021
2. Criteria wise distribution of work among teaching staff members
3. Discussion on examination and admission
4. Brief presentation of activities and programmes conducted between January 2021 to June 2021 in academic year 2020-21
5. Interaction with coordinators of various committees constituted under IQAC/NAAC
6. Discussion on NAAC guidelines
7. Discussion on AQAR filing
8. Plan of Action

Following IQAC Committee members are present for the meeting-

Dr V S Khakare

Adv Miss Sreejaya A Chavan (Online)

Adv Miss Sujaya A Chavan (Online)

Shri Narendra Chavan (Online)

Dr V V Patil

Dr M S Bisen

Dr M J Patil

Shri R K Waghmare

Shri P G Shinde

Shri Bhaskar S Hassekar

Dr Shri Sunil Masare

Shri Satish Samte

Dr A B Karwa

Dr P V Bandewar

Following NAAC Steering Committee members are present for the meeting-

Dr V S Khakare

Dr A B Karwa

Dr P V Bandewar

Dr P E Bhosle

Dr V V Patil

Dr M S Bisen

Dr M J Patil

Shri R K Waghmare

Shri P G Shinde

The meeting was conducted under the chairpersonship of Dr V S Khakare. At the beginning, IQAC Coordinator Dr P V Bandewar welcomed all the members and initiated the meeting after obtaining permission from Chairperson.

Following issues were resolved in the meeting

1. Minutes of previous meeting held on 19th January 2021 are unanimously approved.
2. IQAC Coordinator submitted that as decided in the plan of action of previous meeting dtd. 19th January 2021, full-time teaching faculty members are allotted one NAAC criteria each to get involved all the faculties in various NAAC activities. The criteria wise distribution of work and faculty members thereof is submitted in the meeting to which unanimous approval is given.
3. A discussion is made on examination and admission process for the Academic year 2021-22. IQAC Coordinator submitted that as per the direction of SRTM University, Nanded and taking into consideration the pandemic situation, on 20th February 2021 the college hosted “Principal’s Meet” under ‘cluster system of examination for inclusive growth’. After the meeting the resolutions were unanimously prepared and passed in respect of university annual examinations. The Principal informed that for timely assistance to students in admission process, the Admission Committee is constituted and it will work during entire process as per the instructions given from time to time.
4. IQAC Coordinator briefly presented the activities conducted by the college as under-
 - a. On the occasion of Republic Day, an online Quiz Competition was conducted on Indian Constitutional Law on 26th January 2021. Dr M J Patil was the coordinator.
 - b. On 20th February 2021, the college through IQAC hosted Principal’s Meet for all affiliated law colleges to SRTM University Nanded under “Cluster System of Examination for Inclusive Growth”.
 - c. On 27th February 2021, Marathi Bhasha Gaurav Din was celebrated by organizing a lecture on importance of language in law. Dr P V Bandewar was the resource person. Also, ‘Article Writing Competition’ was conducted. Dr P V Bandewar was the coordinator.
 - d. On 27th February 2021, a workshop on Internal Evaluation was conducted for teaching faculties. Dr A B Karwa & Dr M S Bisen were the resource persons.
 - e. On 19th April 2021, an online essay competition was conducted on the occasion of 130th birth anniversary of Dr Ambedkar. Shri R K Waghmare was the coordinator.

- f. On 8th May 2021, an “Online Orientation on Dissertation Writing” for LL M IInd Year students was conducted. Dr P V Bandewar was the resource person.
 - g. Between 11th to 20th May 2021, Capsule Courses were conducted for LL B Ist year students for the subjects Contract I and Family law I. Dr V G Patil (Principal, SSMS Law College, Pune) was the resource person for Contract I & Dr P V Bandewar for Family Law I.
 - h. On 4th June 2021, on the occasion of World Environment Day, plantation drive was conducted in the college campus.
 - i. On 15th June 2021, online Parent-Teachers Meeting was organized and conducted on Google Meet platform.
 - j. On 20th & 21st June 2021, on the occasion of International Yog Diwas, “Yog Shibir” was organized. Dr C D Mahajan was the coordinator.
 - k. Between 21st to 26th June 2021, online ‘Annual Social Gathering’ was conducted wherein various cultural events were conducted. Dr P E Bhosale was the coordinator.
 - l. It is also informed that a proposal for academic audit is sent to SRTM University and it is expected that the audit will be conducted in first half of Academic Year 2021-22.
 - m. IQAC coordinator also informed that feedbacks were taken from students, girl students, alumni, parents and teachers which were analysed by the concerned members and reported to IQAC whereupon action plan was decided subject to the approval from CDC.
5. The IQAC members interacted with the criteria-wise coordinators. All the coordinators were directed to do the needful and conduct various activities or programs of their criteria (after informing IQAC) and submit the details with IQAC in proper file format.
 6. NAAC Coordinator Dr A B Karwa submitted about the extension of date for AQAR submission. It is also submitted that the AQAR 2020-21 can be submitted only after submission of previous AQARs i.e. of 2018-19 & 2019-20
 7. Dr M S Bisen updated about the AQAR 2018-19 & 2019-20 and its preparation and uploading. Dr Bisen is directed to upload said AQARs at the earliest.
 8. IQAC Coordinator presented Plan of Action for the Academic Year 2021-22 as under-
 - a. Criteria wise sub distribution of work among teaching staff members to involve all the faculties in NAAC activities.
 - b. To conduct criteria wise review meetings in each month through NAAC Steering Committee for updating timely data and execute action plan
 - c. To sign MoU with Bajaj FinServ & Bharti Stree Shakti
 - d. To conduct at least one Legal Literacy Camp in offline mode as & when COVID restrictions are lifted.
 - e. To prepare college infrastructure in view of Covid 19 Mission Begin Again guidelines (distancing, sanitization, handwash etc.)
 - f. To conduct review meeting of teaching staff in view of teaching, learning & evaluation process during pandemic through NAAC Steering Committee.
 - g. To conduct a review meeting and encourage activities through alumni association.
 - h. To invite at least three alumni judicial magistrates for career counselling of the students in online & offline mode.

- i. To call for meeting of research review committee & take a review of students pursuing Ph D research.
- j. To organize library orientation, induction, moot court orientation, dissertation orientation programs for new students.
- k. To conduct online quiz competition.
- l. To organize one week workshop on self-defence technique training for girl students of the college.
- m. To prepare proposal for introducing new add on courses as suggested by NAAC Steering Committee.
- n. To initiate an activity of 'Litigation Free Village' through Legal Aid Clinic.
- o. To motivate students for Judicial examinations.
- p. To organize Parent-Teachers meeting
- q. To organize educational tour to visit local self bodies i.e. Gram Panchayat & Panchayat Samiti
- r. To organize extensive lectures in online & offline mode under Late Shri Shankarrao Chavan Memorial Lecture Series.
- s. To organize various visits of students to District Court, Family Court, Police Station, Prison etc.
- t. To organize intra collegiate & national moot court competitions.
- u. To motivate faculty members for research activities & utilization of seed money.
- v. To conduct a review on results declared by the University & suggest mechanism if required to be adopted for better performance of students in the next university examination.
- w. To conduct a review on syllabus upgradation & to direct faculties to submit their proposal to IQAC to be forwarded to the University for further action.
- x. To motivate the faculties for sending proposals for various projects to be sanctioned by various bodies.
- y. To arrange at least one workshop for administrative staff.

The meeting is concluded by final remarks by the Chairperson and vote of thanks by IQAC Coordinator.

IQAC Coordinator

NAAC Coordinator

Chairperson