



Progressive Education Society's
Modern Law College
and Ph. D. Research Centre

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 - 'A' Grade) 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. Ananya Bibave
Principal (I/C)

Ref. No. PES-MLC/ 413A

Date: 17/10/2023

NOTICE

Internal Quality Assurance Cell
Meeting for the Academic Year 2022-2023

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on **October 18, 2023**, at **2:00 PM** in **IQAC Hall, Modern Law College, Ganeshkhind, Pune**. All the members are requested to kindly make it convenient to attend the meeting. The detailed agenda is enclosed.

We look forward to your presence and meaningful contributions to ensure continuous improvement and excellence in our institution.

Adv. (Dr) Chintamani Ghate
Coordinator

Dr. Ananya Bibave
Principal (I/C)

Name of the Members

1. Prof. Shamkant Deshmukh

2. Prof. Peeyush Pahade

3. Mr. Dhiraj Kothmire

4. Dr. Shivanjali Bhoite

5. Dr. Deepti Bhargava

6. Asst. Prof. Archana Deshpande

7. Asst. Prof. Chinmay Shete

8. Ms. Bhavna Gopalan

9. Adv. Pooja Deo

10. Adv. Amit Girme

11. Adv. Pratik Tendulkar

A&D

Encl: Agenda

PES's Modern Law College

Agenda of the Meeting

The following are the points to be considered during the meeting:

- 1) Call to order and Roll call by the IQAC Coordinator
- 2) Reading and approval of previous Minutes of meeting held on July 15, 2023.
- 3) AQAR Submission status
- 4) **Follow up on the status** of agendas recommended by IQAC members in the previous meeting.
 - i. Alumni forum
 - ii. Study material in Vernacular (Marathi) language
 - iii. Use of LMS
 - iv. Recruitment process
- 5) Discussion and overview on the allotment of work and cross checking on the progress of the work done by each of the faculty members.
- 6) Review of Diploma CAP and Examination status
- 7) Follow up on the scheduled timetable
- 8) Orientation of the new joiners and BCUD profile status
- 9) Discussion on the upcoming academic events



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Minutes of the Meeting

I. Call to Order

A meeting of Internal Quality Assurance Cell (IQAC) was held on **Oct 18, 2023**, at **2:00 PM** in **IQAC Hall, Modern Law College, Ganeshkhind, Pune** under the Chairpersonship of **Dr. Ananya Bibave**. The IQAC Coordinator welcomed and briefed about the agenda.

II. Roll Call

- The following members attended the meeting:

(a) Chairperson: Head of the Institution: Dr. Ananya Bibave

(b) Members:

- i. Senior Administrative Officer:** Mr. Dhiraj Kothmire
- ii. Teachers (two):** Dr. Shivanjali Bhoite
: Asst. Prof. Archana Deshpande
: Asst. Prof. Chinmay Shete
- iii. Members from the Management(two):** Prof. Shamkant Deshmukh
: Adv. (Dr) Chintamani Ghate
- iv. Nominees from Local Society/ Students/Alumni (One/two):**
: Ms. Bhavna Gopalan
: Asst. Prof. Pooja Deo
- v. Nominees from the Employers/Industrialists/Stakeholders (One/two):**
: Adv. Amit Girme
: Adv Pratik Tendulkar
- vi. External Expert:** Prof. Peeyush Pahade
- vii. Coordinator of IQAC:** Dr. Deepti Bhargava

- **Leave of absence granted to:**

None

III. Approval of the Agenda

MOTION: The Chairperson moved to approve the agenda for the meeting. The agenda was Seconded and carried without dissent.

IV. Approval of the previous Minutes of the meeting

MOTION: The Chairperson moved to approve the minutes of the July 15, 2023 meeting. Seconded and carried without dissent.

V. Discussions/ Comments

Sr No	Subject/Issue	Matters brought forward by/ Suggestions given by	Outcome of Discussion	Action to be taken with Timelines
1.	AQAR (2021-22) Submission status	Chairperson	All the data pertaining to all the Criteria I to VII is submitted to IQAC Coordinator.	Completed
2.	Follow up on the status of the following:	Chairperson		
	i. Alumni forum	Adv. Amit Girme and Adv Pratik Tendulkar	All the Alumni has informed regarding the forum. The alumni shall be sending their draft of writing on the official mail id of the College.	In progress
	ii. Study material in Vernacular (Marathi) language	Dr. Shivanjali Bhoite	The topics related to subject areas are allotted to all the faculty members. Some of the faculty members are preparing collaboratively the study material.	Completed
	iii. Use of LMS	Asst. Prof. Chinmay Shete	The teachers are informed to update and upload all the teaching material on the LMS for each semester	In progress
	iv. Recruitment process	Dr. Shivanjali Bhoite	The interviews have been conducted as per the guidelines of SPPU and all the data has been filed in the HR office.	Completed
3.	Allotment of work	Chairperson	It was informed by the Vice Principal that the work allotment sheet has been shared with all the	Completed – Suggestions are to be

			faculty members and the allotted work has also been cross checked or reviewed by the Vice principal.	incorporated with immediate effect
4.	Review of Diploma CAP and Examination status	Chairperson	The Vice Principal informed that all the faculty members are instructed to complete the CAP work as early as possible. Also, to submit the marks list within this month.	Completed- July 30, 2023
5.	Follow up on the scheduled timetable	Chairperson	The Vice Principal informed that the workload of all the faculty members is 18/19/20 lectures per week. In addition to this 1 lecture of library is allotted per week. Commencement of classes for BALLB IV & V year was finalised from 24 July, 2023 and Certificate course on IPR was finalised for 28 July, 2023. Time table execution report is also being maintained and checked by the HODs.	Completed- Classes commenced
6.	Orientation of the new joiners and BCUD profile status	Dr. Deepti Bhargava and Dr. Shivanjali Bhoite	It was informed that orientation of all the new joiners was done on 12 Sept, 2023. The BCUD profiles are also updated by all the new joiners.	Completed
7.	Discussion on the upcoming academic events	Asst.Prof. Archana Deshpande	It was discussed that 01 International & 01 National Seminar must be scheduled in the upcoming months. Also, the themes, dates & other prerequisites must be planned and allotted to the faculty members.	With immediate effect – by October 30, 2023

VI. Recommendation/ Suggestions by the IQAC members




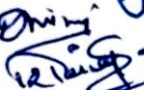





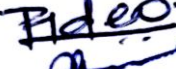


- a) All the faculty and staff members must adhere to the timelines given to them for completion of the task for the smooth functioning of the institute. If any faculty is availing any leave, the allotment of his/her work must be assigned to some other faculty to avoid procrastination.
- b) All the faculty members must be diligent and punctual related to the documentation of the work allotted to them. The relevant Data must be prepared in soft & hard copies.
- c) All the members unanimously sanctioned the meeting; no objection was raised.

VII. Adjournment

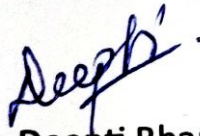
The meeting was adjourned at 5:00 pm. The next IQAC meeting for the academic year 2022-2023 is scheduled for the month of January 2024.

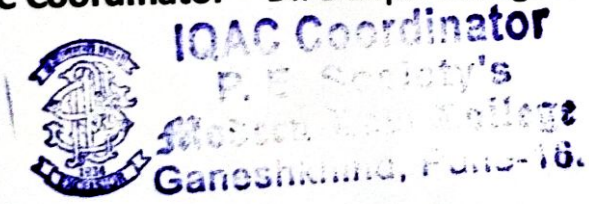
The minutes was submitted by Dr. Deepti Bhargava - IQAC Coordinator

Signature of Chairperson and Members


1. Prof. Shamkant Deshmukh 
2. Adv (Dr.) Chintamani Ghate 
3. Prof. Peeyush Pahade 
4. Mr. Dhiraj Kothmire 
5. Dr. Shivanjali Bhoite 
6. Dr. Deepti Bhargava 
7. Asst. Prof. Archana Deshpande  A&D
8. Asst. Prof. Chinmay Shete  Chinmay
9. Ms. Bhavna Gopalan  Bhavna Gopalan
10. Adv. Pooja Deo  Pooja Deo
11. Adv. Amit Girme  Amit
12. Adv. Pratik Tendulkar  Pratik Tendulkar

Submitted by


IQAC Coordinator – Dr. Deepti Bhargava



Approved by



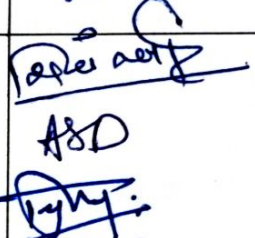

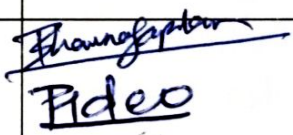
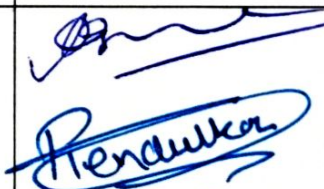
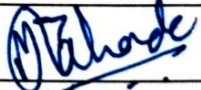

Chairperson – Dr. Ananya Bibave



IQAC Meeting Attendance

Date: October 18, 2023

Time: 2: 00 PM

S. No	Composition	Name of the members	Signature
1.	Chairperson: Head of the Institution	Dr. Ananya Bibave	
2.	Senior Administrative Officer	Mr. Dhiraj Kothmire	
3.	Teachers (Three)	Dr. Shivanjali Bhoite Asst. Prof. Archana Deshpande Asst. Prof. Chinmay Shete	
4.	Members from the Management(two)	Prof. Shamkant Deshmukh Adv. (Dr) Chintamani Ghate	
5.	Nominees from Local Society/Students/ Alumni (One/two)	Ms.Bhavna Gopalan Asst.Prof. Pooja Deo	
6.	Nominees from the Employers/Industrialists/Stakeholders (One/two)	Adv. Amit Girme Adv Pratik Tendulkar	
7.	External Expert	Prof. Peeyush Pahade	
8.	Coordinator of IQAC	Dr. Deepti Bhargava	