



DECCAN EDUCATION SOCIETY'S Shri. Navalmal Firodia Law College, Pune

(Affiliated to University of Pune, ID No. PU/PN/LAW/207/2004) Recognised by 2 (B) and 12 (f)
(Approved by Bar Council of India) NAAC Recognised

INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 22nd July 2021 at 2.00 pm in the conference hall, IQAC, DES's Shri Navalmal Firodia Law College.

Minutes of the Meeting

1. Discussion and confirmation of minutes of last IQAC meeting dated 26.05.2021

Minutes of the Meeting dated 26.05.2021 are discussed and confirmed.

2. Discussion and Revision of Composition of IQAC

Asst. Prof. Nalini Ambad proposed to revise composition of IQAC due to further unavailability of some members.

3. Discussion and Finalization of Academic Calendar 21-22

Dr. Priya Chopde briefed about core activities and academic schedule of different courses. Thorough discussion took place as to dates of different activities in consonance with academic schedule.

4. Celebration of 75th Year of Independence

Suggestions were invited for the celebration of 75th Year of Independence. As suggested by Asst. Prof. Madhura Apte, theme of the magazine can be taken as 'India @ 75. Reminisce, Reflect, Resurge'. Asst. Prof. Janhavi Ghodke suggested to have programs in the name of freedom fighters. Dr. Anagha Baldota proposed to have celebration through lecture series of luminaries in the fond memory of Swatantryaveer Savarkar also to have interdisciplinary intercollegiate festival to cherish young talents as to law, literature and culture.

5. Preparation for Swatantryaveer Savarkar Vyaspeeth Inauguration and lecture series

Dr. Anagha Baldota briefed about preparation of inaugural ceremony of 'Swatantryaveer Savarkar Vyaspeeth' and the shortlisted speakers and topics on which discourse will be conducted.



6. Proposal for interdisciplinary Certificate Courses

Asst. Prof. Nalini Ambad proposed to initiate various interdisciplinary courses for the benefit of the students to inculcate holistic approach.

7. Organisation of Agarkar Debate Competition at National Level

Faculty- in- charge (Asst. Prof. Kaveri Deo) of Debate, briefed about Gopal Ganesh Agarkar Debate competition, it was suggested to have such competition at National Level by adding one more Hindi Language for debating purpose.

8. Any other item with the permission of the Chair

No other item was discussed.



Coordinator,
IQAC,
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune



Officiating Principal
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune



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Action Taken Report of Meeting

1. Discussion and confirmation of minutes of last IQAC meeting dated 26.05.2021

Minutes of the Meeting dated 26.05.2021 are discussed and reviewed.

2. Discussion and Revision of Composition of IQAC

Composition of IQAC revised after discussion with chair and accordingly members were conveyed and invited to attend the meeting.

3. Discussion and Finalization of Academic Calendar 21-22

Academic Calendar for 2021-22 prepared and curricular and extra- curricular activities are planned and started according to decided schedule.

4. Celebration of 75th Year of Independence

Celebrated 75th Year of Independence on 15th August in zeal and enthusiasm. Theme of the magazine 'India @ 75. Reminisce, Reflect, Resurge', communicated to students and faculties for calling for articles and other write-ups.

5. Preparation for Swatantryaveer Savarkar Vyaspeeth Inauguration and lecture series

Inaugural ceremony of 'Swatantryaveer Savarkar Smruti Abhinav Bharat Vyaspeeth' was done at the auspicious hands of Shri. Jagdeep Dhankhar, Governor of West Bengal. It was followed by a four days lecture series from 21st August to 25th August, 2021. Dr. Priya Chopde, Officiating Principal, Asst. Prof. Madhura Apte, Asst. Prof. Saurabh Jadhav and Shri Mahesh Athavale, Vice Chairman, DES have delivered lectures and taken through various topics, as to, the importance of Hindu scriptures, economy, foreign policy till the need of Uniform Civil Code. The entire program was live telecasted on You-Tube Channel.

6. Proposal for interdisciplinary Certificate Courses

Under DES CLE registration for four new courses were invited from students. These interdisciplinary courses include 'Law & Economics', 'Medico-Legal Studies', 'Financial Markets' and 'Advocacy Skills'.



7. Organisation of Agarkar Debate Competition at National Level

Gopal Ganesh Agarkar Debate competition was conducted online on 4th & 5th September, 2021. In this competition 50 teams across the country participated as one more Hindi Language added for debating purpose. Final round was live-streamed on official You Tube Channel.


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INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 25th October 2021 at 2.00 p.m. in the conference hall, IQAC, DES's Shri Navalmal Firodia Law College.

Minutes of the Meeting

1. **Discussion and confirmation of minutes of last IQAC meeting dated 22nd July 2021**
Minutes of the Meeting dated 21.07.2021 are discussed and confirmed.

2. **Discussion on New Format of AQAR**

Asst. Prof. Nalini Ambad referred new format of AQAR introduced by NAAC, specifically for Legal Education Institutions.

3. **Discussion on Proposed activities of departments**

Department faculty in-charge have proposed activities of their respective departments.

4. **MOU with Vanvasi Kalyan Ashram through DES CLE**

Dr. Anagha Baldota briefed about MOU with Vanvasi Kalyan Ashram for students' Para Legal Internship.

5. **Collaborative activities with DLSA**

Asst. Prof. Neeta Ahir has happily shared the proposed activity at college campus in collaboration with DLSA and preparations required to be done by the college.

6. **To review waste management activities of the institute.**

Asst. Prof. Archana Lahoti undertook responsibility to do waste management with the help of NSS volunteers.

7. **To Review Internship Programme**

Dr. Aishwarya Kadam has given details about internship program for college students. It was reviewed by the members of IQAC and suggestions were given for successful implementation of such drive.



8. Any other item with the permission of the Chair

No other item discussed.

Amber

Coordinator,
IQAC,
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune



P. Lang

Officiating Principal
Deccan Education Society's
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Minutes of the Meeting dated 21.07.2021 are discussed, reviewed and confirmed.

2. **Discussion on New Format of AQAR**

Faculties, referred new format of AQAR introduced by NAAC, of their respective criteria's and started working accordingly for the preparation of AQAR 2021-22.

3. **Discussion on Proposed activities of departments**

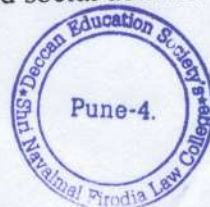
Moot Court Society organized **NOVICE Moot Court** Competition for Pre-law students in an on-line mode. To enlighten the students on Mooting skill, alumni- Adv. Shreyas Lele has given lecture and guided and interacted with them to resolve all their queries.

4. **MOU with Vanvasi Kalyan Ashram through DES CLE**

MOU with Vanvasi Kalyan Ashram got signed and executed, for students' Para Legal Internship. Orientation on Para Legal Internship in collaboration with Vanvasi Kalyan Ashram was conducted on 9th December, 2021. A Para Legal Internship was opened by Janjati Kalyan Ashram, which was availed by 7 pre-law students. Students were promoted to undertake legal research and relevant case studies so as to assist the advocate representing tribes in Bombay HC.

5. **Collaborative activities with DLSA**

In association with DLSA, Pune a program on Women Empowerment was organised on 28th October, 2021 to create awareness about rights of women and self-defence. Chief Guest – Hon'ble Shri Sanjay Deshmukh, Principal District & Session Judge; Incharge Judge of DLSA, Shri Pratap Sawant; Renowned actress and social activist Smt. Mrunal Kulkarni among others have addressed the audience.



College students volunteered in LOKADALAT organised by DLSA, Pune. College under PAN India movement organised and participated in various programs organised by DLSA, Pune, such as Poster making competition, guest lecture on Fundamental Duties, Awareness campaign on *Beti Bachao, Beti Padhao*- our voice etc.

6. To review waste management activities of the institute.

E- Waste & Plastic Collection drive was conducted by NSS volunteers.

7. To Review Internship Programme

180 students registration received for the internship program. After scrutiny of C.V.'s and interview, 40 students were shortlisted and allocated to respective Advocates.

8. Any other item with the permission of the Chair

No other item discussed.



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INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 20th December 2021 at 2.00 p.m. in the conference hall, IQAC, DES's Shri Navalmal Firodia Law College.

Minutes of the Meeting

1. Discussion and confirmation of minutes of last IQAC meeting dated 25.10.2021

Minutes of the Meeting dated 25.10.2021 are discussed and confirmed.

2. Proposal to establish club 'Vidhit' and its e-journal 'Vedhas'.

Dr. Anagha Baldota proposed to establish club 'Vidhit' and its e-journal 'Vedhas', and seconded by Asst. Prof. Janhavi Ghodke

3. Atal Lawlit – National law fest

Asst. Prof Madhura Apte has briefed about preparations for interdisciplinary fest at National level i.e. 'Atal Lawlit National Fest'.

4. Celebration of Youth Day on 12th January'22

Asst. Prof Janhavi Ghodke informed about preparations for Youth Day celebrations on 12-01-22.

5. Organisation of workshop in relation to Disaster Management and Rehabilitation after disaster

Asst. Prof. Nalini Ambad suggested to organise workshop or guest lecture for students and faculties regarding **Disaster Management and Rehabilitation after disaster.**

6. Taking note of DES MOU with UTTARPATH

Dr. Priya Chopde has briefed about MOU signed by DE Society with UTTARAPATH for making available Learning Avenue as to Competitive Exams for the students of different units of the society. DES SNFLC students can also enrol for the same.



7. Any other item with the permission of the Chair

No other item was discussed



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Action Taken Report of the Meeting

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Minutes of the Meeting dated 25.10.2021 are discussed, reviewed and confirmed.

2. Proposal to establish club 'Vidhit' and its e-journal 'Vedhas'.

Club 'Vidhit' was established under CLE and e-journal 'Vedhas', was launched on 26th January, 2022, to cherish research spirit among students.

3. Atal Lawlit – National law fest

On the auspicious occasion of India @ 75 college hosted first edition of 'Atal Lawlit National Fest' an interdisciplinary fest at National level from 7th to 9th January, 2022.

4. Celebration of Youth Day on 12th January '22

Wisdom Vivek: Intra College Elocution Competition on Swami Vivekananda's 159th Birth Anniversary was organised by Club Aesthetica.

5. Organisation of workshop in relation to Disaster Management and Rehabilitation after disaster

Workshop on Disaster Management was held on 24th & 25th March 2022 by NSS unit of the college.

6. DES MOU with UTTARPATH

On 25th August 2022, Workshop on Competitive Examination was conducted in collaboration with UTTARAPATH.



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INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 10th March 2022 at 2.00 p.m. in the conference hall, IQAC, DES's Shri Navalmal Firodia Law College.

Minutes of the Meeting

1. Discussion and confirmation of minutes of last IQAC meeting dated 20.12.2021

Minutes of the Meeting dated 20.12.2021 are discussed and confirmed.

2. Appointment of IQAC Co-ordinator

Dr. Priya Chopde has given information about resignation of Asst. Prof. Nalini Ambad, IQAC Coordinator, and called for the willingness of the faculties to work as IQAC Coordinator. It was proposed that Asst. Prof. Madhura Apte will look after the work of IQAC till the further appointment.

3. Finalization of topics for 12th edition of National Bill/Judgement Analysis Competition and National Webinar

Dr. Priya Chopde proposed topics for 12th edition of National Bill/Judgement Analysis Competition and National Webinar. Discussion took place in respect of different topics and it was decided to take contemporary topics like Artificial Intelligence, Surrogacy, Data Protection etc. i.e. bill for the purpose of the Competition.

4. Utilization of budgets sanctioned for different department and inviting proposed budgets.

Faculty In-charge of different activities and departments briefed about utilization of allocated budgets and pending activities against the same. Faculties also provided the required budget for next Academic Year.

5. Proposal to Purchase Smart Boards for teaching learning and IQAC

Officiating Principal Dr. Priya Chopde proposed to purchase Smart Boards to enhance ICT based teaching learning facilities.



6. Proposal to provide seed money to faculties for research projects

Asst. Prof. Janhavi Ghodke proposed to make available seed money to faculties and students for undertaking research projects in addition to attending Seminars & Conferences. It was decided to establish Review Committee from next Academic Year and budgetary provisions can be made for the same.

7. Discussion on draft of MOU with Akhilbhartiya Adhivakta Parishad

Dr. Anagha Baldota produced draft of MOU with *Akhilbhartiya Adhivakta Parishad* for strengthening and increasing the reach of legal-aid activities by the college.

8. Organisation of 'Lokmanya Tilak National Appellate Moot Court Competition'

Asst. Prof. Kaveri Deo briefed about preparation and other details about 'Lokmanya Tilak National Appellate Moot Court Competition'. Suggestions were given for the smooth conduct of the Competition after taking care of COVID situation. Maharashtra Govt. and SPPU guidelines to be followed in relation to social gatherings.

9. Organisation of Dum and Indradhanush for the A.Y. 2021-22.

Dr. Anagha Baldota & Asst. Prof. Sandip Borse briefed about preparation, events and other details of Dum and Indradhanush for the A.Y. 2021-22.

10. Analysis of Self appraisal form submitted by faculties

IQAC was asked to go through and review Self appraisal form submitted by faculties and report to the authorities.

11. Any other item with the permission of the Chair

No other item was discussed.

For
Madhura

Coordinator,
IQAC,
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P. Anagha

Officiating Principal
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Action Taken Report of the Meeting

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Minutes of the Meeting dated 20.12.2021 are discussed, reviewed and confirmed.

2. Appointment of IQAC Co-ordinator

Asst. Prof. Madhura Apte had looked after IQAC work and did the necessary compliances in that regard. Dr. Janhavi Ghodke is appointed as new IQAC Coordinator after confirmation of CDC.

3. Finalization of topics for 12th edition of National Bill/Judgement Analysis Competition and National Webinar

12th edition of National Bill/Judgement Analysis Competition and National Webinar was held on 6th & 7th May 2022. "The Personal Data Protection Bill, 2019" was taken for analysis purpose. Webinar was on "Data Privacy: Issues & Challenges".

4. Utilization of budgets sanctioned for different department and inviting proposed budgets.

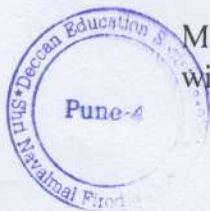
Faculties were instructed to utilize sanctioned budget for organising different activities for the students. Proposed budgets were approved with modifications subject to confirmation by CDC.

5. Proposal to Purchase Smart Boards for teaching learning and IQAC

Proposal Approved by IQAC and given for consideration by CDC. Training to use Smart Board for Teaching Learning was approved.

6. Discussion on draft of MOU with Akhilbhartiya Adhivakta Parishad

MOU with Akhilbhartiya Adhivakta Parishad was approved and signed. In Collaboration with Akhilbhartiya Adhivakta Parishad, One day Workshop was conducted on various



aspects of Criminal Trial, dated 27th August 2022. Workshop was conducted in Marathi as well as English Language to broaden its reach.

7. Organisation of 'Lokmanya Tilak National Appellate Moot Court Competition'

'Lokmanya Tilak National Appellate Moot Court Competition' was conducted on 11th & 12th April 2022 through online mode.

8. Organisation of Dum and Indradhanush for the A.Y. 2021-22 in offline mode

Dum and Indradhanush for the A.Y. 2021-22 was organised in offline mode from 25th April to 30th April, 2022.

9. Analysis of Self appraisal form submitted by faculties

Conclusion of analysis was communicated to the Principal and same was conveyed to the respective faculties.

*For
Madhura*

Coordinator,
IQAC,
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune



Blanch

Officiating Principal
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune

INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 26.05.2021 at 4.00p.m.through Microsoft Teams App.

Minutes of the Meeting

1. Discussion and confirmation of minutes of IQAC meeting dated 20/10/2020

Minutes of the meeting dated 20/10/2020 are discussed and confirmed

2. Suggestions from faculties for quality enhancement.

Suggestions are given by faculty members on quality enhancement. Following suggestions are given;

- Encouraging teachers to take up minor/ major research projects and submit it to recognizing agencies/
- Motivating teachers to go for orientation programs, FDP, FDP, Workshops , Seminars
- Teaching and evaluation plan development and innovative ways to measures outcome of students
- Workshop for Non-teaching staff
- Preparing MOOCS

3. Review of preparation of organizing National Webinar on Krushi Manthan:A Review of Agricultural Law.

Dr. Aishawarya Yadav and Asst. Prof. Prajakta Bhagwat briefed the members about the preparation of National Webinar on 'Krushi Manthan': A Review of Agricultural Laws to be organized on 28th and 29th may 2021, Two days webinar series offering a multitude understanding of agricultural laws-.

4. Review of Preparation of organizing Statute analysis Competition

Dr. Priya Chopde briefed the members about the organization of national Level Statute Analysis Competition 2021.The statutes for Analysis are;

The Farmers Produce Trade and Commerce (Promotion and Facilitation) Act,2020

The Essential Commodities (Amendments) Act,2020.

The farmers (Empowerment and protection) agreement on Price Assurance and farm services Act, 2020.

It was discussed that The statutes concerned, being the most controversial ones in the recent times, effectuate an insightful session.



5. To organize Indradhanush Dum 2020-21 through online mode.

It was discussed and finalized that in the Academic Year 2020-21, the Annual Cultural & sports Fest 'Indradhanush & Dum' is to be organized in the online virtual mode in the month of June, due to the ongoing Covid-19 pandemic.

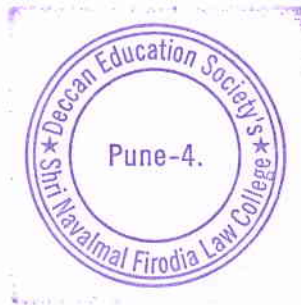
6. Any other item with the permission of the Chair.

No other item was discussed

Ambekar

Sd/-
Coordinator,
IQAC,
Deccan Education Society's
Navalmal Firodia Law College, Pune

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Deccan Education Society's
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Pune - 411 004.



INTERNAL QUALITY ASSURANCE CELL MEETING

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Action Taken Report

1. Discussion and confirmation of minutes of IQAC meeting dated 20/10/2020

Minutes of the meeting dated 20/10/2020 are discussed and confirmed

2. Suggestions from faculties for quality enhancement.

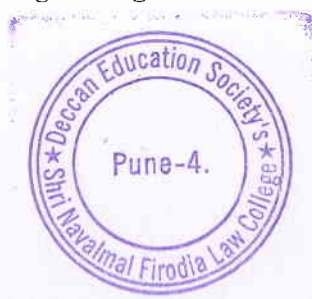
Suggestions are given by faculty members on quality enhancement. Following suggestions are given;

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- Motivating teachers to go for orientation programs, FDP, FDP, Workshops , Seminars
- Teaching and evaluation plan development and innovative ways to measures outcome of students
- Workshop for Non-teaching staff
- Preparing MOOCS

3. Review of preparation of organizing National Webinar on Krushi Manthan:A Review of Agricultural Law.

National Webinar on 'Krushi Manthan': A Review of Agricultural Laws was successfully organized on 28th and 29th may 2021, Two days webinar series was a multitude understanding of agricultural laws. On 28th and 29th May 202, The National Webinar on Agricultural Laws was conducted via Microsoft teams and Streamed Live on YouTube on our College's Official YouTube Channel 'DES National Seminar'. The webinar was divided into 4 technical sessions with our deemed and respected Guests being from various fields to share their respective opinions and enlighten the audience on current topic of agricultural laws

4. Review of Preparation of organizing Statute analysis Competition



Dr. Priya Chopde briefed the members about the organization of national Level Statute Analysis Competition 2021. The statutes for Analysis are;

The Farmers Produce Trade and Commerce (Promotion and Facilitation) Act, 2020

The Essential Commodities (Amendments) Act, 2020.

The farmers (Empowerment and protection) agreement on Price Assurance and farm services Act, 2020.

It was discussed that The statutes concerned, being the most controversial ones in the recent times, effectuate an insightful session.

The competition was successfully organized on 28th and 29th May 2021.

5. To organize Indradhanush Dum 2020-21 through online mode.

The virtual intra collegiate cultural and sports fest was organised during 8th June 2021 to 13th June 2021. The virtual fest allowed every enthusiastic participant to cherish their college life and showcase their talent. The entire fest 'Covid Pandemic: two sides of the coin' and its activities were based on the current pandemic situation and with a motive to encourage a brighter side of the situation wherein we believed to convey that this time too shall pass and we are all together in this situation and hence it became "INDRADHANUSH: This time for a cause". A virtual sport fest 'Dum: this time for a cause' was organized. Dedicated to our frontline workers, we had the annual sports event online with different activities. Coordinators, event heads and volunteers participated enthusiastically. More than 200 participants participated. Activities like Push Up, Plank, Jumping Squats, High Knees, Chess, Virtual Running, DES Got Talent, The Balancing Challenge, Khele Hum Jee Jaan Se (Sports Quiz) were planned. It was a 4-day event filled with fun and fanfare where everyone could showcase their talents.

6. Any other item with the permission of the Chair.

No other item was discussed



Sd/-
Coordinator,
IQAC,
Deccan Education Society's
Navalmal Firodia Law College, Pune

Co-ordinator
Internal Quality Assurance Cell (IQAC)
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OFFICIATING PRINCIPAL
Deccan Education Society's
Shri Navalmal Firodia Law College
Pune - 411 004.

INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 20.10.2020 at 4.00p.m.through Microsoft Teams App.

Minutes of the Meeting

1. Discussion and confirmation of minutes of IQAC meeting dated 11/09/2020

Minutes of the meeting dated 11/09/2020 are discussed and confirmed

2. Discussion on E-Content Development

It was discussed that e-Content development is need of an hour therefore Dr. Ganga Reshmi, Librarian , informed the members with the E- content development equipments used at Savitribai Phule Pune University and it's Utility.

3. Formal Inauguration of DES Center for Legal Excellence.

It was discussed and finalized that although DES Center for Legal Excellence has already started working actively, its formal inauguration is to be organized in the month of January 2021 physically following all the COVID-19 Norms.

4. Workshop on Outcome Based Education

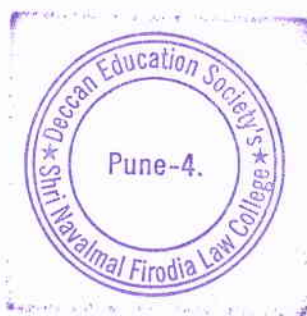
To make teaching teach more students centric it was discussed and finalized that workshop on outcome based education is to be organized in the month of January to train the teachers to implement OBE in teaching learning process.

5. Any other item with the permission of the Chair.

No other item was discussed


Sd/-
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2. Discussion on E-Content Development

It was discussed that e-Content development is need of an hour therefore Dr. Ganga Reshmi, Librarian , informed the members with the E- content development equipments used at Savitribai Phule Pune University and it's Utility. All the teachers started uploading the recorded lectures on Microsoft teams share point. Recorded Lectures are also made available in the College Library.

3. Formal Inauguration of DES Center for Legal Excellence.

DES Center for Legal Excellence has already started working actively, its formally inaugurated on 16th January 2021, physically at the auspicious hands of Shri Anil Mohile, following all the COVID-19 Norms. DES CLE conducted revision of policy documents of all the departments to bring in necessary changes for quality enhancement. The departments were suggested to execute the newly formulated policies in the upcoming academic year. Event manuals, Rule books, Internal exam policy, inviting new projects, courses, activities were another ventures shouldered by the centre. The centre opens a plethora of avenues not only for students from multiple disciplines but also for Medical, Corporate, Commerce & various other professionals inclined to career advancement as soft skill development.

4. Workshop on Outcome Based Education

Workshop on outcome based education was conducted on 21st January 2021 by Dr. Shreeram Nerlekar .Teachers are equipped with the methods to be followed for inculcating outcome based education in day today teaching. Teachers have prepared



teaching plans accordingly to achieve the goals of outcome based education and implemented successfully during the teaching learning process. Teaching learning process becomes more students centric through OBE.

5. Any other item with the permission of the Chair.

No other item was discussed


Sd/-
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Co-ordinator
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PRINCIPAL
Deccan Education Society's
Shri Navalmal Firodia Law College
Pune - 411 004.

INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 11.09.2020 at 4.00p.m.through Microsoft Teams App.

Minutes of the Meeting

1. Discussion and confirmation of minutes of IQAC meeting dated 17/07/2020

Minutes of the meeting dated 17/07/2020 are discussed and confirmed

2. Criteria wise Analysis of AQAR

It was discussed and finalized those criteria wise analysis is to be done for the improvement in the academic and administrative working of the college. All the AQAR criterions were discussed thoroughly and suggestions are invited from all the faculties and members of IQAC.

3. Guidance by Dr. Anjanikumar Varma

Dr. Anjanikumar Varma Former dean Central University of Haryana was invited as a special invitee for guidance

4. Any other item with the permission of the Chair.

No other item was discussed

Sd/ 
Coordinator,
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Deccan Education Society's
Shri Navalmal Firodia Law College
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INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting was held on 11.09.2020 at 4.00p.m. through Microsoft Teams App.

Action Taken Report

1. Discussion and confirmation of minutes of IQAC meeting dated 17/07/2020

Minutes of the meeting dated 17/07/2020 are discussed and confirmed

2. Criteria wise Analysis of AQAR

It was discussed and finalized that criteria wise analysis is to be done for the improvement in the academic and administrative working of the college. Following analysis was prepared.

DES's Shri Navalmal Firodia Law College, Pune

Internal Quality Assurance Cell

Criteria Wise Analysis of Areas which needs improvement

Criteria I: Curricular Aspects

A. Certificate Courses: Already started with, needs addition each year. Certificate Course in Soft Skills, Certificate course in Law and Psychology. Medico Legal aspects, Law and Economics, Advocacy Skills, Certificate course in law and Logic.

B. Diploma Courses: We run one Diploma Course DTL

C. Value Added Course (Imparting Life skills) Already started with soft skill development, MUN, Parliamentary Debate Club, Club Asthetica, need to add each year

D. Field Projects: we need to undertake field project and there are no field project undertaken by students.

E. Feedback Mechanism: Need to develop mechanism to analysis and utilization of feedback mechanism

Criteria II: Teaching Learning and Evaluation

A. Student Mentorship

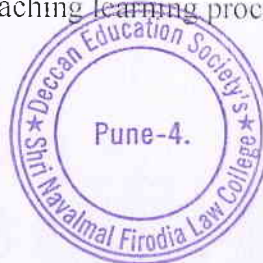
Teachers need to be mentors for students. We already have the class teacher system, and a class teacher does the mentoring by providing assistance to students in college activities and in some cases does personal counselling also. In addition to it, to maintain record of this we need to arrange two special meetings of class teachers and students and inform them specifically that class teachers are their mentors and record the minutes of the meeting to bring it on record. Standard format of the same will be developed by IQAC. In short class teacher system to be made more systematic and work as mentorship system.

B. Honours and Recognition received by teachers: Needs improvement in this area.

C. Use of E- Learning Resources and LMS (Learning Management system).

D. Needs guideline on how to get good results in student's satisfactory survey and best practices to be imbibed / followed in daily teaching learning process.

Criteria III: Research Innovation and Extension:



- A. As there are very few publications of faculties, needs more paper Presentation and publication in national/International Conferences?
 - B. Publication of research articles in UGC listed journals
 - C. Publication of chapters in book, publication of books
 - D. Extension Activity: Extension activities intended to be those which are useful for local community and addressing the issues of society at large; Activities of Legal Aid centre and NSS are extension activities.
 - E. Collaborations and linkage: Need to conduct seminars and workshops in Collaboration with outside agencies
 - F. MOU: There are two Mou's but no specific activities are conducted under it, needs similar initiatives to expand horizons of our college activities in collaboration with outside agencies
2. Long Term Goal: H Index, Citation Index, and Research Funds from outside agencies.

Criteria IV: Infrastructure and learning Resources

- A. E-Content Development and facilities for e-content development.

No e-content is developed so far. Currently on line lectures are recorded Through Microsoft Teams.

Criteria V: Student Support and Progression

- A. Capability Enhancement schemes for students: Few of them are already carried out

- 1. Soft Skill Development: already carried out
- 2. Remedial Lectures: we conduct it but need to keep proper record of how many students got benefited by it.
- 3. Language Lab
- 4. Bridge Course
- 5. Yoga, Meditation: we conduct Yoga activity
- 6. Personnel counselling: Many faculties do It but need to develop Mechanism to maintain Record
- 7. Career guidance and counselling, Competitive Exams (IAS, IPS): Our College conducts it but need to include it in routine activity of each year and need to keep track upon number of students getting through these competitive exams.

- B. Campus placement:

- C. Student progression in Higher Education: Need to develop a mechanism to keep track as we only able to get information from SPPU and our college

- D. Alumni Association Registration. Alumni Association got deregistered and need to register it again.

Criteria VI: Governance, Leadership and Management:

- A. Professional Development Programs:

Teachers shall attend

- 1. Orientation,
- 2. Refresher Courses, Short Term Courses,
- 3. Faculty Development Programs.



4. Non-Teaching staff shall attend professional Development Programs.
- B. Utilization of Seed money: Faculties reimburse it but maximum utilization of it is a best practice. Teachers attending National, International Conferences can reimburse the registration fees and other expenses.

Criteria VII: Institutional Values and Best Practices:

- A. Eco Friendly Campus Initiative: No to Plastic within campus, E-waste Collection box.
- B. Activities Promoting Universal values and ethics: blood donation camp, divyangprerna camp wherein our students volunteered in special Children's schools sports Competition.
- C. Gender Equality Promotion Programs. We conduct one program each year under IC Committee. Need to add more.

Following are the Activities Conducted by College Every Year:-

1. Lokmanya Tilak National Appellate Moot-Court Competition,
2. Late Shri Gopal Ganesh Agarkar Smriti Karandak State levels inter Collegiate Debate Competition.
3. Two Days national Seminar on Current Topic
4. Judgment Analysis Competition or Bill Analysis Competition
5. This year organized National Judgment Writing Competition and Client Counselling Competition
6. 'LawSkets' Intra collegiate Sports event
7. 'Dum-IndraDhanush' Intra collegiate cultural and sports fest.
8. Legal Aid Camps
9. Blood Donation Camp
10. Alumni Lecture Series
11. Picnic and study Tour to Supreme Court of India.
12. Mumbai High Court Visit.
13. Publication of College magazine 'SWADES'.
14. Publication of Journal with ISBN No. 'Fiat Justicia'.
15. Teacher Student Symposium.
16. Last year started with' internship program for students 'where students are given internship with practicing lawyers after their lectures.----

3. Guidance by Dr. Anjanikumar Varma

Dr. Anjanikumar Varma Former dean Central University of Haryana was invited as a special invitee for guidance. It was interactive discussion Dr. Varma has shared his experience of introducing various innovative teaching and research techniques at Central University of Haryana Following Activities are suggested by Dr. Anjanikumar Varma Sir

Ad-on Courses, Regular feedback from all the stakeholders

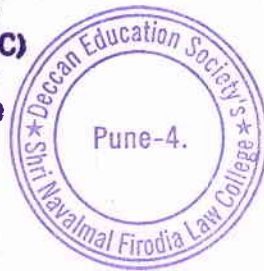


4. Any other item with the permission of the Chair.

No other item was discussed


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INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting held on 17.07.2020 at 4.00p.m. through Microsoft Teams App.

Minutes of the Meeting

1. Discussion and confirmation of minutes of IQAC meeting dated 26/06/2020

Minutes of the meeting dated 26/06/2020 are discussed and confirmed

2. Discussion and Finalization of Faculty Development Program.

It was discussed and finalized that for the academic growth and development of the teachers college will organize Faculty development program for teachers. Due to the online pandemic it was proposed to conduct the online faculty development program. Topic finalized for faculty development program is "Integrating theory and practice into Legal and Social Sciences pedagogy."

3. Discussion and Finalization of programs and activities to be conducted during AY2020-21.

Teacher coordinators of various Departments and activities have proposed various activities to be conducted during the year.

Following activities are proposed:-

- Various Seminar and webinar on current topics like Challenges during covid-19,
- Personal Laws
- Workshop on Mental Health
- Career Guidance sessions for students under placement cell
- Appellate Moot Court competition and Legislative analysis Competitions
- Activities under Club Asthetica and MUN Club , parliamentary Debate club.
- Alumni Guest lecture series.
- And various activities under student development cell and extension activities through NSS and Legal Aid
- Online teacher student symposium on the Topic- 'Art 15(3) of the Indian Constitution and its interplay in the Mainstream media.'
- " Alumni guest lecture series "Krutadnyata " for 1 B.A.LL.B and 1 B.B.A.LL.B
- National Webinar
- National Appellate Moot Court Competition
- State level inter college Debate Competition



4. **Discussion on Innovative teaching methods to be used during online teaching.**

Teachers shared their experiences of online teaching and shared various methods used during online sessions for making online teaching learning method more interactive and student centric. Dr. Anagha Baldota shared her experience and use of 'Role Play' during teaching subject like law and Literature. Other methods used are discussion method, seminar method, case study method. LLM teachers also shared experience of using online tools like Quizzes, Mindmap app and advanced research methodology or teaching masters students.

5. **Any other item with the permission of the Chair.**

No other item was discussed

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INTERNAL QUALITY ASSURANCE CELL MEETING

The Internal Quality Assurance Cell (IQAC) Meeting was held on 17.07.2020 at 4.00p.m. through Microsoft Teams App.

Action Taken Report

1. Discussion and confirmation of minutes of IQAC meeting dated 26/06/2020

Minutes of the meeting dated 26/06/2020 are discussed and confirmed

2. Discussion and Finalization of Faculty Development Program.

Online faculty development program was successfully conducted during 20th July 2020 to 29th July 2020 "Integrating theory and practice into Legal and Social Sciences pedagogy." FDP was attended by 45 participants. The participants are equipped with the skills and knowledge that is essential for preparing students for the practical world and to employ methodology that aims at bridging the gap between theory and practice.

3. Discussion and Finalization of programs and activities to be conducted during AY2020-21.

Following Activities were conducted and Academic calendar was prepared.

- webinar on "Revisiting Narasu Appa Mali: Where Faith Intersects the Law"
- Online teacher student symposium on the Topic- 'Art 15(3) of the Indian Constitution and its interplay in the Mainstream media.'
- 'On Call with J. Ambadas Joshi', an intersection of Law, Literature & Social Issues
- Workshop on mental health 'Mind, lets mind & mend it' by Dr. Sarah Khan
- Workshop on mootng skills by Adv Shreyas Lele
- Webinar on the topic "Medico Legal Issues and Challenges during COVID 19"
- C V Writing session by Adv. Madhavi Ayyapan
- Know-How for facing an Interview: basic by madhavi Ayappn
- Higher Education & career Opportunities abroad by mr. Chetan Jain
- Guest lecture on the topic "The Road Less Travelled" was conducted on the occasion of National Youth Day
- One Day Workshop on Outcome Based Education' by Dr. Shriram Nerlekar
- Career in Judiciary by Akshi jain
- From Learning law to Practicing law by Adv. Sagar Kulkarni
- Session on "How to prepare for Moot Court Competitions" by Anuya Deokar
- Session on Privicy, Confidentiality & Transparency in Arbitration by Prof. Sundra Rajoo



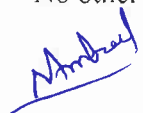
- “ Alumni guest lecture series “Krutadnyata “ for 1 B.A.LL.B and 1 B.B.A.LL.B
- Session titled as "Lawrence of Academia" by Adv Bhakti Mutha
- Lokmanya Tilak National Appellate Moot Court Competition
- Agarkar Smruti karandak Debate Competition.
- Webinar for Careers in Mangement for law students

4. Discussion on Innovative teaching methods to be used during online teaching.

Teachers shared their experiences of online teaching and shared various methods used during online sessions for making online teaching learning method more interactive and student centric. Dr.Anagha Baldota shared her experience and use of ‘Role Play’ during teaching subject like law and Literature. Other methods used are discussion method, seminar method, case study method . LLM teachers also shared experience of using online tools like Quizzes, Mindmap app and advanced research methodology or teaching masters students.

5. Any other item with the permission of the Chair.

No other item was discussed

Sd/- 
Coordinator,
IQAC,
Deccan Education Society's
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INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES

The Internal Quality Assurance Cell (IQAC) Meeting held on 05.11.2019 at 2.30 p.m.in the conference hall, IQAC, DES's Navalmal Firodia Law College.

Minutes of the Meeting

1. Discussion and confirmation of minutes of IQAC meeting dated 27/05/2019

Minutes of IQAC meeting dated 27/05/2019 were discussed and confirmed.

2. Revision of the composition of IQAC as per revised guidelines of NAAC

It was proposed to revise the IQAC Composition as per the revised guidelines of NAAC. IQAC composition has been revised as per the New Guidelines of NAAC and to upload on college website. Newly constituted IQAC started working from 05/11/2019. Newly added members are as follows:

Sr. No.	Name of the Member	Designation
1.	Dr. Rohini Honap, Principal, DES'SNFLC	Chairperson
2.	Adv. Nitin Apte, Chairman CDC, Member From management	Member
3.	Shri. Adesh Gokhale, Nominee from Employer	Member
4.	Shri. Vishwesh Kulkarni, Nominee from Industry	Member
5.	Adv. Veena Rahirkar, Nominee from Local Society	Member
6.	Adv. Pramod Bendre, Nominee from stakeholder	Member
7.	Shri. Kiran Deshpande, Senior Administrative Officer	Member
8.	Dr. Ganga Reshmi , Member from library	Member
9.	Dr. Sudhir Tarote, Senior Teaching Faculty	Member
10.	Dr. Priya Dhanokar , Senior Teaching Faculty	Member
11.	Ms. Janhavi Ghodke, Senior Teaching Faculty	Member



12.	Ms. Neeta Ahir , Senior Teaching Faculty	Member
13.	Dr. Aishwarya Kadam , Senior Teaching Faculty	Member
14.	Dr. Anagha Baldota, Senior Teaching Faculty	Member
15.	Ms. Kalyani Kulkarni, Nominee from Students	Member
16.	Adv. Mrunali Kamalpurkar, Nominee from Alumni	Member
17.	Ms. Nalini Ambad, Senior Teaching Faculty	Coordinator

3. Discussion and finalization of AQAR-2018-19

It was informed to the committee by the IQAC Coordinator that as per the new guidelines of NAAC, AQAR is to be uploaded on NAAC portal .New AQAR format was discussed before the committee in detail. Accordingly AQAR-2018-19 was prepared by IQAC and uploaded on the NACC portal within time which is accepted by NAAC.

4. Publication of minutes of IQAC meetings on institutional website.

It was proposed by Dr. Anagha Baldota, member IQAC, to the committee that Minutes of all IQAC meetings need to be published on college website. It was decided unanimously by the committee that Minutes of the IQAC meeting must be published on the college website every year for the effective working of the IQAC along with the Action taken Report.

5. Proposed activities by departments in AY 2019-20

All the departments briefed the Committee about the activities undertaken during first semester. Following activities were conducted during first semester of the AY 2019-20

- 1.Late Gopal Ganesh Agarkar state Level Inter- Collegiate Debate Competition (Mimansa Debate Forum)
2. Participation in Purushottam Karndak(Cultural Department)
3. Student Teacher Symposium on Art .370 Art. & 35 A
4. Establishment of Paripoorti Women's Cell: Asst. prof. Aisharya kadam, Asst. Prof. Priya Dhanokar and Asst. Prof .Pooja Deo briefed about Paripoorti Women's cell.
5. Certificate Course on soft skill Development
6. Alumni Guest lecture series.

All these activities were appreciated by the committee.



Following Activities were proposed by different departments and faculty members and it was decided to undertake the following activities in the second semester of AY 2019-20

1. Sports Department: Lawskets Inter collegiate sports event, It was proposed by Faculty In charge Asst. Prof. Sandeep Borse to organize Lawsketes Inter-collegiate Sports Competitions with additional sports events cricket, badminton, Football, Basketball, Kabaddi.
2. Seminar and Guest Lecture Department: National Seminar on Nuclear Technology and alumni Guest lecture series.
3. Seminar and Guest Lecture Department and Legal Research Cell: National Bill Analysis Competition
4. Moot Court Society: Asst. Prof Neeta Ahir Faculty In charge for Moot court society proposed to organize three days national law fest which includes Judgment writing competition, client counseling competition along with Lokmanya Tilak National Appellate Moot Competition
5. Club Aesthetica : Dr. Anagha Baldota proposed to start Club Aesthetica to inculcate the artistic approach to law and literary instinct among students.
6. Parliamentary Debate Club: Dr. Anagha baldota proposed to establish parliamentary Debate forum to inculcate debating skills among students and create the think tank among students on current current.
7. MUN Club: Proposed by Dr. Anagha Baldota to establish a forum for students to discuss and research international issues, UN charter etc.
8. Internal Committee proposed to organize Workshop on Law against Sexual Harassment of Women at work place to create awareness amongst students.
9. Teacher Student Symposium on Citizenship Amendment Act
10. Internship Programme for Students was proposed by Chairman CDC Adv. Nitin Apte to bridge the gap between theory and practice. Adv. Pramod Bendre, Member ,IQAC suggested that the Advocates who are the part of Internship Program should talk with internee and assign them with different task to make the program effective. Mr. Vishwesh Kulkarni ,Member ,IQAC also proposed to extend help to make the programme effective.

6. Discussion of the proposed certificate courses in AY 2019-20

It was discussed and proposed to design and to start different Certificate courses to cater the need of the students and equip them with additional knowledge and ability. Following Certificate courses, in addition to the certificate course on soft skill already commenced in the first semester, were proposed by Faculty members;

Certificate Course on Soft Skill (Second semester): Dr. Anagha Baldota



Certificate Course on Medico Legal Aspects in India: Dr. Sudhir Tarote and Asst. Prof. Nalini Ambad

Certificate course on advocacy Skills: Asst. Prof. Neeta Ahir

Certificate Course on women and health : Asst.Prof. Aishwarya Kadam and Dr. Priya Dhanokar

7. Mechanism for Student Satisfactory survey under criterion 2.

It was proposed by Asst. Prof Nalini Ambad that the Student Satisfactory Survey needs to be undertaken for evaluating the performance of the Institutions. It was discussed and decided to undertake the student satisfactory survey through online mode.

8. Discussion of conducting Academic audit, Administrative audit, Green Audit and Fire Audit.

It was proposed to undertake the Academic audit, Administrative audit, Green Audit and Fire Audit. Accordingly standard formats of Academic and Administrative Audit were discussed and it was decided that IQAC shall finalize the standard format and procedure to undertake the administrative and academic Audit. Mr. Adesh Gokhale, member, IQAC suggested to go through the government formats for undertaking the Green Audit. It was discussed and decided that Mr. Kiran Deshpande will take follow up for undertaking the Fire Audit.

9. Any other item with the permission of the Chair.

No other Items were discussed


Sd/-
Coordinator, IQAC,
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DES's Navalmal Firodia Law College
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INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell (IQAC) Meeting was held on 05.11.2019 at 2.30p.m.in the conference hall, IQAC, DES's Navalmal Firodia Law College.

Action Taken Report

- A. Discussed and confirmed the minutes of meeting dated 27.05.2019
- B. Revision of the composition of IQAC as per revised guidelines of NAAC
**IQAC Composition has been revised as per new guidelines of NAAC.
New composition is uploaded on college website.**
- C. Discussion and finalization of AQAR-2018-19
**AQAR-2018-19 was prepared .After getting the approval from CDC;
AQAR-2018-19 was uploaded on NAAC portal. It is uploaded on college website as well.**
- D. Publication of minutes of IQAC meetings on institutional website.
All the minutes will be published before uploading AQAR 2019-20.
- E. Proposed activities by departments in AY 2019-20
All the proposed activities were undertaken during the second semester.
 - 1. Lawskets Inter collegiate sports event was organized and more that 100 teams from different colleges participated in it.
 - 2. National Seminar on Nuclear Technology and alumni Guest lecture series was organized.
 - 3. National Bill Analysis Competition was organized successfully.
 - 4. Moot Court Society organized three days national law fest consisting of Judgment writing competition, client counseling competition along with unique Lokmanya Tilak National Appellate Moot Court Competition.



5. **Paripoorti Women's cell** is established to provide forum for the faculties and students to discuss ,deliberate upon and research in the areas concerning women.
 6. **Following Value Added coursed are introduced and run successfully by Dr. Anagha Baldota physically and online.**
 - A. **Club Aesthetica:** to inculcate the artistic approach about law and literary instinct among students.
 - B. **Parliamentary Debate Club:** to inculcate debating skills among students and create the think tank among students on contemporary issue.
 - C. **MUN Club:** To provide forum for students to discuss and research International Issues and Working of United Nation.
 7. **Internal Committee organized Workshop on Law against Sexual Harassment of Women at work place to create awareness amongst students.**
 8. **Teacher Student Symposium on Citizenship Act received overwhelming participation from students.**
 9. **DES Internship for all Progra for Students received the huge response from students and carried out successfully.**
- F. Discussion of the proposed certificate courses in AY 2019-20
Following certificate courses were undertaken physically as well as online during pandemics;
Certificate Course on Soft Skills
Certificate course on Law and Logic
Certificate Course on Law and Psychology
- G. Mechanism for **Student Satisfactory survey** under criterion 2
The process has been initiated with Google forms.



H. Discussion of conducting Academic audit, Administrative audit, Green Audit and Fire Audit.

All the audits are postponed due to Pandemic situation.

I. Any other item with the permission of the Chair.

No other item was discussed.

Phane
Co-Ordinator

Internal Quality Assurance Cell(IQAC)

DES's Navalmal Firodia Law College

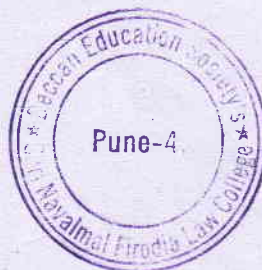
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INTERNAL QUALITY ASSURANCE CELL MEETING (Online Meeting)

The Internal Quality Assurance Cell (IQAC) Meeting was held on 17.04.2020 at 3.00p.m.through Zoom app.

Minutes of Meeting

1. Discussion and confirmation of minutes of IQAC meeting dated 05/11/2019

Minutes of the meeting dated 5.11.2019 was discussed and confirmed.

2. To discuss the measures taken to avoid academic loss during Pandemic Situations.

It was discussed and decided that, since it is one month completed for Lockdown due to Covid-19 Pandemic, it is resulting into academic loss of students. It was discussed that on line classes is to be conducted through Zoom app for the time being. Dr. Aishwarya kadam was asked to prepare timetable for preparing timetable for the online teaching. Asst. Prof. Akshay kabra and Shubendu Pandit informed the IQAC that both are already conducting classes through You Tube.

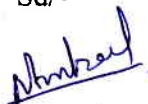
3. To discuss the methods for Internal Assessment.

It was also discussed and decided that assignments are to be taken through E-mails from students for internal assessment.

4. Any other item with the permission of the Chair.-

With the permission of the chair, Dr. Anagha Baldota presented a agenda about shifting the ongoing certificate courses and activities under Clubs to online mode. It was discussed and decided that all the certificate courses and activities under clubs are to be conducted online through Zoom or any other suitable alternative method.

Sd/-



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INTERNAL QUALITY ASSURANCE CELL MEETING (Online Meeting)

The Internal Quality Assurance Cell (IQAC) Meeting was held on 17.04.2020 at 3.00p.m.through Zoom app.

Action Taken Report

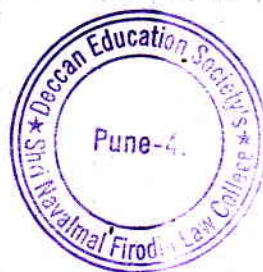
- 1. Discussion and confirmation of minutes of IQAC meeting dated 05/11/2019**
Minutes of the meeting dated 5.11.2019 was discussed and confirmed.
- 2. To discuss the measures taken to avoid academic loss during Pandemic Situations.**
Online lectures are conducted through Zoom app, You Tube and later on college has purchased Microsoft Teams subscription for online lectures. Online Study Material, Articles and power Point Presentations are used and provided to students.
- 3. To discuss the methods for Internal Assessment.**
All Viva voce exams and internal exams were conducted online.
- 4. Any other item with the permission of the Chair.-**
 - Club Asthetica , MUN Club and Parliamentary Debate Club shifted to virtual mode during pandemics.
 - Certificate Course on Soft Skills, Certificate Course on Law and Logic and certificate Course on Law and Psychology are conducted online.
 - Microsoft Teams Training for teachers for online Teaching
 - Online Lectures for current semester (AY 2020-21) begin on 21st May 2020 through Microsoft Teams.

Sd/-


Coordinator, I Q A C,
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune

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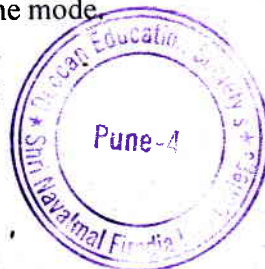


Dear Sir/Madam
Greetings

INTERNAL QUALITY ASSURANCE CELL MEETING (Online Meeting)
The Internal Quality Assurance Cell (IQAC) Meeting was held on 27.06.2020 at 3.00p.m.through Microsoft Teams.

Minutes of Meeting

1. **Discussion and confirmation of minutes of IQAC meeting dated 17 /04 /2020**
Minutes of meeting dated 17/04/2020 was discussed and reviewed
2. **To Review the measures taken to avoid academic loss during Pandemic Situations.**
Following measures were undertaken to avoid academic loss during pandemic were briefed by Asst. Prof. Nalini Ambad to IQAC;
 - Online Lectures of previous semester: Through Zoom app and Via You Tube and later on through Microsoft Teams.
 - Online Study Material, Articles and power Point Presentations.
 - Club Asthetica ,MUN Club and Parliamentary Debate Club shifted to virtual mode during pandemics.
 - Certificate Course on Soft Skills, Certificate Course on Law and Logic and certificate Course on Law and Psychology are conducted online.
 - Microsoft Teams Training for teachers for online Teaching
 - Online Lectures for current semester (AY 2020-21) begin on 21st May 2020 through Microsoft Teams.
 - All Viva voce exams and internal exams were conducted online.
 - Lastly and very importantly, following manuals are prepared for policy making and Overall improvement of the institution;
 - A. Event Manual
 - B. Technological Advancement manual
 - C. Exam Manual
 - D. Attendance Manual
 - E. General Rule Book
3. **Suggestions on E-Content Development.**
Dr. Ganga Reshmi, Librarian was entrusted with responsibility to search for suitable methods for E-content Development.
4. **Suggestions for quality enhancement in the Academic year 2020-21.**
Shri. Vishwesh Kulkarni, suggested to conduct some counseling sessions for students as teaching learning process has shifted to online mode.



5. Any other item with the permission of the Chair.

No other item was discussed.

Sd/-



Coordinator, I Q A C,
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune



PRINCIPAL
Deccan Education Society's
Shri Navalmal Firodia Law College
Pune - 411 004.

Co-Ordinator
Internal Quality Assurance Cell(IQAC)
DES's Navalmal Firodia Law College
Pune - 411 004.



INTERNAL QUALITY ASSURANCE CELL MEETING (Online Meeting)
The Internal Quality Assurance Cell (IQAC) Meeting was held on 27.06.2020 at 3.00p.m.through Microsoft Teams.

Action Taken Report of Meeting

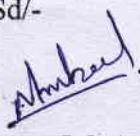
- 1. Discussion and confirmation of minutes of IQAC meeting dated 17 /04 /2020**
Minutes of meeting dated 17/04/2020 was discussed and reviewed.
- 2. To Review the measures taken to avoid academic loss during Pandemic Situations.**
Following measures were undertaken to avoid academic loss during pandemic were briefed by Asst. Prof. Nalini Ambad to IQAC :
 - Online lectures are conducted through Zoom app, You Tube and later on college has purchased Microsoft Teams subscription for online lecture
 - Online Study Material, Articles and power Point Presentations.
 - Club Aesthetica, MUN Club and Parliamentary Debate Club shifted to virtual mode during pandemics.
 - Certificate Course on Soft Skills, Certificate Course on Law and Logic and certificate Course on Law and Psychology are conducted online.
 - Microsoft Teams Training for teachers for online Teaching
 - Online Lectures for current semester (AY 2020-21) begin on 21st May 2020 through Microsoft Teams.
 - All Viva voce exams and internal exams were conducted online.
 - Lastly and very importantly, following manuals are prepared for policy making and Overall improvement of the institution:
 - A. Event Manual
 - B. Technological Advancement manual
 - C. Exam Manual
 - D. Attendance Manual
 - E. General Rule Book
- 3. Suggestions on E-Content Development.**
All the lectures conducted on Microsoft Teams are recorded by Microsoft Teams. These Recorded Lectures are submitted with Dr.Ganga Reshmi, Librarian DES SNFLC, for E-content development.
- 4. Suggestions for quality enhancement in the Academic year 2020-21.**



Counseling Sessions for students are organized under Club Asthetica by Dr. Anagha Baldota.

5. Any other item with the permission of the Chair.
No other item was discussed.

Sd/-


Coordinator, I Q A C,
Deccan Education Society's
Shri Navalmal Firodia Law College, Pune

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Minutes of the IQAC meeting

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 27.05.2019 at 10.00 a.m. in the conference hall, IQAC, DES's ShriNavalmalFirodia Law College,

1. Discussion and confirmation of minutes of IQAC meeting dated 29/06/2018

The Minutes of the IQAC meeting dated 29/06/2018 were discussed and confirmed.

2. Revision of the composition of IQAC as per revised guidelines of NAAC,

The resignation of current IQAC co-ordinator is accepted subject to the condition that he will continue as IQAC co-ordinator for current Academic Year 2018-19 and new IQAC co-ordinator will help him throughout year in performing duties and functions. Hence it was discussed and decided that Revision of the composition of IQAC as per revised guidelines of NAAC will be done in the first meeting of IQAC in the Academic Year 2019-20.

3. Publication of minutes of IQAC meetings on institutional website.

It was decided that the minutes of IQAC meeting will be uploaded on the College Website from the AY 2018-19.

4. Discussion on the activities conducted by all Activity Departments in AY 2018-19

All in-charge faculty of Activity Departments has submitted their report on the activities conducted during Academic Year 2018-19 to the IQAC which was discussed and reviewed.

5. Discussion on the Budget of all Activity Departments in for AY 2019-20

All the In-Charge faculty of Activity Department has submitted revised budget of activities to be conducted in the AY 2019-20 which were discussed and forwarded to the authorities for approval.

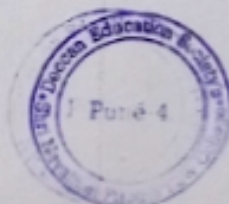
6. Medical Leaves for full time *Ad hoc* faculty

It was discussed that college will forward the request for sanctioning the Medical Leaves to full time *Ad hoc* faculty to Governing Body and Council, Deccan Education Society .

7. Items with the permission of Chair

a. Drafting Rule Book for College Employees

Dr. Sukdeo Ingle was assigned with the task of drafting Rule Book for College Employees.

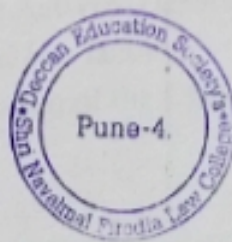


b. Mechanism for Annual Evaluation of working of College.

It was decided that IQAC will develop a mechanism for Annual Evaluation of working of College in the form of Academic and Administrative Audit.

c. Necessary improvements in the working of College.

It was decided that IQAC will provide necessary formats to invite suggestions from all the Faculties for improvements in the working of College



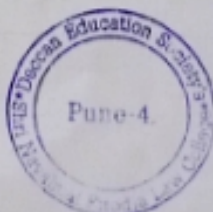
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Pune - 411 004.

MEETING OF INTERNAL QUALITY ASSURANCE CELL

The minutes of meeting held on 05/10/2017 (Thursday) at 3:30 pm in the Conference Hall, IQAC, DES's Shri. Navalmal Firodia Law College, Pune are as follows-

Minutes of Meeting

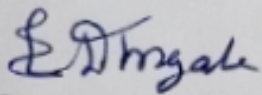
1. The minutes of meeting dated 18/08/2017 were discussed and confirmed.
2. The IQAC co-ordinator updated all about the application for recognition of college under section 2 f 12 B of UGC Act, 1956.
3. The need of digitalization of library and book bank system has been accepted in principle and the librarian Dr. Ganga Resmi was asked to explore further opportunities of digitalization of library and book bank system for students belonging to SC, ST and backward classes.
4. The faculty were encouraged to take up funded research projects of different institutions including Parent University and the faculty-in-charge of Legal Research Committee was instructed to look into the possible avenues for funded research projects by the students.
5. The possible opportunities of formal collaborations through MoU with other agencies were discussed and it has been accepted that the college can have formal collaborations through MoU with National and International level institutions for collaborative activities of curricular, co-curricular and extra-curricular nature. It has been decided that the concerned faculty shall get prior approval of "proposal of collaboration" before engaging himself or herself in such collaborations worked out on behalf of the College.
6. It has been recommended that the College shall organize faculty development programmes regularly for teaching and non-teaching staff through guest lectures, seminars and workshops for skill development. Few names for next FDP were suggested including Dr. Chandrashekhar Chitale, Prof. Shridhar Gokhale and Shri. Ashish Joshi.
7. The role of alumni association in various activities of the College was discussed and it has been decided that the role of Alumni Association in developing linkages (formal and informal associations) with different national and international institutions and agencies will be promoted to increase collaborative activities of the college.



8. The need of seed money for faculty was discussed and it has been recommended that the College will make suitable arrangement of Rs. 1,50,000 for participation in seminar/conferences/workshops as well as research and publication activities of the faculty.
9. The need of starting value added courses and soft skill courses was discussed and it has been accepted in principle that the college shall strive to start value added or soft skill courses from next academic year.
10. The need of strengthening online feedback mechanism was discussed and Dr. Pratapsinh Salunke was instructed to work-out the same as early as possible.
11. The need of strengthening the working of Legal Aid Committee was discussed and it has been accepted that various activities need to be undertaken for strengthening clinical legal education through Legal Aid Committee. Following activities, in addition to the existing activities were recommended for the same-
 - a. Providing free para-legal services including drafting affidavits, assisting in registration of marriage, births and deaths, preparation of electoral rolls and filling out various forms for needy people,
 - b. Amicable settlement of disputes through alternate dispute resolution mechanism.
12. Various opportunities of strengthening the Placement and Career Guidance Committee were discussed and it has been accepted that the Committee shall increase the number of guidance sessions and the number of potential employers visiting college for contact sessions with students. It has been recommended that the guidance of Senior Advocate Dadasaheb Bendre, Adv. Abhay Apte and Prof. Nandini Kotharkar can be availed for the same. It has been also decided that the College shall organize more visits to nearby police stations, Hon'ble Courts and tribunals including Family Court, District Court Green Tribunal etc. machineries to improve understanding and skills of the students.
13. It has been discussed and accepted that Career Advancement Scheme (CAS) through Annual Performance Indicator (API) will be implemented from next academic year (2018-19) for all teaching faculty who are eligible for the same.
14. Following additional issues were discussed with the permission of the Chair.
 - a. Website Updating: Dr. Madhushree Joshi was instructed to find out requirements of website updating and co-ordinate the further process. All

faculty were instructed to submit required information to her as early as possible.

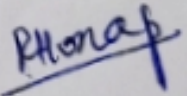
- b. Participation in NIRF: Dr. Pratapsinh Salunke was instructed to co-ordinate process of participation of the College in the ranking through National Institute Ranking Framework.
- c. Publication of welfare schemes for Students: It has been recommended that information of all welfare schemes for students should be mentioned in "Rule Book" published at the beginning of every academic year.
- d. Appointment of additional faculty: It has been recommended that the College shall appoint additional ad-hoc and full time teaching faculty and non-teaching staff.



Dr. Sukdeo Ingale

IQAC Co-ordinator





Dr. Rohini Honap

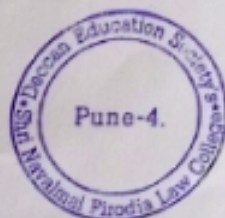
Chairperson

MEETING OF INTERNAL QUALITY ASSURANCE CELL

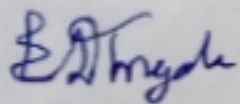
The minutes of meeting held on 09/04/2018 (Monday) at 4.00 pm in the Conference Hall, IQAC, DES's Shri. Navalmal Firodia Law College, Pune are as follows-

Minutes of Meeting

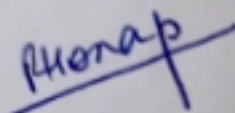
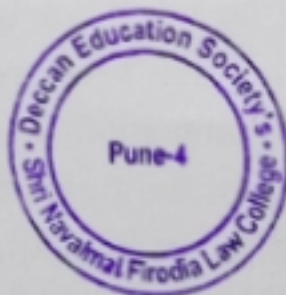
1. The minutes of meeting dated 05/10/2017 were discussed and confirmed.
2. The faculty in charge of different committees have discussed highlights of the programmes conducted in college in academic year 2017-18.
3. The participation of College in National Institutional Ranking Framework was discussed and it has been recommended that the score-sheet of the college ranking can be demanded from the NIRF, if such facility is available for participating colleges.
4. The recognition of College under section 2 (f) 12 (B) of UGC Act, 1956 was discussed and it has been discussed that the college is eligible for "Block Grants to 2018." The IQAC co-ordinator is instructed to prepare a proposal/s for possible exploration of grants for research projects, publication, books and journals, equipments, faculty development programmes, field works and study tours, extension activities, organizing seminars, workshops and conferences, etc.
5. Different possible initiatives to be taken for quality improvement in next academic year were discussed and it has been recommended that –
 - a. The students may use common room of Junior College for practice without disturbing activities of the Junior College.
 - b. All faculty in charge of different committees shall prepare proposals for activities to be conducted or initiated by the concern committee for quality improvement.
 - c. Activities offering guidance for students appearing for competitive exams (including IAS, IPS, SET, NET, etc.) will be organized by the Career Counseling and Guidance Committee.
 - d. One/two/three days workshop on research methodology will be organized by Guest Lectures and Seminar Committee.
 - e. A lecture series in the name of Late Prof. Vijay Chavhan will be organized from next academic year.



- f. Teaching faculty may provide E-content to students to make lectures student centric and to encourage attendance of students in class.
 - g. CCTV cameras in all classrooms will be installed to strengthen supervision of teaching learning through evaluation mechanism.
 - h. The class teachers for all classes will call for parent meeting at the beginning of every academic year to encourage them to involve students in the teaching learning process and all other activities of the college.
6. Following additional issues were discussed with the permission of the Chair-
- a. Nomination of more representative of teaching faculty as members of IQAC: Asst. Prof. Sudhir Tarote and Asst. Prof. Priya Dhanokar are nominated as additional representatives of teaching faculty in IQAC from Academic Year 2018-19.
 - b. It has been recommended that a Scrutiny Committee composed of Shri. Vikas Kakatkar, Dr. R. G. Pardesi, Dr. Nitin Kulkarni, Dr. S.B. Raut and Dr. Rohini Honap will be constituted through proper channel for implementation of CAS through API. Detailed schedule will be notified in first month of the next Academic Year 2018-19.



Dr. Sukdeo Ingale
IQAC Co-ordinator



Dr. Rohini Honap
Chairperson