

Navjeevan Law College, Nashik

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MEETING NO. I**

Date: 5th September 2023

Venue: Conference Hall, Navjeevan Law College, Nashik

Time: 1:30 p.m.

Agenda of the Meeting:

1. To read and confirm the minutes of the previous meeting.
2. To reorganize the IQAC Committee for NAAC.
3. To decide on the conduct of lectures, preparation of the Time Table, and Academic Calendar for the academic year 2023-2024.
4. To discuss and decide the conclusion of the first semester and commencement of the second semester for B.A.LL.B. first year and LL.B. first year classes, along with any other subjects with the permission of the chair.
5. To discuss and implement improvements in the internal examination system.
6. To discuss various socio-legal activities planned for the academic year 2023-2024.
7. To deliberate on starting new certificate courses through MOUs with different institutions/organizations.
8. To finalize the Academic Calendar for the year and ensure strict adherence while signing new MOUs.
9. Any other subject with the permission of the chair.

Minutes of the Meeting

Date: 5th September 2023

Venue: Conference Hall, Navjeevan Law College, Nashik

Time: 1:30 p.m.

1. Agenda No. 1: Confirmation of Minutes

IQAC Chairman, I/C Principal Dr. Samir N.Chavan , welcomed all members. The minutes of the previous meeting were read by Asst. Prof. M. S. Pande and confirmed by all members unanimously.

2. Agenda No. 2: Reorganization of the IQAC Committee

It was decided that Dr. Samir Chavan would continue as the IQAC Coordinator for the academic year 2023-24. Other members were introduced, and the committee extended congratulations and best wishes to the newly appointed members.



3. Agenda No. 3: Lecture Schedule and Academic Calendar

The committee resolved to strictly adhere to the time table for conducting lectures. The Academic Calendar for the academic year 2023-2024 was finalized.

4. Agenda No. 4: Semester Planning

I/C Principal Dr. Samir Chavan emphasized completing the syllabus on time and conducting internal evaluations and viva voce exams as per the CET Cell's schedule. The proposal was agreed upon by all members.

5. Agenda No. 5: Internal Examination System

College Examination Officer Ms. Vasudha Chandanshive suggested conducting internal examinations simultaneously for all classes, mirroring the SPPU system. This was accepted, and it was decided to upload internal marks on the university portal promptly and display them on the college notice board. A uniform internal examination system across all classes and subjects was approved.

6. Agenda No. 6: Socio-Legal Activities

A detailed discussion was held regarding student-centric activities. It was decided to organize maximum curricular and extracurricular activities through various departments (Legal Aid, NSS, Cultural, Sports, Moot Court, etc.) and committees. Mentors were tasked with motivating their mentees to actively participate.

7. Agenda No. 7: New Certificate Courses

The committee resolved to introduce Certificate Courses focusing on practical aspects of Advocacy Skills. It was also decided to allow students from other colleges to enroll in these courses.

8. Agenda No. 8: Academic Calendar and MOUs

It was decided to prepare and strictly follow the Academic Calendar for 2023-2024. Additionally, efforts would be made to sign new MOUs and effectively implement the existing ones.

9. Agenda No. 9: Approval and Next Meeting

The Academic Planner for the academic year 2023-2024 was approved. The next IQAC meeting was scheduled for December 2023, with the IQAC Coordinator tasked with issuing notices accordingly.

Conclusion: The meeting concluded with a vote of thanks proposed by Dr. Pradhnya Sawarkar, of Navjeevan Law College, Nashik.




I/C PRINCIPAL



Navjeevan Law College, Nashik

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. II

Date: 09th December 2023

Time: 2:00 PM

Venue: Conference Room, Navjeevan Law College, Nashik

Agenda of the Meeting

1. Confirmation of Minutes

To review and confirm the minutes of the first IQAC meeting for the academic year 2023-2024, held on 5th September 2023.

2. Introduction of New IQAC Chairman

To welcome and congratulate the newly appointed IQAC Chairman and Principal, Dr. P.B. Chavate. The Principal will address the meeting and share his proposed innovative activities aimed at advancing the vision and mission of Navjeevan Law College.

3. Review of Proposed Activities

To review the progress of the proposed activities for the academic year 2023-2024.

4. Commencement of Academic Year 2023-2024

To discuss the date for the commencement of the academic year 2023-2024.

5. Schedule of Semesters

To discuss and decide on the conclusion of the first semester and the commencement of the second semester for the B.A.LL.B. and LL.B. first-year classes.

6. Departmental Activity Plans

To discuss the proposed activities planned by various departments for the current academic year.

7. Any Other Business

To address any other issues with the permission of the Chair.



Minutes of the Meeting

Date: 09th December 2023

Time: 2:00 PM

Venue: Conference Room, Navjeevan Law College, Nashik

1. Confirmation of Minutes (Agenda No. 1)

The meeting commenced with a warm welcome to the newly appointed Principal and IQAC Chairman, Dr. P.B. Chavate. The minutes of the previous IQAC meeting, held on 5th September 2023, were read by Dr. Samir Chavan, IQAC Coordinator, and confirmed by all members.

2. Address by Dr. P.B. Chavate (Agenda No. 2)

Dr. P.B. Chavate, in his address, expressed his heartfelt gratitude to the management for entrusting him with the responsibility of Principal. He emphasized his commitment to the overall development of the college and highlighted the various programs to be implemented during the academic year. He also mentioned the upcoming Special NSS Winter Camp at Madsangvi, Taluka Nashik, as shared by Asst. Prof. Shalini Ghumare.

3. Review of Proposed Activities (Agenda No. 3)

The Principal emphasized the need for adherence to the examination circulars issued by Savitribai Phule Pune University (SPPU), Pune, and provided directions for the successful completion of the academic year 2023-2024. He also instructed the faculty to devise and implement a comprehensive teaching plan incorporating innovative strategies.

4. Internal Evaluation & Exam Schedule (Agenda No. 4)

Prof. Pradhnya Sawarkar proposed the initiation of internal evaluations and viva voce exams for practicals and external university exams scheduled for December 2023. The time schedule for these exams will be displayed and communicated to students. The Principal reiterated the importance of completing the syllabus within the stipulated time frame, and the members unanimously agreed on this matter.

5. Collaboration of Stakeholders (Agenda No. 5)

Dr. P.B. Chavate assured the stakeholders of his dedication to improving the institution's performance through various centers and departments, such as NSS, Student




Development Office (SDO), and Legal Aid Clinic. This was agreed upon by all department heads and chairpersons of concerned cells.


6. Promotion of Law College (Agenda No. 6)

Shri. Vijay Kale, Asst. Prof. M.S. Pande, and Shri. A.P. Deshmukh suggested the need for strategic advertising to maintain the college's reputation as a prestigious legal institution. The Principal responded positively and assured that efforts in this direction would be prioritized. He directed Asst. Prof. Vasundhara Chaudhari to collect the necessary data for updating the college's website and to strengthen its presence on various social media platforms, including Facebook, YouTube, and Instagram. Prof. S.S. Inamdar also briefed the staff about the activities organized by the Student Development Board. Additionally, the Principal instructed all mentors to prepare a comprehensive report on student mentorship, gathering inputs from all assigned mentors.

The meeting concluded with a vote of thanks by Dr. Samir Chavan, IQAC Coordinator.


Co-ordinator
NAAC-IQAC
Navjeevan Law College
CIDCO, Nashik-08




PRINCIPAL
Navjeevan Law College
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Navjeevan Law College, Nashik

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No. III

Date: 18th April 2024

Time: 2:00 PM

Venue: Conference Room, Navjeevan Law College, Nashik

Agenda of the Meeting

1. Confirmation of Previous Minutes

To review and confirm the minutes of the second IQAC meeting for the academic year 2023-2024, held on 9th December 2023.

2. Review of Proposed Activities

To assess the completion of proposed activities for the academic year 2023-2024.

3. Conclusion of Second Semester & Examination Arrangements

To discuss and finalize the conclusion of the second semester for B.A.LL.B. and LL.B. first-year classes, and the conduct of examinations for the first year. Additionally, to arrange for the Centralized Assessment Program (CAP) and declare results at the college level.

4. Departmental Activity Plans and Pending Activities

To review the proposed activities of various departments and evaluate the activities that remain incomplete.

5. Any Other Business

To discuss any other matters with the permission of the Chair.



Minutes of the Meeting

Date: 18th April 2024

Time: 2:00 PM

Venue: Conference Room, Navjeevan Law College, Nashik

1. Confirmation of Previous Minutes (Agenda No. 1)

The meeting began with a warm welcome from Principal and IQAC Chairman, Dr. P.B. Chavate, to all the IQAC members. Dr. Samir Chavan, IQAC Coordinator, read the minutes of the second IQAC meeting, held on 9th December 2023. The minutes were unanimously confirmed by all members.

2. Review of Proposed Activities (Agenda No. 2)

Dr. P.B. Chavate reviewed the activities yet to be implemented for the academic year 2023-2024. He provided valuable suggestions for the successful execution of the remaining programs and activities. It was collectively decided that all faculty members would be tasked with planning various programs, including guest lectures, which are to be conducted in the next academic year.

3. Examinations and CAP Process (Agenda No. 3)

Associate Prof. Pradhnya Sawarkar proposed the appointment of external teachers for the Centralized Assessment Program (CAP) process to ensure a fair and efficient assessment. It was agreed that the CAP process should be completed within 7 to 10 days, with the results of the first-year exams to be declared promptly and within the prescribed timeline.


4. Departmental Activity Plans and Timely Completion (Agenda No. 4)

A discussion was held on ensuring the adherence to the academic calendar and the timely completion of various activities. Dr. Samir Chavan suggested that all concerned faculty members should upload reports of their respective activities to the college website and maintain accurate records to ensure transparency and accountability.

5. Any Other Business (Agenda No. 5)

The meeting concluded with no additional matters being raised under this agenda item.

The meeting ended with a formal vote of thanks by Dr. Samir Chavan, IQAC Coordinator.


Co-ordinator
NAAC-IQAC.




PRINCIPAL
Navjeevan Law College
CIDCO, NASHIK.