



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

12th March, 2021

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Saturday, 20th March, 2021 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 discuss the students feedback
3. To discuss the results of the ISO Audit.
4. To discuss about the activities conducted by the IQAC Committee
5. To discuss about the workshops and webinars conducted in the Academic Year 2020-21
6. Any other business with the permission of chair.

A handwritten signature in blue ink, appearing to read 'Shiji Bihi'.

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 Saturday, 20th March, 2021 at 11.00 a.m in 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 Prof. Shiji Biji welcomed the members of the committee. The following business was then transacted in the meeting:



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

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.

The MR Asst. Prof. Nikhil Rote said that the 1st Internal Audit was conducted on 7th 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 15th February, 2021 and thereafter the second stage audit on 1st March, 2021, the result of the audit being that M.K.E.S. College of Law was granted ISO certification.

The efforts taken by the team were appreciated by the Principal and the Management.

The IQAC Co-ordinator mentioned that the IQAC Committee had conducted the following events:

1. Webinar on "ISO AWARENESS PROGRAMME" to acquaint faculties with ISO processes on 22nd October, 2020.
2. Webinar on National Education Policy (NEP)

The Co-ordinator mentioned about the different webinars conducted till 20th March, 2021.

The Women Development Cell had conducted the following events:

Sr. No	Date	Event	Activity
1	30-10-2020	Webinar <u>Venue : Google Meet</u>	The topic for the webinar was "Constitutional and Other Legal Provision for Women in India" The Speaker for the webinar was Adv. Janaki Misra.
2	13-03-2020	Webinar on International Women's Day Celebration <u>Venue : Google Meet</u>	The topic for the webinar was "Gender Balance and Economic" The Speaker for the webinar was Dr. Rita Bansal



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The Guest Lecture Committee of had conducted the following events:

1	22-10-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The Speaker for the webinar was Dr. Moushumi Datta. The topic for the webinar was “ISO Awareness Programme”, which was organised for the faculty of the law college
2	02-11-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was “Rethinking Leadership” The Speaker for the webinar was Dr. Mona Mehta.
3	18-11-2020 to 19-11-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was “ <i>Power of Gratitude</i> ” which was organised for 3 days as follows- 1. 18-11-2020 – “Stress Management with Gratitude” 2. 19-11-2020 – “Time Management with Gratitude” 3. 20-11-2020 – “Gratitude mind-set for growth and wellness” The Speaker for the webinar was Mrs. Geetha Krishnan.
4	23-11-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was “Art of Research Writing” The Speaker for the webinar was Dr. Moushumi Datta.
5	03-12-2020	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was “Civil Law and Practice” The Speaker for the webinar was Adv. Vasant Bhanage.

With the permission of the chair the Co-ordinator put forward that the National Moot Court Competition “Vidhigyan” could not be organised as decided in the month of February due to University Exam scheduled during that period for the students. The tentative date for the National Moot Court



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Competition for the Academic Year was thus postponed to May- June,2021 which would be finalized by the Moot Court Committee.

The Co-ordinator also mentioned that a new Project –“Holistic Development of Students” is introduced in the Institution for the students.

The meeting ended with the Vote of Thanks.

ASST. PROF. SHIJI BIHI

CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. (MS.) VANDANA DUBE

CHAIRPERSON



M.K.E.S. COLLEGE OF LAW

14th July, 2021

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Wednesday, 28th July, 2021 at 12 noon in 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 2021-22
4. To discuss about the formation of various committees
5. To discuss about NAAC Accreditation and to create awareness on NAAC Criteria 1,2,3,4,5,6 and 7..
6. To discuss the Quality Objective.
7. To discuss about the Competency based skill matrix.
- 7.To discuss about the Initiation of D.L.L.E. Unit in the Institution.
8. 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, 28th July, 2021 at 12 noon. 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
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 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.



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The faculties were asked to prepare the Academic Calendar for the Academic Year 2021-22. 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. Consumer Protection Laws.
2. Competition Law in India
3. Health care Law
4. Travel and Tourism law in India.

Asst. Prof. Varsha Vyas, Asst. Prof. Shiji Biji and Asst. Prof. Mahendrakumar Yadav 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 NAAC Accreditation process. Principal of Nagindas Khandwala College Dr. Moushumi Datta explained the guidelines of NAAC and mentioned about the Criteria 1, 2, 3, 4, 5, 6 and 7. Asst. Prof. Shiji Biji was appointed as the NAAC Co-ordinator.

In this Academic year 2021-22 the Quality Objectives are:

1. 6 Man Day Training Programme
2. Women Study Centre
3. Certificate Courses under Women Study Centre

The MR Asst. Prof. Nikhil Rote informed that the format of competency based skilled matrix is done and will be distributed among faculty members so that the training needs can be identified.

The Principal informed all present about the initiation of D.L.L.E. Unit in the Institution registered under the University of Mumbai and mentioned that the basic objective of the unit will be to inculcate social and impervious approach of students to work for public awareness and community services.

The MR Asst. Prof. Nikhil Rote informed that the Internal Audit 2 was carried on 1st July 2021.

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

ASST. PROF. SHIJI BIJI
CO-ORDINATOR

V. R. Dube

READ CONFIRMED AND SIGNED
DR. (MS.) VANDANA DUBE
CHAIRPERSON



M.K.E.S. COLLEGE OF LAW

8th October, 2021

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Monday, 25th 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 25th October, 2022.
3. To discuss about the sanitization of the campus.
4. To discuss about the D.L.E.E. Unit.
5. To discuss about the Student Aid Fund.
6. To discuss the feedback from students
7. 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 Monday, 25th 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.Ms.Smriti Singh

Administrative Officers:

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

Students and Alumni:

9. Mr. Biju Chittilapilly
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:

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 25th October, 2020 which were as follows:



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The cultural committee of M.K.E.S. College of Law had conducted the following events in the academic year 2021-22.

a. Independence Day-The Independence Day celebration was conducted virtually on Google Meet Platform on 15th August, 2021. The event consisted of Intra-college Competition such as -

1. Elocution
2. Slogan
3. Poster Making.

b. Teacher's Day: On 5th September, 2021, "Teachers Day" was celebrated on Google Meet platform. Students took lecture on behalf of the Professors and later celebrated the event by reciting poetries, singing melodious songs, played musical instruments and by presenting posters.

c. Gandhi Jayanti – 02nd Oct to 7th Oct, 2021, International Non- Violence week under the instruction of University of Mumbai was celebrated by reading non-violence pledge and Preamble of the Indian constitution. Student's also recited poetries, sang melodious and patriotic song, Mahatma Gandhi's Documentaries were also screened and posters were also presented as a part of the event.

The Co-ordinator informed that the Guest Lecture Committee had conducted the following events in the academic year 2021-22.

Sr. No	Date	Event	Activity
1	02-06-2021	Guest Lecture/Webinar <u>Venue</u> : Google Meet	On the occasion of World Environmental day the committee had organised a webinar on the topic "Sustainable Developmeny and Environmental Protection" The Speaker for the webinar was Dr. Anil Variath..
2	30-07-2021	Guest Lecture/Webinar <u>Venue</u> : Google Meet & Bandra Police Station	Bandra Police Station Visit- Interactive Session through Offline and Online Mode on the functioning of the Police Station. The Speaker for the webinar was Sub-Inspector Ms. Ekta Pawar.



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3	4-09-2021	Guest Lecture/Webinar <u>Venue</u> : Google Meet	The topic for the webinar was “ Holistic Development through Sahaja Yoga ” The Speaker for the webinar was Mr. Amog Sase.
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The Exam Committee Convener Asst. Prof. Shiji Biji informed all present about the exams conducted for the F.Y.LLB. and F.Y.BLS. batch for the Academic Year 2020-21 which was delayed due to admission process and mentioned that the Regular Examinations (FIRST HALF) of Semester II for the Class F.Y.LLB. and F.Y.BLS. for the academic year 2021-22 along with the Backlog Examinations of Semester I for the Class F.Y.LLB and F.Y.BLS were held in the month of September between 20th September, 2021 to 30 th September, 2021 and the results were declared on 22nd October, 2021.

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 Principal informed all present that the MKES College of Law has become a part of DLLE under University of Mumbai from the year 2021-2022. Accordingly, the college has undertaken Career Project (CP) and University of Mumbai has appointed Dr. Shirley Agwuocha as Extension Work Field Co-ordinator for M.K.E.S. College of Law. A total 22 students have enrolled for the same and Asst.Prof. Mahendrakumar Yadav and Asst. Prof. Smriti Singh are appointed as the Extension Work Teachers.

The Principal informed that the Students of both LLB and BLS LLB will be notified to make application for availing the Student Aid fund.

The committee was also informed that feedback from the students will be collected after the Diwali Vacation.

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

12th November, 2021

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Monday , 29th November, 2021 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 take stock of the preparation for NAAC.
3. To discuss about the National Moot Court to be conducted for the Academic Year 2021-22.
4. To discuss about the formation of Women Studies Centre.
4. Any other business with the permission of chair.

ASST. PROF. SHIJI BIJI.

IQAC CO-ORDINATOR



M.K.E.S. COLLEGE OF LAW

MINUTES OF THE MEETING

A meeting of the IQAC Committee was held on Monday, 25th November, 2021 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.Ms.Smriti Singh

Administrative Officers:

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

Students and Alumni:

9. Mr. Biju Chittilapilly
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:

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.



M.K.E.S. COLLEGE OF LAW

The Principal requested the co-ordinator Asst. Prof. Shiji Biji to brief about the preparation for NAAC. She informed the members present that NAAC work is being carried out in a systematic and planned manner and also informed that each criteria has been assigned an in-charge for the better performance of the work.

The Principal asked the Moot Court Committee Convener Asst Prof. Varsha Vyas 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 Asst. Prof. Varsha Vyas 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.

Principal informed about the formation of the Women Studies Centre and appointment of Asst. Prof. Smriti Singh as the Convener of the same. It was also mentioned that a Short term course on "Women, law and International Issues" will be started under the Centre.

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

11th March, 2021

INTERNAL QUALITY ASSURANCE CELL

NOTICE

A meeting of the IQAC committee will be held on Wednesday, 30th March, 2022 at 11.30 a.m. in the conference room of M.K.E.S. College of Law to discuss the following agenda:

1. To read and confirm the minutes of the last meeting.
2. To discuss the students feedback
3. To discuss about the ISO Audit.
4. To discuss the work of the Library Committee.
5. To discuss about the workshops and webinars conducted till 30th March, 2022 for the Academic Year 2021-22.
6. To discuss about the activities under the Improvement Project.
7. To discuss on the update of Student Aid Fund.
8. To discuss about the activities conducted by the IQAC Committee.
9. 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 30th March, 2022 at 11.30 a.m in the Conference room of M.K.E.S. College of Law.

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.Ms.Smriti Singh

Administrative Officers:

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

Students and Alumni:

9. Mr. Biju Chittilapilly
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. Mousumi Datta

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

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



M.K.E.S. COLLEGE OF LAW

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.

The MR Asst. Prof. Mahendrakumar Yadav said that ISO committee has conducted internal audit on 14th January 2021 and Surveillance Audit was conducted on 25th February 2022. External Auditor has given positive remark about our Quality Management Process.

The efforts taken by the team were appreciated by the Principal and the Management.

The Co-ordinator mentioned about the different webinars conducted till 30th March, 2022.

The Cultural Committee organised Holi Celebration week from 16th April, 2022- 21st April, 2022.

The Women Development Cell had conducted the following events:

- 1) Lecture on “Constitutional and Other Legal Provision for Women in India” on 30th October 2021. The Guest speaker for this event was Prof. Janaki Misra.
- 2) On occasion of International Women’s Day, Workshop on topic “Crime Against Women and need for Self Defence was held on 2nd March, 2022. The Guest speaker for this workshop was Dr. Chhaya Shah and Ms. Aruna Gupta.

The Guest Lecture Committee of had conducted the following events:

1. On 15th November, 2021 webinar on the topic “Copyright Regime in Digital Space”. The speaker for the webinar was Prof. Sajid Sheikh. The event was conducted through Google Meet Platform.
2. National Workshop in collaboration with MNLU was conducted on 24th November, 2021 on the theme “Forest, people, and Wildlife- Sustaining all Creation”. The speaker for the webinar was Dr. R. Adalarasan, Mr. Jose Louies, and Dr. Vandana Dube.
3. On 20th Dec, 2021 a webinar was organised on the topic “Role of Insolvency and Bankruptcy in Current scenario”. The speaker for the webinar was Prof. Raghav Pandey. The webinar was conducted via Google Meet Platform.
4. On 26th November, 2021 webinar was conducted on topic “Constitutional values and legal ethos” via google meet platform. The Speaker for the event was Dr. Sunil John.

The co-ordinator informed that the Regular and Backlog Examinations (SECOND HALF) for the Academic Year 2021-22 was held in the month of December for the Classes F.Y.BLS, S.Y.BLS., T.Y.BLS., 4TH Yrs. BLS, 5TH Yr. BLS, F.Y.LLB., S.Y.LLB. and T.Y.LLB., and the results for the same were declared from 21st January, 2022 to 9th February, 2022 being different dates class wise as per the University directions

The 7th National Moot Court and Client Counselling Competition comprising of the National Moot Court and Client Counselling Competition through Virtual Mode which was conducted on 25th, 26th and 27th March, 2022.



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The Coordinator also informed all present that a national webinar was organized on “Adult personality and Cognitive Development” on 5th March, 2022 and the speaker for the said event was Dr. Alexander Jacob IPS, the webinar was attended by participants across the country and was a great success.

The Coordinator informed that the Legal Aid Committee had organized a “Legal Awareness Programme” on 26th November 2021 8:00 a.m. onwards. The programme took place in Nagindas Khandwala college campus, where the students of the law college undertook to visit various classrooms of the commerce section of the institute and delivered speeches on the current legal issues. The Committee also organized a Legal Awareness Program through Street Play on the topics “Online Fraud and Legal Remedy” and “Right to Education-Fundamental Rights” on 18th February, 2022 in the College Campus as also the same was presented through the Online Mode.

The co-ordinator informed that the Field Trip Committee had organised Taloja Central Jail visit on 16th April 2022. Total 68 students had visited central jail along with 05 Faculty Members.

The coordinator informed that the students of both LLB and BLS LLB were notified about availing Student Aid fund on 25th November 2021 and eligible students were asked to submit the form along with required documents by 30th December 2021. Total 15 students had applied for availing the aid and the documents of these students were scrutinized by the committee on 18th January 2022. Students Interview for the final selection was conducted on 11th March 2022 after which students were found suitable for student aid and were provided with the same.

The IQAC Co-ordinator mentioned that the following activities were conducted by the IQAC Committee:

- 1) Training on “BEST OF MS-OFFICE AND G-SUITE” from 25th-30th October, 2021
- 2) Training on e-library source of “LEXIS NEXIS KNOWLEDGE” on 29-10-2021
- 3) Faculty Development Program on “NECESSITY OF ACADEMIC LEADERSHIP” on 2-06-2022.

With the permission of the Chair the list of activities conducted under the D.L.L.E. Unit and Women Studies Centre were also placed before the members present.

The Co-ordinator informed that the D.L.L.E. Unit conducted the following activities:

- 1) Date: 30th September, 2021 Time: 11:00am Onwards

Topic: Objectives and Activities under D.L.L.E.

Speaker: Dr. Seema Agarwal

- 2) Date: 8th February, 2022 Time: 11:00am Onwards

Topic: Career Project in Legal Field

Speaker: Dr. Shirley Agwuocha, Extension Work Field Co-ordinator

- 3) Date: 19th March, 2022 Time: 11:30am Onwards



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Topic: Career Guidance on Becoming and Efficient Solicitor

Speaker: Adv. Amit Mishra

4) Date: 24th April, 2022 Time: 11:00am Onwards

Topic: Short Film & Movie Screening

Short film by Students of D.L.L.E.

Movie: Court 2014

5) Date: 28th March, 2022 Time: 11:00am Onwards

Topic: Career Guidance for Specialization in Maritime Law

Speaker: Adv. Apurva Pohonerkar Mehta

6) Date: 28th March, 2022 Time: 02:30pm Onwards

Topic: Maternity Benefit & Domestic Violence

Legal Awareness by D.L.L.E Students at SRAJAN WELFARE SOCIETY

7) Date: 29th March, 2022 Time: 11:00am Onwards

Topic: Career Opportunities in Legal Field.

The activities of the Women Studies Centre were also placed which were as follows:

1. Guest Lecture

Date: November 29, 2021

Platform: Google Meet

Speaker: Dr. Pramila D'zouza

Topic: "Women's concerns, sexual harassment at work place"

2. Competition

Date: February 11, 2022

Event: Competition –

A. Poster making,

B. Slogan making

C. Quiz competition

Topic: Women's issues

3. For International Women's Day Celebration a Workshop was organized by Women Studies Centre in collaboration with Women Development Cell

Date: March 02, 2022.



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Platform: Hybrid (Online as well as offline)

Speaker: Dr. Chhaya Shah and Ms. Aruna Gupta

Topic: Crime against woman and need for self defence

4. Street Play on International Women's Day

Date: March 08, 2022.

Venue: College campus

Theme: "Apna Time Aayega"

5. For International Women's Day Celebration a Workshop was organized by Women Studies Centre in collaboration with Women Development Cell

Date: March 02, 2022.

Platform: Hybrid (Online as well as offline)

Speaker: Dr. Chhaya Shah and Ms. Aruna Gupta

Topic: Crime against woman and need for self defence

The meeting ended with the Vote of Thanks.

ASST. PROF. SHIJI BIHI

CO-ORDINATOR

READ CONFIRMED AND SIGNED

DR. (MS.) VANDANA DUBE

CHAIRPERSON



M.K.E.S. College of Law

Action taken Plan 2021-2022

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 2021-22. 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 2021-22	The Coordinator informed the committee about the starting of following New Courses for the Academic Year 2020-21: 1.Consumer Protection Laws. 2.Competition Law in India 3. Health care Law 4. Travel and Tourism law in India. Asst. Prof. Varsha Vyas, Asst. Prof. Shiji Biji and Asst. Prof. Mahendrakumar Yadav 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 NAAC Accreditation and to create awareness on	The Principal informed all present about NAAC Accreditation process. Principal of Nagindas Khandwala College Dr. Moushumi Datta explained the guidelines of NAAC and mentioned about the Criteria 1, 2,3, 4,5,6 and 7.

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	NAAC Criteria 1,2,3,4,5,6 and 7.	Asst.Prof. Shiji Biji was appointed as the NAAC Co-ordinator.
5.	To discuss the Quality Objective.	It was informed that in Academic year 2021-22 the Quality Objectives were: 1. Six mandate Training Programme to be organized on basis of competency-based skill matrix 2. To inaugurate the Women Study Centre. 3. To initiate short-term value-added course within Women Study Centre to promote gender sensitization.
6.	To discuss about the Competency based skill matrix.	Asst. Prof. Nikhil Rote informed that the format of competency based skilled matrix is done and will be distributed among faculty members so that the training needs can be identified.
7.	To discuss about the Initiation of D.L.L.E. Unit in the Institution.	The Principal informed all present about the initiation of D.L.L.E. Unit in the Institution registered under the University of Mumbai and mentioned that the basic objective of the unit will be to inculcate social and impervious approach of students to work for public awareness and community services.

October

S. No.	Plan of action	Outcome
1.	To discuss the activities conducted till 25 th October, 2022	The Co-ordinator shared the details of the events conducted by Cultural Committee, Guest Lecture Committee, etc. till 25 th October, 2020

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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 about the D.L.E.E. Unit.	The Principal informed all present that the MKES College of Law has become a part of DLLE under University of Mumbai from the year 2021-2022. Accordingly, the college has undertaken Career Project (CP) and University of Mumbai has appointed Dr. Shirley Agwuocha as Extension Work Field Co-ordinator for M.K.E.S. College of Law. A total 22 students have enrolled for the same and Asst.Prof. Mahendrakumar Yadav and Asst. Prof. Smriti Singh are appointed as the Extension Work Teachers.
4.	To discuss about the Student Aid Fund.	The Principal informed that the Students of both LLB and BLS LLB will be notified to make application for availing the Student Aid fund.
5.	To discuss the feedback from students	The committee was also informed that feedback from the students will be collected after the Diwali Vacation.

November

S. No.	Plan of action	Outcome
1.	To take stock of the preparation for NAAC.	The Principal requested the co-ordinator Asst. Prof. Shiji Biji to brief about the preparation for NAAC. She informed that NAAC work is being carried out in a systematic and planned manner and also informed that each criteria has been assigned an in-charge for the better performance of the work.
2.	To discuss about the National Moot Court to	The Principal asked the Moot Court Committee Convener Asst Prof. Varsha Vyas to mention the date decided for the

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	be conducted for the Academic Year 2021-22.	National Moot Court Competition of the College- "Vidhigyan". The Convener 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.
3.	To discuss about the formation of Women Studies Centre.	Principal informed about the formation of the Women Studies Centre and appointment of Asst. Prof. Smriti Singh as the Convener of the same. It was also mentioned that a Short term course on "Women, law and International Issues" will be started under the Centre.

March

S. No.	Plan of action	Outcome
1.	To discuss about the ISO Audit.	The MR Asst. Prof. Mahendrakumar Yadav informed that ISO committee has conducted internal audit on 14th January 2021 and Surveillance Audit was conducted on 25th February 2022. External Auditor has given positive remark about our Quality Management Process.
2.	To discuss about the workshops and webinars conducted till 30 th March, 2022 for the Academic Year 2021-22.	Various events conducted by the Cultural Committee, Women Development Cell, Guest Lecture Committee, Legal Aid Committee, Field Trip Committee were discussed
3.	To discuss about the various activities conducted by the IQAC in the Academic Year 2021-2022	Following Seminars/ workshops/ Conferences conducted by IQAC in 2021-2022: Practicing Ethics in Research Research Ethics and Plagiarism.

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4.	To discuss on the update of Student Aid Fund.	The coordinator informed that the students of both LLB and BLS LLB were notified about availing Student Aid fund on 25th November 2021 and eligible students were asked to submit the form along with required documents by 30th December 2021. Total 15 students had applied for availing the aid and the documents of these students were scrutinized by the committee on 18th January 2022. Students Interview for the final selection was conducted on 11th March 2022 after which students were found suitable for student aid and were provided with the same.
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