

**VES College of Law**  
**Sindhi Society, Chembur, Mumbai-400071**

A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 03/07/2017 at 1.30 pm. Members of the cell are requested to attend the meeting.

**Agenda:**

1. To read the minutes of the earlier meeting.
2. To make an academic calendar of the upcoming year
3. To create a Student Council and various student committees
4. To prepare a proposal for a State Level Seminar and get it sponsored by ICSSR
5. Any other subject with the permission of the chair





**VES College of Law**  
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**IQAC Minutes of the Meeting no. 1 held on 3/07/2017**

1. The minutes of the previous meeting of IQAC held on 23/05/2017 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Dr. Deshmukh proposed to plan the Academic Calendar for the upcoming academic year. She highlighted the need for adding activities which would focus on newer avenues in law as well as agencies which work in tandem with the judicial process. Accordingly, it was decided and resolved that few sessions on the above mentioned issues would be organised so as to supplement the classroom teaching.
3. IQAC Coordinator Dr Farkade stated that a new Student Council has to be formed for the upcoming academic year. It was decided that applications would be invited from the students along with their CVs highlighting their academic and extracurricular achievements. A process of shortlisting the candidates would be initiated by following a marking system which will make the process transparent and objective. Dr Deshmukh highlighted that the Students' earlier contribution in the college activities should be an important parameter in the induction process.
4. Dr Jyoti Deshmukh proposed that a State Level Seminar should be held with the sponsorship of agencies like ICSSR. This would greatly facilitate the learning experience of the students and expose them to a variety of new ideas and new facets. It was resolved that the seminar should focus upon the issues of children and the legal mechanisms for the same. The responsibility of the grant process was entrusted to Dr Farkade, the IQAC coordinator.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





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Action Taken Report of the IQAC Meeting held on 03/07/2017

Sr. No.	Decisions	Action Taken
1.	Activities focussing on newer issues in Law and Police Administration	a. Seminar by an IPS Office planned b. Session on issues related to Cyber world planned
2.	Formation of New Students' Council	Applications were invited for the formation of the Council and the process was initiated
3.	State Level Seminar with the sponsorship of an agency	Process was initiated by contacting ICSSR



**VES College of Law**  
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A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 13/11/2017 at 1.30 pm. Members of the cell are requested to attend the meeting.

**Agenda:**

1. To read the minutes of the earlier meeting.
2. To prepare a plan of action for the National Moot Court
3. To Discuss the progress on the proposed State Level Seminar
4. To discuss the preparation for Academic Visit to Supreme Court and Parliament of India
5. Any other subject with the permission of the chair





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**IQAC Minutes of the Meeting no. 2 held on 13/11/2017**

**Minutes:**

1. The minutes of the previous meeting of IQAC held on 3/7/2017 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. It was noted that the preparations for the National Moot Court Competition were going on in full swing. Dr Farkade apprised the IQAC of the progress in the number of participants registering for the event. He also informed the IQAC about the guests which were in the process of being finalised. One suggestion put forth by Dr Farkade was that along with a judicial personality, an eminent academician should also be invited for the inauguration of the competition. The names of the guests proposed by Dr Farkade was Justice Makarand Karnik (Judge, Bombay High Court) and Dr Vijay Khole (Vice Chancellor, Amity University). IQAC members collectively resolved on the names of the guests for the inauguration ceremony.
3. In continuation with the preparation for the state level seminar, Dr Farkade, IQAC coordinator, conveyed the members about the status of the grant from ICSSR. He also apprised the members of IQAC about the guests who were finalised i.e. Hon Justice Vijay Achaliya (Judge, Bombay High Court) and Dr Asha Bajpai, Founder Dean, TISS School of Law. The members collectively confirmed on the list of guests for the same.
4. As an extension of the academic element, a visit was planned to the Supreme Court and the Parliament of India. Dr Deshmukh took review of the preparations which included permissions from the authorities, list of student participants and other logistical necessities. Dr Deshmukh proposed that since the number of interested students was high, parameters like attendance and academic performance should be applied while shortlisting the students. The members of IQAC collectively resolved to adopt this parameter for the academic tour.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





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Action Taken Report of the IQAC Meeting held on 13/11/2017

Sr. No.	Decisions	Action Taken
1.	<b>Organising the National Moot Court Competition in the presence of eminent persons from judicial and academic field</b>	<b>Successful conduct of the National Moot Court Competition which saw participants from various states. Eminent guests - Hon. Justice Makarand Karnik (Bombay High Court) and Dr. Vijay Khole (VC, Amity University)</b>
2.	<b>Organising the ICSSR sponsored Seminar in the presence of eminent persons</b>	<b>Successful conduct of ICSSR sponsored Seminar in the presence of eminent guests Hon. Justice Vijay Achliya (Bombay High Court) and Dr. Asha Bajpai (Founder Dear, TISS School of Law)</b>
3.	<b>Organising Academic Visits to judicial/legal bodies</b>	<b>An Academic visit to the Supreme Court and Parliament of India was organised with 100 students witnessing the proceedings of both the august houses live.</b>





**VES College of Law**  
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**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 3/02/2018 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda :**

1. To read the minutes of the earlier meeting.
2. To plan the upcoming events and activities
3. To review the National Moot Court Competition
4. Any other subject with the permission of the chair





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**IQAC Minutes of the Meeting no. 3 held on 03/02/2018**

Minutes

1. The minutes of the previous meeting of IQAC held on 13/11/2017 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Based on the suggestions received from the students, a session on Cyber Hygiene was to be organised with the resource person being Lt Col Mukesh Rao Chandu. As mandated by the University of Mumbai, Marathi Diwas celebration was to be organised on the birth anniversary of V V Shirwadkar. The Degree Distribution of the students of the earlier academic year was decided to be arranged in the month of March and it was decided that the Dr Farkade would be the event incharge for the same. Dr Jyoti Deshmukh proposed the name of Adv Anil Singh - Additional Solicitor General of India as the chief guest for the event. IQAC members unanimously agreed on the plan of action.
3. Dr Jyoti Deshmukh pointed out that the National Moot Court was successfully conducted and appreciated the faculty members, the administrative staff and the students for the successful organisation of the marquee event. Adv Laxman Kanal appreciated the efforts on behalf of the Management and encouraged this event to be held as effectively every year.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





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Action Taken Report of the IQAC Meeting held on 03/02/2018

Sr. No.	Decisions	Action Taken
1.	Events on upcoming legal trends, Marathi Diwas and Degree Distribution Ceremony	<p>Successful conduct of these events with participative management and involvement of stakeholders like Alumni, Students, Parents.</p> <p>Alumni reference were used for contacting guests for Degree Distribution ceremony</p> <p>Students were in the forefront of the organisation of all the events</p> <p>Parent, Lt. Col. Rao was invited as a Cyber Expert to deliver a session Cyber Hygiene</p>





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**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 13/05/2018 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda:**

1. To read the minutes of the earlier meeting.
2. To prepare for the upcoming examinations
3. To review the activities conducted in the academic year
4. Any other subject with the permission of the chair





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**IQAC Minutes of the Meeting held on 13/05/2018**

**Minutes:**

1. The minutes of the previous meeting of IQAC held on 3/2/2018 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Dr Deshmukh made the members aware about the upcoming examinations. It was resolved that Dr Farkade would be made incharge of the examination process.
3. Dr Jyoti Deshmukh appreciated the efforts of the teaching and administrative staff and the students in successfully organizing the ICSSR Sponsored State Level Seminar on Child Rights in India. Adv Laxman Kanal appreciated the efforts and encouraged the members to organise more such seminars so as to make the students aware of the process. The Academic Tour was also considered as a success and Adv Laxman Kanal mooted the possibility of having international tours in the future for interested students.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





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Action Taken Report of the IQAC Meeting held on 13/05/2018

Sr. No.	Decisions	Action Taken
1.	Dr. Farkade was made the examination incharge	Based on the appointment, Dr. Farkade made appropriate provisions for the Examinations to be conducted in the even semester.
2.	Suggestions to organise more academic events and visits	Based on the successful organisation of academic events and visits, Principal Madam recommended that educational tours will be a regular feature and more such local education visits would be undertaken





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 03/07/2018 at 1.30 pm. Members of the cell are requested to attend the meeting.**

Agenda

1. To read the minutes of the earlier meeting.
2. To review the activities of the previous academic year.
3. To plan for the academic year 2018-19 and make an academic calendar for the same
4. To devise a plan of action for the admission with the CET process
5. To create a Student Council and various student committees





### **IQAC Minutes of the Meeting no. 1 held on 3/07/2018**

1. The minutes of the previous meeting of IQAC held on 13/05/2018 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. The Chairperson of IQAC and the Principal Dr Jyoti Deshmukh congratulated the IQAC team and the college faculties for conducting various activities especially the ICSSR sponsored State Level Seminar on Child Rights in India, which was inaugurated by Hon Justice Vijay Achaliya. The successful conduct of National Moot Court competition with participative management by all stakeholders was much appreciated.
3. It was noted that many students were showing interest in soft skills. It was pointed out by the student representative that more number of intra collegiate events would be extremely helpful for the students in developing their oratory skills. In view of the same, it was decided to conduct more activities, events and competitions.
4. Given the CET schedule displayed by the CET cell, a discussion was held on the modalities of the admission process. Principal Dr Deshmukh pointed out that there is a lot of verification process that needs to be completed during the admission. Hence she advised that faculty members should be involved in the process. After a discussion, it was concluded that apart from the admission committee, few other faculty members would be a part of the admission committee.
5. IQAC Coordinator Dr Farkade stated that a new Student Council has to be formed for the upcoming academic year. It was decided that applications would be invited from the students along with their CVs highlighting their academic and extracurricular achievements.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 03/07/2018**

Sr. No.	Decisions	Action Taken
1.	To organise events and activities to hone soft skills including oratory skills in the students	a. Public speaking workshop by Ms Harsha Menon (Peer to Peer Learning) b. Moot Court Workshop by Mr Sheetalkumar Setia and Adv Priyanka Dias c. Intra collegiate Parliamentary Debate Competition d. Advocacy Skills Competition e. Intra Collegiate Moot Court Competition
2.	Formation of New Students' Council	Applications were invited for the formation of the Council and the process was initiated
3.	Plan for the new academic year	Academic Calendar and Time table for all classes prepared
4.	Additional members in admission committee	Two faculty members Ms Shubhangi Arde and Ms Harshada Rajput were added to the admission committee





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 27/10/2018 at 1.30 pm. Members of the cell are requested to attend the meeting.**

## **IQAC Minutes of the Meeting held on 27/10/2018**

### Agenda

1. To read the minutes of the earlier meeting.
2. To review the first session of the Academic year 2018-19
3. To discuss the plan of action for the upcoming National Moot Court Competition
4. To review few specific activities conducted based on the student's recommendations
5. Any other subject with the permission of the chair

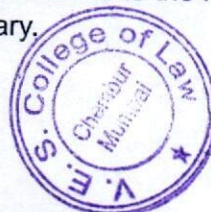




## **IQAC Minutes of the Meeting no 2 held on 27/10/2018**

1. The minutes of the previous meeting of IQAC held on 03/07/2018 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Principal Dr. Deshmukh shared her viewpoints on the curricular and extracurricular activities conducted in the first session of the Academic year. Since the admission process got delayed, Principal Dr. Deshmukh requested the members to share their suggestions with regards to completion of syllabus. Dr. Farkade, IQAC Coordinator suggested that faculties should be requested to submit their plan of action, based on which there will be clarity about the syllabus completion. It was resolved that a plan of action would be requested from all Faculty members with regards to syllabus completion and Dr. Deshmukh will accordingly convey it to the Timetable Committee for division of workload.
3. Dr. Deshmukh initiated the discussion on National Moot Court Competition and its preparation. It was conveyed by Dr. Farkade that the Moot Problem was ready and the registration process could be started. Mr. Bhushan Shinde was advised to present a plan of action along with the Students' team for the preparation. It was resolved that Dr. Farkade and Mr. Bhushan will take lead in the organisation of the Competition and form committees accordingly.
4. As discussed in the previous meeting, it was decided that few activities related to sharpening of soft skills and peer to peer learning will be organised. Accordingly, Public Speaking Workshop by our student Ms. Harsha Menon, Moot Court Workshop by practising lawyer and academician i.e Adv. Priyanka Dias and Mr. Sheetalkumar Setia, Intra-Collegiate Parliamentary Debate Competition, Advocacy Skills Competition etc were organised. The Student representative, Mr. Jaikumar Vohra expressed satisfaction with the activities and also proposed a Youth Conclave to be organised at the end of Academic year. The IQAC members advised him to present a plan of action, to which he consented.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.



**Action Taken Report of the IQAC Meeting held on 27/10/2018**



Sr. No.	Decisions	Action Taken
1.	Syllabus completion plan to be prepared	Individual faculty members prepared their syllabus completion plan and submitted it to the time table committee
2.	Plan of Action for National Moot Court	A plan of action indicating the timeline of the event, guests, invitations, stationary work was prepared in consultation with the Student Council
3.	Organisation of Youth Conclave	Mr Jaikumar Vohra submitted a plan of action with preliminary details





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 23/02/2019 at 1.30 pm. Members of the cell are requested to attend the meeting.**

Agenda

1. To read the minutes of the earlier meeting.
2. To review the planning of Youth Conclave
3. To prepare a plan of action for the Free Legal Counselling Camp
4. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting held on 23/02/2019**

1. The minutes of the previous meeting of IQAC held on 27/10/2018 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. As discussed in the previous meeting Mr. Jaikumar Vohra, the Student representative presented a detailed plan of action for the youth conclave. It was decided that the event shall be named Vivekanand Youth Conclave. This event would be a 360 degree event for the students with an equal thrust on creative and legal aspects. The IQAC members announced their appreciation at the enthusiasm and the proper procedural action plan made up by the students. It was unanimously resolved that the Vivekanand Youth Conclave would be organised in the last week of March with support of the teaching staff
3. Dr Jyoti Deshmukh, Principal and Chairperson of IQAC, proposed to conduct a free legal Counselling camp for the general public. She pointed out that such a legal camp would be in line with the vision of our founder Shri Hashuji Advani. It was decided that the final year students would be visiting the areas in the vicinity for surveying the legal issues faced by the people. Based on the survey, a list of lawyers would be made who have the required expertise. Dr Farkade was entrusted with the task of coordinating with the lawyers and managing the event.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.



**Action Taken Report of the IQAC Meeting held on 23/2/2019**



Sr. No.	Decisions	Action Taken
1.	Organisation of Vivekanand Youth Conclave in the last week of March	Student representatives gave a detailed plan of action including the type and flow of events, brochures, list of judges and dates of the event
2.	Organisation of free legal counselling camp	Dr Farkade submitted a plan of action detailing the flow of events, lawyers to be contacted, logistical requirements on the day of the event





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 17/05/2019 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read the minutes of the earlier meeting.
2. To plan for the examination and the assessment of papers
3. To review the academic year 2018-19
4. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting no 4 held on 17/05/2019**

1. The minutes of the previous meeting of IQAC held on 23/02/2019 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Due to the resignation of Dr Farkade, IQAC coordinator, it was decided to appoint a new IQAC Coordinator in the upcoming academic year. As it stood, the Chairperson would be taking on the responsibility of the coordinator as well.
3. It was noted that Dr Farkade was also the incharge of the examination committee. It was proposed that Mr Bhushan Shinde would be appointed as the interim incharge of the examination committee. Dr Jyoti Deshmukh pointed out that the final year papers of University had to be assessed in the given time frame to adhere to the directions by the University. With regards to offline assessment, the CAP incharge would be making the necessary arrangements and distribution of papers to finish the CAP process in a timebound manner.
4. Dr Jyoti Deshmukh appreciated the efforts of the teaching and administrative staff and the students in successfully organizing the Vivekanand Youth Conclave. She also pointed out that the success of the college in organising the legal counselling camp was very encouraging. Adv Laxman Kanal highlighted the need for more such outreach activities so that the students get hands-on training in client counseling and real issues of the society.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.



**Action Taken Report of the IQAC Meeting held on 17/05/2019**



Sr. No.	Decisions	Action Taken
1.	Appointment of new IQAC coordinator	It was decided that a new IQAC coordinator would be appointed in the upcoming academic year
2.	Appointment of examination committee incharge	Mr Bhushan Shinde was appointed as the interim exam incharge





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 04/07/2019 at 1.30 pm. Members of the cell are requested to attend the meeting.**

Agenda

1. To read the minutes of the earlier meeting
2. To take an overview of the activities conducted in the previous academic year
3. To Appoint a new IQAC Coordinator
4. To plan an academic calendar discussing the course plan and activities for the upcoming academic year 2019-20
5. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting no. 1 held on 04/07/2019**

1. The minutes of the previous meeting of IQAC held on 17/5/2019 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Principal Dr Jyoti Deshmukh congratulated the IQAC team for a successful academic year 2018-19. It was highlighted by Dr Deshmukh that the previous year saw a good mix of curricular and extracurricular activities. The National Moot Court in particular was a great success with teams having come from various parts of the country. A unique mix of creative and legal events happened under the banner of Vivekanand Youth Conclave which was much appreciated. It was resolved that the IQAC team with all the other teaching faculty will work with the same enthusiasm in the upcoming year.
3. Dr Farkade was the IQAC coordinator in the previous academic year. Due to his resignation in April, the post was left unoccupied. It was resolved that Mrs Varsha Athavale, senior faculty member would be appointed as the new IQAC Coordinator. The members congratulated Mrs Athavale.
4. The Principal Dr Deshmukh discussed the workload of each faculty member and also invited their suggestions on the subject allotted to them. IQAC member Ms Shubhangi Arde discussed the need for increasing Extension activities in the upcoming academic year. She also proposed to train students under the banner of Women Development Cell. It was proposed that these students would go to schools and colleges and bring about awareness on various day to day legal issues. It was resolved that Ms Shubhangi Arde would be incharge of this program.
5. It was noted that the University of Mumbai had introduced the CBCS pattern of examination and assessment for both LLB and BLS LLB courses. It was resolved that the professors would be made aware of the details of the course and subsequently the new batch of students would be informed of their course outcomes and course requirements during their orientation.
6. Mr Manojkumar Naik, IQAC member raised the issue of workload and conveyed the need for more faculty members. It was resolved that the institution would put out an advertisement after approval from the University to hire new faculty members to deal with the workload.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 04/07/2019**

<b>Sr. No.</b>	<b>Decisions</b>	<b>Action Taken</b>
1.	To appoint new IQAC Coordinator	Mrs Varsha Athavale was appointed new IQAC coordinator
2.	WDC extension program	Program was conducted and schools and colleges within the vicinity were visited to bring about awareness about legal issues
3.	Introduction of CBCS pattern	Meeting was conducted wherein the professors were made aware of the CBCS pattern and the corresponding responsibilities relating to the same. Students were explained the pattern in their orientation program
4	Appointment of new faculty member	Advertisements for the posts of Assistant Professor for Logic and Assistant Professor for Law were released after obtaining permissions from the University of Mumbai





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 10/09/2019 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read the minutes of the earlier meeting held on 4/7/2019
2. To discuss the implementation of the Seventh Pay Commission
3. To apply for an extra division for LLB -3 years and a new PG course for LLM
4. To discuss the plan of action for the upcoming academic tour
5. To discuss the preparation of National Moot Court Competition
6. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting no 2 held on 10/09/2019**

1. The minutes of the previous meeting of IQAC held on 4/7/2019 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting
2. It was noted that with the implementation of Seventh Pay Scale for State Government employees, it would be implemented at the institution level as well. The Management member Adv Laxman Kanal assured that the management has taken a positive view on this issue. Once the preliminary modalities are figured out, a committee would be established for the implementation of the proposals of the seventh pay commission. The members of IQAC welcomed this move and hoped for an early implementation.
3. With the increasing demand for law courses in general and the College in particular, it was proposed by the principal Dr Deshmukh that the college should apply for an extra division for LLB 3 years and also keeping with the institution's ambitions to apply for a PG course for LLM for the upcoming academic year. The management member applauded this proposal and seconded the proposal. It was unanimously resolved that the institution would begin the process for an extra division for LLB and start the PG course of LLM.
4. The college is known for its professionally managed academic tours, which enhance the learning experience for students. It was resolved that Mr Bhushan Shinde would be made the academic tour incharge for the current academic year. The IQAC advised the member to begin the process of getting the required permissions for the academic tour.
5. The preparation of National Moot Court was an important agenda put forth by the Principal Dr. Jyoti Deshmukh. It was proposed by student representative Mr. Ashish Jain that the Judgement Writing Competition should be added to the National Moot Court Competition. The members of IQAC collectively resolved to go ahead with the idea. It was also decided that student Committees would be formed to handle various aspects of the Competition and Mr. Jain was entrusted with the responsibility.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





Action Taken Report of the IQAC Meeting held on 10/09/2019

Sr. No.	Decisions	Action Taken
1.	Seventh Pay Proposal	A committee at the Management level was created to study the methods of implementation of the seventh pay commission proposals
2.	Application for new division - 3 years LLB course and LLM course	The college applied for a new division in 3 Years LLB Course and for a new LLM course
3.	Requisite permissions for Academic Tour	The necessary permissions for the academic tour were taken from the authorities and tour was to be organised in the month of February
4.	Addition of Judgement Writing to the National Moot court competition and formation of student committees	The judgement writing competition was added as an associate competition with the annual National Moot Court Competition and various student committees were formed





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 12/02/2020 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read the minutes of the earlier meeting held on 10/9/2019
2. To discuss upon the upcoming Intra-collegiate activities of the College
3. To discuss the issue of CAS promotion
4. To discuss the assessment of papers in accordance with the OSM system of University
5. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting held on 12/02/2020**

1. The minutes of the previous meeting of IQAC held on 10/9/2019 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. In line with the various Intra-collegiate level events conducted by the Institution, IQAC member Mr. Bhushan Shinde proposed that there should be more events conducted to provide a platform for students to showcase their skills. It was proposed that there should be a mix of creative and oratory events. The members of IQAC collectively accepted the proposal and advised the faculty members to conduct such events in the remaining term.
3. Mr. Manojkumar Naik raised the issue of promotion stating that most of the Faculty Members had completed 5 years of service and had achieved other academic requisites to be eligible for promotion. The Management member, Adv. Laxman Kanak took cognisance of the same and advised the Principal, Dr. Deshmukh to take the necessary steps under the CAS scheme for all the eligible employees.
4. One of the issues raised by the University of Mumbai was the apathy of the Faculty members towards Online Screen Marking (OSM) system which was initiated for the assessment of the Final year students. Principal Dr. Jyoti Deshmukh stated that the Faculty members of the college have been doing the assessment as per the norms of University. However, she also instructed that the assessment has to be in ratio of the student enrollment of the College and hence more needed to be done. The members of IQAC resolved that the faculty members will take appropriate action and fulfill the criteria laid down by the University.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.

**Action Taken Report of the IQAC Meeting held on 12/02/2020**





Sr. No.	Decisions	Action Taken
1.	Organisation of more intra collegiate events	Poster making competition was organised under DLLE. An intra moot court competition was organised to provide a platform for students
2.	Promotion under CAS	Management advised the Principal and Registrar to start accessing the eligibility of the candidates
3.	OSM system of assessment	Faculty members fulfilled the criteria laid down by the University of Mumbai





**THE FOURTH MEETING OF IQAC FOR THE YEAR 2019-20 WAS NOT  
CONDUCTED DUE TO COVID CRISIS**





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 02/07/2020 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read the minutes of the earlier meeting
2. To take decisions regarding the conduct of online lectures on account of nationwide lockdown due to Covid 19 pandemic.
3. To discuss and decide steps to be taken to improve internal examination system
4. To take an overview of the activities conducted in the previous academic year
5. To make an academic calendar for the upcoming academic year
6. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting held on 02/07/2020**

1. The meeting was conducted virtually on Google meet platform. The minutes of the previous meeting of IQAC held on 12/2/2020 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Given the pandemic situation, the IQAC thought it necessary that the faculty members should be trained for conducting virtual lectures. In view of the same, a request would be made to the management to provide logistical support and training from the IT team. This was unanimously approved and accepted by all the members
3. Mrs Athavale, the Coordinator of IQAC, suggested that there should be a uniform pattern to be followed for internal examinations and that a common schedule should be released. However, it was discussed that the 5 years BLS LLB course should be offered some academic flexibility with regards to their internal examination to have a better teaching learning experience. Based on the discussion it was decided that a common schedule would be made and accordingly the entire internal examinations would be streamlined.
4. Based on the activities conducted in the previous year the IQAC members expressed their satisfaction with regards to the diverse activities planned and executed.
5. Given the pandemic situation Dr Jyoti Deshmukh, the chairperson of IQAC stated that there has to be an increased number of online activities in lieu of the original offline ones. She emphasized webinars which will be beneficial to the overall progress of the students who might lose out on court visits and other practical experiences of the course. IQAC member Mr Bhushan Shinde suggested the need for training for conducting online webinars as the faculty members and administrative staff were not technically equipped. In view of the same the chairperson assured the members that appropriate training and guidance would be provided to conduct the above mentioned activities.
6. The Chairperson raised the issue of smooth conduct of examinations as and when instructions would be received by the University of Mumbai. The task of conducting examinations was entrusted to Mr. Bhushan Shinde, Mr Sudhindra Maganahalli, Mr Prasad Chile and Mr Prashant Jagdale.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 02/07/2020**

<b>Sr. No.</b>	<b>Decisions</b>	<b>Action Taken</b>
1.	Training for virtual lectures	Training session was conducted by VES to train faculty members in basics of Google Suite platform
2.	Uniformity in internal examination pattern	The schedule and the pattern of examination were declared at the beginning of the academic year. Flexibility was given to FYBLS and SYBLS classes
3.	Organisation and training for webinars	Webinars on impact of Covid 19 on digital space, developing mental resilience, child and covid 19, POCSO and many other socio-legal issues were organised. Mr Shinde and Mr Maganahalli trained the other faculty members in organising the seminar
4.	Online Examination	Online Examination Committee formed consisting of Mr Bhushan Shinde, Mr Maganahalli, Mr Chile and Mr Jagdale





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 07/10/2020 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read the minutes of the earlier meeting held on 2/07/2020
2. To review the activities conducted in the first quarter of the academic year 2020-21
3. To plan for the online examination that were declared by the University of Mumbai
4. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting held on 7/10/2020**

1. The meeting was conducted virtually on Google meet platform. The minutes of the previous meeting of IQAC held on 2/7/2020 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. The Chairperson of IQAC Dr Jyoti Deshmukh reviewed the overall operation and execution of virtual activities conducted in the first quarter of the academic year. Members discussed the academic loss of the students due to the online learning process as well as the various technical and logistical difficulties at the teachers' and students' end. While two webinars were conducted, members were of the opinion that more webinars/ guest lectures should be conducted and feedback should be taken from the students to understand their viewpoint.
3. As discussed in the earlier IQAC meeting and as per the circulars of University of Mumbai, the college had begun with the conduct of online examinations. Mr. Bhushan Shinde, Mr Sudhindra Maganahalli, Mr Prasad Chile and Mr Prashant Jagdale who were given the task of managing the examination were told to brief the modus operandi. Mr Shinde and Mr Maganahalli explained the need for a software and logistical support for the software, so that the directions of the University could be complied with. Accordingly, the college management invited various vendors and finalised MKCL for offering its services in the examination process. It was also decided that Professors would be allotted subjects for making question banks which were to be uploaded to the software. Given the Covid19 crisis, the IQAC coordinator Mrs Varsha Athavale, warned of appropriate measures to be taken by the faculty members and the staff while they were physically present on campus.
4. Mr Bhushan Shinde proposed that students should be encouraged to participate in various virtual events. For this he also proposed that students should be trained to participate in recognised well known institutions in the country. All the members agreed and accepted the responsibility to be an enabler in whichever capacity they can.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.



**Action Taken Report of the IQAC Meeting held on 07/10/2020**



Sr. No.	Decisions	Action Taken
1.	Conduct of Guest Lectures	Guest Lectures by Mr Pratik Thubey, IPS, Dr Deepa Rafeeqe and Ms Sunetra Palav were conducted
2.	Conduct of Online Examination	MKCL as a vendor was finalised for the online examination and examination committee conducted the exams smoothly
3.	Encouraging students to participate in virtual events	The Faculty members trained the students for various events and many students won in national level competitions





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 22/12/2020 at 1.30 pm. Members of the cell are requested to attend the meeting.**

Agenda

1. To read the minutes of the earlier meeting held on 07/10/2020
2. To review the activities conducted in the odd semester and to plan the activities of the even semester of the academic year 2020-21
3. To plan for the online examination that were declared by the University of Mumbai
4. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting held on 22/12/2020**

1. The meeting was conducted virtually on Google meet platform. The minutes of the previous meeting of IQAC held on 7/10/2020 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Based on the activities conducted in the odd semester, members came to a consensus that while the college has taken few steps for organising activities/events, there is a need to engage students beyond academics. It was decided that in view of the increased judgements on POCSO, a session should be organised for our budding lawyers. The DLLE unit of the college was entrusted with the responsibility of organizing this session along with various other socio-legal issues.
3. As per the directions of University of Mumbai, the odd semester examinations are to be conducted online in the pattern given to the colleges in each cluster system. The examinations were to be conducted in the MCQ and the Descriptive questions method. For better coordination, the chairperson proposed that the faculty members be physically present in the college premises to act as junior supervisors for the examination. The IQAC coordinator, Mrs Varsha Athavale also proposed that Mr Bhushan Shinde and Mr. Sudhindra Maganahalli be given the charge of the examination.
4. It was proposed that the examination be conducted using Google Forms and Google Meet since the process is more streamlined and user friendly. It was also noted that the students would be given mock tests to help them get acquainted with the examination process. Mr. Bhushan Shinde pointed out that technical support would be required to conduct the exam at such a level, and for this purpose it was resolved that a formal request would be made to the management to provide support from the IT department.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 22/12/2020**

<b>Sr. No.</b>	<b>Decisions</b>	<b>Action Taken</b>
1.	Organising a session on POCSO	A session was organised by Deepa Rafeeqe to introduce the students to POCSO
2.	Team for conduct of examinations	Mr Bhushan Shinde and Mr Sudhindra Maganahalli were appointed as examination incharge
3.	Appointment of IT supervisor	IT supervisor Mr Aditya Kadam from VES Trust was appointed to support the examination process





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 27/05/2021 at 1.30 pm. Members of the cell are requested to attend the meeting.**

Agenda

1. To read the minutes of the earlier meeting
2. To plan for the online examinations
3. To review the academic year 2020-21
4. To formally congratulate Dr Jyoti Deshmukh (I/C Principal) on her retirement
5. Any other subject with the permission of the chair





## **IQAC Minutes of the Meeting held on 27/05/2021**

### Minutes

1. The minutes of the previous meeting of IQAC held on 12/02/2021 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. As per the directions of the University of Mumbai, the end of semester examinations were to be held in the online format. For this purpose, it was unanimously decided to continue conducting examinations using Google Forms and Google Meet
3. The academic year 2020-21 was challenging for both the students and the teaching faculty on account of the pandemic. The Chairperson appreciated the successful conduct of examinations throughout the academic year along with webinars and lectures
4. The Co ordinator of IQAC formally congratulated Dr Jyoti Deshmukh for her retirement after serving the college successfully.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 27/05/2021**

Sr. No.	Decisions	Action Taken
1.	Conducting Online examination using Google Forms and Google Meet	The Examination incharge was appointed to oversee the smooth conduct of exams. The services of Mr Aditya Kadam were requested





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 1/07/2021 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read and confirm the minutes of the earlier meeting.
2. To welcome the new I/C Principal and Chairperson of the IQAC
3. To reconstitute the IQAC committee
4. To take decisions regarding conduct of online lectures for the current academic year pending government instructions
5. To discuss about the academic calendar for the current academic year
6. To frame guidelines for the upcoming online examination
7. To introduce new activities given the pandemic crisis
8. Any other subject with the permission of the chair.





## **IQAC Minutes of the Meeting held on 1/7/2021**

1. Due to the pandemic situation, the meeting was conducted virtually. The minutes of the previous meeting of IQAC held on 27/5/2021 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. As Dr Varsha Athavale was appointed as the I/C Principal, it was unanimously agreed to appoint her as the Chairperson of the IQAC. Mr Bhushan Shinde took charge as IQAC Coordinator. Mr Sudhindra Maganahalli replaced Mr Manoj Kumar Naik as the teachers' representative.
3. The Action Taken Report of the previous Academic Year was read out and the members resolved to adopt and confirm the same.
4. The Academic planning for the academic year 2021-22 was proposed by Mr. Bhushan Shinde. As it was a virtual session, members discussed conducting virtual activities like webinar, conferences and events.
5. It was also decided and unanimously accepted by all the members that there will be guest sessions organized on issues related to opportunities related to law in pandemic times, legal issues in the cyberspace, etc
6. It was proposed that new guidelines be provided for both Examiners as well as students for the online examination which were to be conducted in both Descriptive and MCQ formats as per the directions by the University.
7. It was decided that all the faculties would be shared a google form with the list of applications for Student Council Membership. There would be an interview process where all the faculty members would be present.
8. It was proposed by Dr Varsha Athavale that there should be a crash course conducted so as to guide aspiring law students to prepare for the upcoming CET examination. The responsibility to conduct the same was given to Mr Bhushan Shinde and Mr Sudhindra Maganahalli.
9. It was resolved to continue with the online feedback mechanism with the help of google forms. A 360 degree feedback including feedback related to infrastructure and administrative staff was to be conducted. The members unanimously accepted the proposal.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 1/07/2021**

<b>Sr. No.</b>	<b>Decisions</b>	<b>Action Taken</b>
1.	Appointment of new members	Dr Varsha Athavale was appointed as the new chairperson of IQAC, Mr Bhushan Shinde was appointed as Coordinator IQAC, Mr Sudhindra Maganahalli was appointed as teachers' representative
2.	To conduct events, including webinars and online competitions	Intra- Moot court Competition, Career opportunities in law by our Alumnus Adv Ranjit Shinde was conducted
3.	Guidelines for examinations	Changed guidelines for both examiners and students were provided in the light of updated Instructions from the University of Mumbai
4.	Formation of student Council	Applications were invited from the students and interview process was conducted in the presence of all faculty members to form the Student Council of the Academic Year 21-22
5.	Conduct of CET Crash Course	Mr Bhushan Shinde and Mr Sudhindra Maganahalli conducted an online crash course for CET in Law
6.	360 degree Feedback system	A feedback mechanism comprising of faculty members, infrastructure, library, and admin staff was conducted





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 4/10/2021 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read and confirm the minutes of earlier meeting
2. To take decisions regarding conduct of online lectures for the current academic year pending government instructions
3. To conduct review of CET Crash Course
4. To review the working of Placement Cell
5. To discuss the timeline for annual college magazine Vidhi Vivek
6. Any other subject with the permission of the chair.





## **IQAC Minutes of the Meeting held on 4/10/2021**

1. The minutes of the previous meeting of IQAC held on 1/7/21 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. As per the directions of University of Mumbai, the lectures are to be conducted in the new format i.e. hybrid form with 50% students attending in person lectures and 50% students attending remotely. It was decided that appropriate arrangements would be made for the smooth functioning of all academic activities.
3. The CET Crash course was appreciated by the participants and it was placed on record. It was also decided that such sessions would be conducted in the future as well
4. The placement cell was entrusted with providing virtual internships as the functioning of the courts was closed due to the pandemic. It was decided that the placement cell would provide review reports to the Principal and the focus will be on providing job placements along with internships.
5. The Annual college magazine is generally released in the month of January/February and was decided to be released at the end of the academic year. One of the unique initiatives that was discussed by the members was the magazine cover page competition. It was decided that the magazine committee would be responsible for the organization of the competition.
6. A covid 19 vaccination drive was to be organized for the students and staff members of the college. It was decided that the college would attempt to encourage the maximum number of students to get vaccinated prior to attending in person classes.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





Action Taken Report of the IQAC Meeting held on 4/10/2021

Sr. No.	Decisions	Action Taken
1.	Arrangements to be made for offline activities	With the introduction of 50% offline lectures, arrangements with regard to classroom and other activities were done
2.	Review of the Placement Cell	Timely reports were submitted to the Principal and a placement drive was planned
3.	Digital Cover making Competition to be conducted	The Magazine Committee organised a digital cover making competition
4.	Vaccination drive to be organised	For maximum coverage, a vaccination drive was conducted for the benefit of the students and the teachers





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 12/02/2022 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read and confirm the minutes of earlier meeting
2. To conduct an online orientation program for the new batch of BLS LLB and LLB students
3. To discuss the functioning of the Social Media Cell
4. To discuss the preparation for National Moot Court in the online format
5. Any other subject with the permission of the chair.





## **IQAC Minutes of the Meeting held on 12/02/2022**

1. The minutes of the previous meeting of IQAC held on 4/10/21 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Due to the pandemic, the admission of the new batch of BLS and LLB students was delayed. It was resolved to conduct an online orientation program for the students and their parents to ensure that the stakeholders were properly informed about the course requirements and the outcomes.
3. It was noted that the Social Media Cell was actively able to gather engagement with the students. Students had shown interest in participating as well as contributing to the social media page which focused on legal awareness and an alternative mode to the learning process. It was decided that students would be trained to implement the stated agenda
4. The National Moot Court is the marquee event of the College. It was decided to conduct the event virtually during this academic year on account of the restrictions imposed by the pandemic situation. Each professor would be given different responsibilities so as to successfully conduct the event.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.



**Action Taken Report of the IQAC Meeting held on 12/02/2022**



Sr. No.	Decisions	Action Taken
1.	Orientation program for the newly inducted batch	An online orientation program was conducted for the new batch of BLS and LLB
2.	Social Media cell to be made active	An orientation session was provided to train students to contribute in social media team
3.	National Moot Court Competition	The National Moot Court Competition was organized virtually and was successfully conducted by the cooperation of all Faculty members





**A meeting of the Internal Quality Assurance Cell (IQAC) is to be held on 27/05/2022 at 1.30 pm. Members of the cell are requested to attend the meeting.**

**Agenda**

1. To read and confirm the minutes of the earlier meeting.
2. To congratulate the faculty achievers for successful completion of their PhD
3. To train the faculty members with regards to ERP for internal assessment
4. To have a plan of action for CAP and OSM
5. To review the academic year 2021-2022
6. Any other subject with the permission of the chair.





## **IQAC Minutes of the Meeting held on 27/05/2022**

1. The minutes of the previous meeting of IQAC held on 12/02/22 were read out by the coordinator of IQAC. It was unanimously resolved to confirm the minutes of the previous meeting.
2. Two faculty members Dr. Swapnil Chaudhary and Dr. Sudhindra Maganahalli had completed their PhDs. The members of the IQAC congratulated them on behalf of the entire institution.
3. With the introduction of ERP for the smooth functioning of the examination process, it was decided that the faculty members use the new ERP for the process of internal assessment. For this purpose, they would be trained by the administrative staff.
4. As per the guidelines of the University of Mumbai, the final year papers would be assessed online, in the OSM. It was decided that all the faculty members would be contributing to the process by assessing 1.5 times the number of the students enrolled in the college, as prescribed by the University. It was also decided that faculty members will complete their assessment of other classes on time.
5. The academic activities, events, co curricular activities and extra curricular activities, contribution from various committees was discussed in detail. Based on the discussion, it was concluded that with full fledged offline sessions to begin, appropriate arrangements to be made by the administrative department. It was also decided that there would be reshuffling of committees in the upcoming academic year.

The Coordinator of IQAC proposed the vote of thanks to the members and requested their cooperation and guidance whenever necessary.





**Action Taken Report of the IQAC Meeting held on 27/05/2022**

Sr. No.	Decisions	Action Taken
1.	ERP training to be given to Faculty members	Faculty members were trained by the Administrative Staff so as to enter the Internal Assessment marks
2.	OSM process to be completed in time	OSM process was completed within the time frame as faculty members completed the assessment within time
3.	Full fledged offline sessions to begin and reshuffling of committees to be done	The Administrative Department of the college was advised to make arrangements for Offline sessions. Faculties were told to suggest their preference of committees.

