



Progressive Education Society's  
**Modern Law College**

Ganeshkhind, University Circle, Pune 411 016.

(Recognised by Government of Maharashtra, Permanently Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India)  
(Recognised under 2(F) & 12(B) of UGC Act 1956 & Accredited by NAAC) I. D. No. PU/PN/LAW/189/2003 AISHE : C-41667

**Prof. Dr. Gajanan R. Ekbote**  
Chairman, Business Council

**Adv. Dr. Chintamani G. Ghate**  
Co-ordinator

**Dr. (Mrs.) Sunita D. Adhavi**  
Principal

Ref. No. PES-MLC/

Date :

## **Minutes of the 1<sup>st</sup> IQAC Meeting Held on 27/06/2016**

**Place:** Conference Hall/ IQAC Room

**Time:** 2:30 p.m.

A meeting of the IQAC for the first time in the academic year 2016-17 was conducted on Monday 27/06/2016 at 2:30 p.m. in Modern Law College Conference Hall.

1. The IQAC Coordinator introduced the new members of the IQAC which have been appointed for the academic year 2016-17. The Chairman of the IQAC, Principal Dr. Sunita Adhavi welcomed all the members of the IQAC.
2. The minutes of the previous meeting of IQAC held on 06/04/2016 were read out by the Coordinator of IQAC and it was unanimously resolved to recommend the confirmation of the minutes of the previous meeting.
3. Ms. Ananya Bibave informed the members about the preparation of the NAAC SSR. There have been work allotments with reference to the criteria wise work allotment to all the faculty members.
4. Criterion I has been allotted to Mr. Vikrant Yadav, Criterion II to Ms. Ananya Bibave, Criterion III to Ms. Shivanjali Bhoite, Criterion IV to Dr. Sunita Mane, Criterion V to Mr. Abhijeet Dhare, Criterion VI to Ms. Mayura Borde and Criterion VII to Mr. Pawan Kalwala. All faculty members have taken efforts to understand the criteria and fill the required information. The first reading is currently done.
5. The Budget of the College has been prepared considering the NAAC visit requirements as well as the research, seminars and extension activities.
6. The purchases recommended by the purchase committee have been listed for the Committee members to recommend if necessary. The Accountant Mr. Dhiraj Kothmire discussed about the list and the IQAC unanimously recommended the same for purchasing all the listed items subject to following the official procedure of approval of the College Development Committee.
7. Ms. Shivanjali Bhoite updated all the members about the Quality Improvement applications of the Board of College and University Development of the Savitribai Phule Pune University. This includes an application of equipment (Xerox Machine) and National Level and State Level Seminar.
8. The IQAC Coordinator showed the Academic Calendar of the college including the Commencement of courses, examinations, annual activities and events. Accordingly the teachers of the respective subjects have prepared the teaching plan to be executed by them.
9. Mr. Vikrant Yadav told the IQAC members that the toppers of the University examination conducted in the month of April will be given special recognition awards by the concerned subject teacher.
10. Ms. Aastha Taware asked the members to decide the destination of Environmental Trip which is generally organized in the month of August. The purpose of the environmental trip was to create an atmosphere cohesiveness in



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the students and create consciousness about the environment in the minds of students. Mr. Abhijeet Dhere was given the responsibility of coordinating the Environmental trip.

11. Mr. Vikrant Yadav updated the committee members about the work of the college magazine and explained the same briefly by showing the soft copies of the college magazine.
12. Mr. Vikrant Yadav also proposed the Conducting of the National Seminar on Commercial Division of High Court.
13. The Principal, Dr. Sunita Adhav informed the members about conducting a Bridge course at the beginning of both the BALLB and LLB courses considering the diversity of the students who opt law courses.
14. Ms. Ananya Bibave informed all the members of the preparation of the Code of conduct for the Students, teachers and non-teaching staff. After discussing and approving the code of Conduct by the IQAC, the same would be uploaded on the College website.
15. There should also be a code of conduct Committee formed headed by the Principal. The committee is expected to monitor the discipline and student behaviour with a due process which should be drafted by the disciplinary committee in association with the IQAC.
16. The IQAC Coordinator informed the members that there is a requirement of collecting the feedback of the curriculum, teachers and college from the students and the feedback of the college from various other stakeholders. Adv. Chintamani Ghate said that the feedback mechanism should be created according to the requirements of NAAC.
17. Ms. Ananya Bibave informed about the teachers' feedback from students carried out by Vikrant Yadav Sir and the analysis of the same is to be prepared after the activity is completed for all the subjects and accordingly action is to be taken.
18. Adv. Chintamani Ghate proposed that considering the College responsibility of providing Free Legal Aid under the FLAG, the Legal Aid Committee has earmarked some socially oriented advocates who are willing to provide their services for the legal extension activities. He proposed that an MOU be signed with each of them with reference to fulfilling the object of legal extension.



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The Coordinator of IQAC proposed the vote of thanks to all the members of IQAC and asked for their cooperation and guidance as and when required.

Date :

The Meeting concluded at 4:15 p.m.

**Adv. Dr. Chintamani Ghate**  
Coordinator, MLC

**Dr. Ananya Bibave**  
Coordinator, IQAC

**Dr. Sunita Adhav**  
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## **Minutes of the 2<sup>nd</sup> IQAC Meeting Held on 08/10/2016**

**Place:** Conference Hall/ IQAC Room

**Time:** 2:30 p.m.

The second meeting of the IQAC for the academic year 2016-17 was conducted on Monday 08/10/2016 at 2:30 p.m. in Modern Law College Conference Hall.

1. The minutes of the previous meeting of IQAC held on 27/06/2016 were read out by the Coordinator of IQAC and it was unanimously resolved to recommend the confirmation of the minutes of the previous meeting.
2. The IQAC Coordinator made all the members aware of the newly introduced Common Entrance Test for Law which has to be implemented in the academic year 2016-2017 and that there is a need to plan the admission process and the course of action of the College relating to the same needs to be decided. There was a long discussion on this topic and it was agreed that as and when the circulars for the admission process will be displayed on the official website, accordingly the college will decide the course of action and meanwhile any applicant who needs help with reference to the admission will be resolved as soon as possible to cause minimal hardship.
3. The quality improvement proposals which have been submitted to the University regarding conducting a national and a State level Seminar and also a proposal for buying a Xerox machine for examination purposes.
4. Adv. Chintamani Ghate made the members aware of the conduction of the 11<sup>th</sup> Shankarrao Kanitkar Moot Court Competition and proposed that we should make the Competition National Level. All the Committee members unanimously agreed upon this proposal. The topic of current relevance was to be chosen for drafting the Moot Problem.
5. Mr. Vikrant Yadav informed all the members of the IQAC about the progress of the Issue II Volume I of the College run refereed, Peer Evaluated Journal "The 19 (1) (a)" that the call for papers have already been done.
6. Mr. Vikrant Yadav also briefed all the members about the progress of the National Seminar on Commercial Division of High Court and the research papers have been called for.
7. Dr. Sunita Adhav proposed that the infrastructure augmentation as per the requirements of the University and the Bar Council of India should be carried out
8. Adv. Kaustubh Ghate, the alumni representative of the IQAC asked about the details of the Alumni Meet to which the IQAC Coordinator answered that the Alumni meet was to be held shortly and that the invitations of the same are being made to all the Alumni. Dr. Rajendra Zunjarrao said that in light of the NAAC peer team visit, it is necessary to have at least two Alumni Meets in this academic year so that maximum Alumni can be made aware of the progress of the College as well as they can also be roped in the activities of the College to



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have a more cohesive bond between the existing students and the alumni members.

9. Dr. Sanjay Kharat brought the attention of the members on the importance of placement activities in the College and suggested certain action plan to be created for improving the placement activity of the College. To this Adv. Chintamani Ghate responded by saying that all the students passing out of the college and taking Sanad and practicing in the courts are directly placed as Law is a professional course.
10. The IQAC Coordinator proposed the next issue on the agenda which was the High Court visit to be carried out. It was finalised that the College should conduct a High Court Visit to the Hyderabad High Court this year.
11. Ms. Shivanjali Bhoite proposed that there should be a Parent Meet organized for the students of the first year so that they will come to know about the college and the atmosphere of the college as well as various activities of the college.
12. The progress regarding the collection of feedback forms was disclosed to all the members and they were satisfied about the same.

The Coordinator of IQAC proposed the vote of thanks to all the members of IQAC and asked for their cooperation and guidance as and when required.

The Meeting concluded at 3:45 p.m.

**Adv. Dr. Chintamani Ghate**  
Coordinator, MLC

**Dr. Ananya Bibave**  
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## **Minutes of the 3<sup>rd</sup> IQAC Meeting Held on 05/12/2016**

**Place:** Conference Hall/ IQAC Room

**Time:** 2:30 p.m.

The third meeting of the IQAC for the academic year 2016-17 was conducted on Monday 05/12/2016 at 2:30 p.m. in Modern Law College Conference Hall.

1. The minutes of the previous meeting of IQAC held on 08/10/2016 were read out by the Coordinator of IQAC and it was unanimously resolved to recommend the confirmation of the minutes of the previous meeting.
2. The IQAC Coordinator proposed the conducting of the NSS Special Winter Camp in the village of Karandi Khe. Ba. Around 25 Km. away from the College.
3. Ms. Shivanjali Bhoite proposed the conducting of the intercollegiate Street Play Competition named Daff Karakdak. All the committee members unanimously accepted the proposal which can enhance the values of the students participating in the competition.
4. Mr. Vikrant Yadav briefed the members about the progress of the Shankarrao Kanitkar Moot Court Competition by showing them the Moot problem which has already been dispatched to all the Law Colleges.
5. The date of the Alumni Meet was fixed and the agenda to be discussed was also finalized.
6. Dr. Ananya Bibave told the members that she has been assigned to conduct the Parents Teachers Meet in the next month.
7. The IQAC Coordinator proposed that the College should plan a Seminar or Workshop on Research Methodology to which Dr. Rajendra Zunjarrao said that this is a very welcoming move of the College to create research atmosphere in the college.
8. Similarly, the IQAC Coordinator also informed all the members about another Seminar under the aegis of the Diploma Department which would be on the subject of Labour Laws.
9. Mr. Vikrant Yadav proposed that a brochure depicting the placement activity and the profiles of the students available for placement should be prepared so that there is all the information which is required for the placement activity will be available and handy. Dr. Sanjay Kharat appreciated this innovative practice of the college.
10. Dr. Ananya Bibave proposed that there is a need to prepare a vision Document of the College in light of the NAAC Peer Team visit so that the College goals, vision and mission as well as short term and long term plans in various fields. There was a long discussion about the various points to be included in the vision document of the College. It was also decided that a core team of Principal, IQAC Coordinator and the Management Representative Dr. Chintamani Ghate will work upon the Vision Document and then finalize it.



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11. The IQAC Coordinator briefed all the members about the progress of the NAAC process. She told that the third reading of the SSR has been over and the process of application to NAAC has been initiated. All the members were satisfied with the progress of the same.
12. Dr. Sunita Adhav informed all the committee members that before facing NAAC the college should undergo an Academic and Administrative Audit and accordingly one organization called as CEDA consisting of Retired Principals of reputed institutions conducts such Audits and that the college is in the initial process of talks with them. Dr. Sanjay Kharat shared his own experience about the AAA and said that this is definitely a necessary positive step towards achieving success.

The Coordinator of IQAC proposed the vote of thanks to all the members of IQAC and asked for their cooperation and guidance as and when required.

The Meeting concluded at 3:30 p.m.

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## Minutes of the 4<sup>th</sup> IQAC Meeting Held on 11/02/2017

**Place:** Conference Hall/ IQAC Room

**Time:** 2:30 p.m.

The final meeting of the IQAC for the academic year 2016-17 was conducted on Monday 11/02/2017 at 2:30 p.m. in Modern Law College Conference Hall.

1. The minutes of the previous meeting of IQAC held on 05/12/2016 were read out by the Coordinator of IQAC and it was unanimously resolved to recommend the confirmation of the minutes of the previous meeting.
2. The IQAC Coordinator briefed all the members about the status of the NAAC preparations. The application has been accepted and the proposed date of the Peer Team visit has been scheduled in the month of March in the latter half of the month. All the documents have been meticulously cross checked for any mistake and the criteria wise filing has progressed.
3. In the light of the schedule of the Peer Team Members the hospitality and other requirements of the Peer team members was decided by the Committee as per the instruction of the Hon'ble Prof. Dr. Gajanan Ekbote and the Business Council of Progressive Education Society.
4. Dr. Sunita Adhav informed to all the Committee Members that the Mock Visit for checking the preparedness of the College will be organized in the first week of March.
5. The IQAC Coordinator informed the members that dates of the Academic and administrative audit were fixed and the preparation for the same was also complete.
6. The Principal's Presentation as well as the IQAC presentation was also shown to all the IQAC members and both were well appreciated. Some suggestions were given by both Dr. Rajendra Zunjarrao and Dr. Sanjay Kharat which were incorporated in the concerned places.
7. Dr. Sunita Adhav proposed that in view of incentivization to the staff members, there should be some initiative taken like giving some awards to the teaching and non-teaching staff members. Dr. Ravindra Zunjarrao suggested that there should be an employee of the year award presented to the teaching and non-teaching staff members. He also told that the same process is carried out in Modern College of arts Science and Commerce, Shivajinagar and has proved to be very effective.

The Coordinator of IQAC proposed the vote of thanks to all the members of IQAC and asked for their cooperation and guidance as and when required.



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The Meeting concluded at 3:45 p.m.

Date :

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**Dr. Ananya Bibave**  
Coordinator, IQAC

**Dr. Sunita Adhav**  
Principal

