



Malad Kandivli Education Society's

M.K.E.S. COLLEGE OF LAW

ISO 9001 : 2015 Certified

Bhavishya Bharat Campus, S. V. Road, Malad (West), Mumbai - 400 064.

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Internal Quality Assurance Cell (IQAC) – Minutes and Action Taken Report.

V. R. Dube

I/c Principal

Dr. Vandana R. Dube



M.K.E.S. COLLEGE OF LAW

15th July, 2020

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Thursday, 30th July, 2020 at 11.30 a.m. on Online mode on Google meet to discuss the following agenda:

1. To read and confirm the minutes of the last meeting.
2. To discuss the preparation of the Academic Calendar
3. To discuss about the new Certificate Courses for the Academic Year 2020-21
4. To discuss about the formation of various committees
5. To discuss about the Internal Auditor Training to be given to the Principal and Faculties.
6. Any other business with the permission of chair.

ASST. PROF. SHIJI BIHI

IQAC CO-ORDINATOR



M.K.E.S. COLLEGE OF LAW

MINUTES OF THE MEETING

A meeting of the IQAC Committee was held on Thursday, 30th July, 2020 at 11.30 a.m. in online mode on Google Meet.

Dr (Ms.) Vandana Dube presided over the meeting. The following members were present:

1. **Chairperson:** Dr. Vandana R.Dube
2. **IQAC Co-ordinator:** Ms. Shiji Biji (Co-ordinator)

Members from the Management:

3. Shri Digant H.Upadhyaya

Teachers:

4. Mr. Mahendrakumar Yadav
5. Ms. Varsha Vyas
6. Mr. Nikhil Rote

Administrative Officers:

7. Mr. Chandrakant Amin
8. Ms. Rinkal Trivedi

Students and Alumni:

9. Mr. Biju Chittilapilly (Alumni)
10. Mr. Himanshu Samant

Nominees from the Local Society:

11. Dr. Ms. Ancy Jose

Employers/ Industrialists/Stakeholders:

12. Shri Dilip N. Gala

Advisor:

13. Prof. Dr. Moushumi Datta



M.K.E.S. COLLEGE OF LAW

The Co-Ordinator of IQAC Asst.Prof. Shiji Biji welcomed the members of the committee, The following business was transacted in the meeting:

The Co-ordinator of IQAC read out the minutes of the previous meeting and sought the confirmation of the minutes. The members confirmed the minutes.

The faculties were asked to prepare the Academic Calendar for the Academic Year 2020-21. The Co-ordinator informed the members to collectively decide the activities that will take place for the academic year.

The Coordinator informed the committee about the starting of New Courses for the Academic Year 2020-21,

- 1.Stress Management through Yoga
- 2.Cyber Law
- 3.Healthcare Laws
- 4.Mental Health care Laws

Asst. Professor Varsha Vyas and Asst. Prof. Shiji Biji were chosen as the coordinators for these courses.

The Principal intimated all present about the formation of various committees and the Conveners and Co-conveners for these committees were decided.

The Principal informed all present about the Internal Auditor training that needs to be provided to the faculties in furtherance of getting the College ISO Certified.

There being no other business the meeting ended with the vote of thanks to the chair.

ASST. PROF.SHIJI BIJI

CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. (MS.) VANDANA DUBE

CHAIRPERSON



M.K.E.S. COLLEGE OF LAW

6th October, 2020

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Wednesday, 14th October, 2020 at 11.30 a.m. on Google Meet to discuss the following agenda:

1. To read and confirm the minutes of the last meeting.
2. To discuss the activities conducted till 13th October, 2022.
3. To discuss about the sanitization of the campus
4. To discuss the feedback from students
5. Any other business with the permission of chair.

ASST.PROF. SHIJI BIHI

IQAC CO-ORDINATOR



M.K.E.S. COLLEGE OF LAW

MINUTES OF THE MEETING

A meeting of the IQAC Committee was held on Wednesday, 14th October, 2020 at 11.30 a.m. on online mode in Google Meet.

Dr (Ms.) Vandana Dube presided over the meeting. The following members were present:

- 1 . **Chairperson:** Dr. Vandana R.Dube
2. **IQAC Co-ordinator:** Ms. Shiji Biji (Co-ordinator)

Members from the Management:

3. Shri Digant H.Upadhyaya

Teachers:

- 4.Mr.Mahendrakumar Yadav
- 5.Ms. Varsha Vyas
- 6.Mr. Nikhil Rote

Administrative Officers:

7. Mr. Chandrakant Amin
- 8.Ms. Rinkal Trivedi

Students and Alumni:

9. Mr. Biju Chittilapilly (Alumni)
- 10 . Mr. Himanshu Samant

Nominees from the Local Society:

11. Dr.Ms. Ancy Jose

Employers/ Industrialists/Stakeholders:

12. Shri Dilip N. Gala

Advisor:

13. Prof.Dr. Moushumi Datta

The Co-Ordinator of IQAC Asst.Prof. Shiji Biji welcomed the members of the committee. The following business was then transacted in the meeting:



M.K.E.S. COLLEGE OF LAW

The Co-ordinator of IQAC read out the minutes of the previous meeting and sought the confirmation of the minutes. The members confirmed the minutes.

The Co-ordinator shared the details of the events conducted by the committees till 13th October, 2020 which were as follows:

The cultural committee of M.K.E.S. College of Law had conducted the following events in the academic year 2020-21.

Sr. No	Date	Event	Activity
1	15-08-2020	Independence Day <u>Venue</u> : Google Meet	The Chief Guest for the event was Advocate George Fargos. The event consisted of Intra-collegiate Competition such as - 1. Elocution 2. Slogan Writing 3. Poster Making
2	05-09-2020	Teacher's Day <u>Venue</u> : Google Meet	Students took lecture on behalf of the teachers and later celebrated the event by reciting poetries and singing melodious songs, Posters were also presented as a part of this event.

The Co-ordinator informed that the Guest Lecture Committee had conducted the following events in the academic year 2020-21.

Sr. No	Date	Event	Activity
1	21-06-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	On the occasion of International Yoga day the committee had organised a webinar on the topic "Stress Management through Sahaja Yoga" The Speaker for the webinar was Ms Geetika Tiwari.
2	27-06-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was "Fundamentals of Criminal Law" The Speaker for the webinar was Adv. Digambar Desai.



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3	26-08-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was “Dishonour of Cheque/Sec 138/ Negotiable Instruments Act, 1881” The Speaker for the webinar was Adv. Alok Bagla.
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The committee was informed that the housekeeping staff have been trained by the BMC for sanitizing the campus and they are doing their job effectively.

The committee was also informed that feedback from the students will be collected in the last week of September 2020.

There being no other business the meeting ended with the vote of thanks to the chair.

ASST. PROF. SHIJI BIJI

CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. (MS.) VANDANA DUBE

CHAIRPERSON



M.K.E.S. COLLEGE OF LAW

13th November, 2020

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Friday, 20th November, 2020 at 11.00 a.m. on Online mode on Google Meet to discuss the following agenda:

1. To read and confirm the minutes of the last meeting.
2. To take stock of the preparation for ISO certification audit 9001:2015.
3. To discuss about the National Moot Court to be conducted for the Academic Year 2020-21
4. Any other business with the permission of chair.

ASST. PROF. SHIJI BIHI.

IQAC CO-ORDINATOR



M.K.E.S. COLLEGE OF LAW

MINUTES OF THE MEETING

A meeting of the IQAC Committee was held on Friday, 20th November, 2020 at 11.00 a.m. on online mode in Google Meet.

Dr (Ms.) Vandana Dube presided over the meeting. The following members were present:

- 1 . **Chairperson:** Dr. Vandana R.Dube
2. **IQAC Co-ordinator:** Ms. Shiji Biji (Co-ordinator)

Members from the Management:

3. Shri Digant H.Upadhyaya

Teachers:

- 4.Mr.Mahendrakumar Yadav
- 5.Ms. Varsha Vyas
- 6.Mr. Nikhil Rote

Administrative Officers:

7. Mr. Chandrakant Amin
- 8.Ms. Rinkal Trivedi

Students and Alumni:

9. Mr. Biju Chittilapilly (Alumni)
- 10 . Mr. Himanshu Samant

Nominees from the Local Society:

11. Dr.Ms. Ancy Jose

Employers/ Industrialists/Stakeholders:

12. Shri Dilip N. Gala

Advisor:

13. Prof.Dr. Moushumi Datta

The Co-Ordinator of IQAC Asst.Prof. Shiji Biji welcomed the members of the committee. The following business was then transacted in the meeting:



M.K.E.S. COLLEGE OF LAW

The Co-ordinator of IQAC read out the minutes of the previous meeting and sought for the confirmation of the minutes. The members confirmed the minutes.

The Principal requested the MR of ISO Prof. Nikhil Rote to brief about the preparation for ISO certification audit 9001:2015.

The MR shared that the teaching and non-teaching staff were ready with all necessary documentation work to face the ISO certification audit 9001:2015 to be held from 17th to 19th December, 2018. He said that the teaching and non-teaching staff were provided the necessary orientation about the ISO certification audit process (of 9001:2015). He further said that quality objectives were taken up and 6-man day of training programmes is being provided to the faculty and the Competence based Skill Matrix was also filled by all the faculty members. The Principal appreciated the efforts by Asst. Prof. Nikhil Rote under the guidance of Prof. Dr Moushumi Datta and wished all the staff all the best.

The Principal asked the Moot Court Committee Convener Ms. Namrata Shetty to mention the date decided for the National Moot Court Competition of the College-“Vidhigyan” which includes Moot Court Competition, Client Counselling, etc. The Convener Ms. Namrata Shetty said that the competition is planned to be conducted in the month of February in the first week and that the preparation for the same is in progress.

There being no other business the meeting ended with the vote of thanks to the chair.


Asst. Prof. Shiji Biji

CO-ORDINATOR

READ CONFIRMED AND SIGNED



DR. (MS.) VANDANA DUBE

CHAIRPERSON



M.K.E.S. College of Law

Action Taken Report 2020-21

July

S. No.	Plan of action	Outcome
1.	To discuss the preparation of the Academic Calendar	The faculties were asked to prepare the Academic Calendar for the Academic Year 2020-21. The Co-ordinator informed the members to collectively decide the activities that will take place for the academic year.
2.	To discuss about the new Certificate Courses for the Academic Year 2020-21	The Coordinator informed the committee about the starting of following New Courses for the Academic Year 2020-21 1.Stress Management through Yoga 2.Cyber Law 3.Healthcare Laws 4.Mental Health care Laws Asst. Professor Varsha Vyas and Asst. Prof. Shiji Biji were chosen as the coordinators for these courses.
3.	To discuss about the formation of various committees	The Principal intimated all present about the formation of various committees and the Conveners and Co-conveners for these committees were decided.
4.	To discuss about the Internal Auditor Training to be given to the Principal and Faculties.	The Principal informed all present about the Internal Auditor training that needs to be provided to the faculties in furtherance of getting the College ISO Certified.

V. R. Dube
I/C PRINCIPAL
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October

S. No.	Plan of action	Outcome
1.	To discuss the activities conducted till 13 th October, 2022.	Co-Ordinator shared the details of the events conducted by Cultural Committee, Guest Lecture Committee, etc.
2.	To discuss about the sanitization of the campus	The committee was informed that the housekeeping staff have been trained by the BMC for sanitizing the campus and they are doing their job effectively.
3.	To discuss the feedback from students	The committee was also informed that feedback from the students will be collected in the last week of September 2020.

November:

S. No.	Plan of action	Outcome
1.	To take stock of the preparation for ISO certification audit 9001:2015.	<p>The Principal requested the MR of ISO Prof. Nikhil Rote to brief about the preparation for ISO certification audit 9001:2015.</p> <p>The MR shared that the teaching and non-teaching staff were ready with all necessary documentation work. He said that the teaching and non-teaching staff were provided the necessary orientation about the ISO certification audit process (of 9001:2015).</p> <p>He further informed that quality objectives were taken up and the Competence based Skill Matrix was also filled by all the faculty members</p>

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2.	To discuss about the National Moot Court to be conducted for the Academic Year 2020-21	The Convener Ms. Namrata Shetty said that the the National Moot Court Competition of the College-“Vidhigyan” is planned to be conducted in the month of February in the first week and that the preparation for the same is in progress.
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March

S. No.	Plan of action	Outcome
1.	To discuss the students feedback	The coordinator informed that the feedback has been taken from the students from both the programs online. Responses were received from the students and analysis has been carried out and actions are undertaken. Regular mentor meetings were also conducted online.
2.	To discuss about the various activities conducted by the IQAC in the Academic Year 2020-21	Following workshop/Seminar conducted by the IQAC in the year 2020-2021: How to identify reliable information sources in the age of ICT Workshop on Google Scholar Art of Writing a Thesis
3.	To discuss the results of the ISO Audit.	The MR Asst. Prof. Nikhil Rote said that the 1 st Internal Audit was conducted on 7 th December, 2020. It was noted that all departments followed the process from planning to implementation and all documents were in place after which the First Stage Audit was conducted on 15 th February, 2021 and thereafter the second stage audit on 1 st March, 2021, the result of the audit being that M.K.E.S. College of Law was granted ISO certification.

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4.	To discuss about the workshops and webinars conducted in the Academic Year 2020-21	Various events and webinars conducted by Women Development Cell, Guest Lecture Committee were discussed.
5.	Any other business with permission of chair.	The Co-ordinator also mentioned that a new Project – “Holistic Development of Students” is introduced in the Institution for the students.

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