



SELF STUDY REPORT
FOR
1st CYCLE OF ACCREDITATION

M.K.E.S. COLLEGE OF LAW

**BHAVISHYA BHARAT CAMPUS, S.V. ROAD, MALAD (WEST),
400064**

www.mkescollegeoflaw.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

Executive Summary

Introduction:

Malad Kandivali Education Society is one of the reputed educational institutions in Maharashtra. In August 2014, it established the MKES College of Law with an aim to prepare future lawyers and exemplary leaders and torch bearers of justice, by providing quality education in the field of Law. The Institute is affiliated to the University of Mumbai and the Bar Council of India and offers LL.B. (3 years) and LL.B. (5 years) Law programmes. As one of the sister concerns of MKES Trust, the Law College shares and aligns itself with the vision, mission and goals of the MKES Trust. Ever since its inception, the college has committed itself to the task of imparting quality legal education.

The Institute has always encouraged a student-oriented approach, where a student-centric process is undertaken for the overall development of students. The Institution has earned the reputation of an upcoming law institute that pursues its vision of motivating the youth to engage in educational courses and other activities that will lead to the overall development and enhancement of their own interests. The Institute thrives to provide a concrete platform to mould the students to be assets to the society. Our students are encouraged to follow their dreams and develop their thoughts and opinions to become effectively trained individuals. The college has been providing a strong fundamental base and platform for young lawyers to reach the pinnacle of their dreams and ambitions. The dedicated faculty in M.K.E.S. College of Law too have contributed greatly to the success of the Institution.

As the infrastructure is the base on which the educational environment can be built, we have provided the best possible infrastructure. The institute has a well-stocked library, with an automated system; it subscribes to leading journals in the domain of law and has an air-conditioned auditorium and seminar room equipped with the latest audio and video facilities. The institution also has a Moot Court Hall for students to get accustomed to the atmosphere of the Courts as well as improve their skills in advocacy. The uniqueness of this college lies in its dedicated approach to give affordable, high-quality legal education to the students.

Vision:

"Nothing can replace Hard work so to Win, keep trying till you succeed!"

Being a prime institute of the city we aspire that every pupil of the institute should touch the pinnacle of their respective stream. We envision that every seed sown by us should flourish into a fruitful tree. Beyond this, we implore the divine for her grace and blessings for us to accomplish our destination.

Our institution is dedicated to establish strong, just, upright minds and to develop the talents of the students. In this way, MKES College of Law empowers every individual with knowledge and confidence.

For the future of our country, our Institution is determined to prepare well rounded individuals by organising activities and adopting projects to focus on the mental and physical health of the learners. At the same time

short term courses on relevant topics are offered to enhance their advocacy skills and to prepare them for the dynamic environment of the world.

Social awareness programmes and activities that encourage the students to actively reach out to the disadvantaged sections of society are organized. The overall development of the students is also ensured by organising guest lectures, legal aid awareness programmes and educational visits.

In this way MKES College of Law has maintained its relevance by holding on to its vision.

Mission:

“To achieve excellence in all facets of legal education”

The mission of our Institution is to develop and provide a platform for a wholesome legal education by focusing particularly on bestowing intensive subject knowledge; developing advocacy skills; social and legal services in the form of legal aid and advice; acknowledging contemporary legal issues and law reforms which to a great extent form the foundation of modern legal education.

Our institution goes by its mission of providing legal aid and legal awareness by conducting different programmes from time to time with the help of the faculties and the students.

Our Institution, in order to develop and sharpen advocacy skills and intensive subject knowledge, organizes Moot Courts, Visits, Intra-Class and National Moot Court Competitions and Debate Competitions along with guest lectures by renowned personalities and practicing professionals and experts from the field and industry to contribute to the holistic growth of the learners. In addition to this, in order to ensure the overall development of the learners and to build the foundation of modern legal education, our Institution has adopted an Improvement Project called the “Holistic Development of Students” which has a mentor –mentee concept wherein the Teachers guide the students in all aspects and arrange different programmes for them.

Our Institution also serves the society through food distribution, education, and social and legal awareness activities through the N.S.S. Unit and Legal Aid Committee. It also has a D.L.L.E. unit registered with the University of Mumbai to inculcate a social and generous approach of students towards working for public awareness and community services.

While our institution has been fulfilling our mission and following our vision through the five year LLB. and three year LLB programmes, the aim is now to strive to provide higher education at the Post Graduation level through the LLM Program.

SWOC

Institutional Strength :

1. Visionary Management, well known in the field of education for establishing a culture of excellence.
2. Updated digital infrastructure for extensive use of ICT in the teaching learning process.
3. Learner centric teaching – learning process and excellent academic results.
4. Unique Programmes and Short term Courses based upon industry needs.
5. Accessible education to people from all sections of society.

6. Robust system for seamless admission, fee payment, and other administrative procedures.
7. ISO 9001-2015 certification.
8. Highly qualified full time teaching staff.
9. Responsive to Student Feedback.
10. Provision of Student Aid Fund to needy students.
11. Good relationship with stakeholders.
12. Placement Cell for students.
13. Rich Library Collection with 4729 books on Law and allied subjects.
14. Large number of students participating in Curricular and Extra-Curricular activities.
15. Innovative and Practice-oriented programmes like Moot Trial.
16. Quality enhancing certificate programmes.

Institutional Weakness :

1. Since the institute is an affiliated College, limitations are many as decisions related to the curriculum, examinations, etc. cannot be decided by its own.
2. Government grants are not extended to the programmes offered at the Institution.
3. The scope of research and acquiring research projects are limited.
4. Space is a very big issue in a city like Mumbai. Therefore, learners do not get access to playgrounds and open spaces, as students from other cities do. Playgrounds and auditoriums have to be hired whenever the need arises.
5. No hostel facilities for outstation students.
6. Less number of foreign students.

Institutional Opportunity :

1. Establishment of Research Centre and enhancement of research among students.
2. Increased engagement of research among faculty.
3. Substantial funds and grants from the government for academic activities and research projects may be raised.
4. Setting up a full- fledged Legal Aid Centre.
5. Collaborations with reputed local and global organisations for teaching and research.
6. Promotion of trans-disciplinary research for the overall development of the society.
7. Beginning an In-House Journal.
8. More placement opportunities.
9. Linkages with industries and NGOs.
10. Achieving the status of a university.
11. Developing a mechanism to identify advanced and weak learners immediately after the admission process.
12. Development and enhancement of leadership qualities in students.
13. Developing a strong alumni base.

14. Regular training programmes for non-teaching staff.
15. Establishing a new, spacious campus.
16. Benchmarking with leading institutions to achieve best results.

Institutional Challenge :

1. Development of students' communication skills.
2. Placement opportunities in the Legal Industry.
3. MOUs with established institutions of National and International Repute.
4. High Student to Teacher Ratio.
5. Raising more funds for the College to carry out developmental activities.
6. Creating a paperless office to streamline processes and reduce wastage of resources.
7. Increasing the engagement of faculty members in consultancy activities.
8. Greater alumni engagement.

Criteria wise Summary

Curricular Aspects :

The M.K.E.S. College of Law focuses on the overall development of the students by imparting the Best education possible. The Institution has a well-planned and effective curriculum delivery process where the faculties ensure that every aspect of the course is delivered in an efficient manner by adopting the practice of preparing the Term-wise Teaching Plan and Synopsis which is monitored by the Head of the Institution. Our Institution also adheres to the Academic Calendar, prepared at the beginning of every Academic Year, which serves as a tool for the implementation of different activities for the students. The faculties also ensure that the students are continuously evaluated by organizing different programmes such as Bridge Courses, Orientation Programmes, and Remedial Lectures as per the requirement. The faculties follow the CBCS System which was implemented from the Academic Year 2019-2020 and through the same ensure the evaluation of the student for the respective course by assigning Projects, Class Tests, etc. Our College has offered 23 Value Added Courses during the last five years and 2669 (66.41%) students have benefitted from these courses. The faculties also ensure that the cross cutting issues such as Professional Ethics, Gender, Human Values, Environment, Constitution, etc. are incorporated, which helps in enhancing the professional competency in the students together with sensitizing them towards social and environmental values. The institution also provides experiential learning to the students through Court and Jail Visits and aims at a holistic development of the students. Feedback is also taken from the students, teachers, alumni and different law firms and senior counsels regarding changes required in the curriculum. This feedback is analyzed in order to take measures for improvements and there is also a constant check of the Action Plan. A record of the Action Plan and the steps taken along with the improvement is also maintained.

Teaching-learning and Evaluation :

Our Institution has an average enrollment percentage of 71.25. The Institution ensures that the learning levels of each of these students are assessed through the different programmes, which includes the Remedial Lectures which are conducted for the Slow Learners and assignment of research related work to the Advanced Learners for the Moot Court Competitions organized by the Institution. The Institution has adopted a student-centric method by providing experiential learning through Jail Visits, Court Visits, etc.,

Participative learning is provided by making them part of different debates and moot court competitions, and teaching methods that encourage problem solving is followed. In order to make the teaching learning process more effective the faculties have used technology driven methods like Google Meet, Power Point Presentations, Google forms, etc. for conducting Class and class Tests and this also helps in making the student active learners. The Institution, in order to provide personalized and holistic support to the students has adopted the Mentor Mentee Programme. Each mentor is allotted around 4 to 5 groups of mentees. The students are provided with the mentors who try to bond with the students and provide them with the necessary assistance through formal and informal meetings. The record of the formal meetings is maintained. The Institution also has student representatives to mentor the students for academic and other related issues. The students' representative are appointed in the faculty meeting which is approved by the faculties of the Students' Council. The average percentage of full time teachers against sanctioned posts during the last five years is **50.8%**. When it comes to full time faculty, the average teaching experience is **5.33** years. As a measure of faculty retention, the faculties are also provided with Faculty Development Programmes. It is also ensured that the Principal holds a meeting with the faculty periodically where feedback is regularly taken. The faculties are also made aware about the Programme and Course Outcomes. The Institution has also developed an Attainment Level for each programme through direct and indirect method which is evaluated by the Exam Committee. The Pass percentage of the students of the final year in 2021-22 was **100%**.

Research, Innovations and Extension :

The M.K.E.S. College of Law has developed a Research Policy with an intention to develop the Research Culture. The Management of our Institution also provides the faculty members seed money for Research. The Institution also conducts seminars and workshop for the faculties on research as a part of Faculty Development Programme. The faculties have also published papers in the Journals notified in the UGC website along with books and chapters published in the national conference proceedings. Through the NSS unit, DLLE, Legal Aid Cell, Women Studies Centre, etc. extension activities that sensitize the learners towards social issues are conducted by our institution. In the past five years, over a hundred such activities and programmes have been conducted.

Infrastructure and Learning Resources :

Our Institution has an adequate Infrastructure to cater to all teaching learning needs. The Institution has a campus area of 7723.28 sq.ft. MKES College of Law is housed in an independent structure to look into the overall development of the students. It has 31 lecture halls including a Computer Laboratory, Moot Courtroom, and a Legal Aid Cell; all are air conditioned. The Institution encourages the students to be a part of all the curricular and extracurricular activities that are organized in the college and in furtherance of the same it has adequate facilities such as the Seminar Hall, Conference Hall and the Gymkhana. It is ensured that these activities are conducted throughout the year. The students are also encouraged to participate in the events organized in other Institutions. For conducting different seminars, workshops etc. the College has an Auditorium measuring approximately 3958.70 sq. ft. The Institution also has ICT-enabled facilities in 27 of its lecture rooms.

The Library of M.K.E.S. College of Law was established in 2013-2014 and It has a rich collection of Books, Periodicals, AIR Journals etc. The Library is automated using Integrated Library Management System and has installed the latest version of Integrated Library Management Software (ISLM) "SOUL 3.0". The Library subscribes to various databases, including e-shodhsindhu. Care is taken to see that the IT facilities are always updated. The College provides various facilities such as computers, internet and application software. The student-computer ratio is 20:1 and the bandwidth of the Internet connection is 100 MBPS. The Institution ensures the timely maintenance of the Infrastructure and has various policies for the same which includes the Purchase Policy, Maintenance Policy and Disposal Policy. The budget allocation for the maintenance for the same is also adjusted as and when the need arises. Hence a proper process is followed to solve any problem related to the physical, academic and support facilities.

Student Support and Progression :

The M.K.E.S College of Law ensures the holistic development of the students in all possible ways. It promotes scholarship and freeship through the Institution, Government and non-government bodies, and also makes grants available through Trusts. The various initiatives taken by the Institution for skill enhancement and capacity building includes guest lectures organized on soft skills, communication and advocacy skills, life skills such as yoga, health and hygiene and also awareness about the use of technology. There are 55 such activities conducted during the assessment period. Our Institution is concerned about the development of the students not only during their academic period but also thinks from their future perspective and hence organizes lectures for the guidance to the students for competitive exams and career counselling. 1513 of the total students were guided through such lectures. The Institution has also constituted various committees to address various grievances such as ragging, sexual harassment, etc. The Policy document, minutes and number of cases received is also recorded and preserved. The outgoing students are also provided with placements. On an average 6.9% of students have progressed to higher education during the last five years and around 80% have qualified in State and National Level examinations. The students of our Institution have showcased their talents in different sports cultural and other competitions by winning awards and medals for outstanding performance. The Institution also makes sure that the students are represented and engaged in various administrative, co-curricular and extracurricular activities by making them part of different events and by assigning them the responsibility to look after the organisation and execution of events like National Moot Court Competitions, Guest Lectures and other events organized by different committees. The Institution also organizes sports and cultural events for the students and in order to ensure effective participation of the students, the Institution has representatives from the students in the Internal Quality Assurance Cell. The Institution also has an Alumni Association which significantly contributes to the development of the Institution through guest lectures, mentorship, programmes for the faculties, and placements.

Governance, Leadership and Management :

The M.K.E.S. College of Law has a defined set of Mission, Vision, Goals and Objectives. The Institution is aware about the role that is played by good governance and in furtherance of it looks into the interests of all the stakeholders while imparting the same.

The leadership is reflective in the various events organized by the Institution such as the activities of the different committees and the National Moot Court Competition. Here it is ensured that that the leadership is maintained at all levels beginning from the administrative staff, faculties and the students.

The Institution at the beginning of the Academic year prepares the strategic plan and makes sure that the same has been implemented within the planned time period. One of such strategic plans was to begin with the College Magazine in the Academic year 2017-18, which was effectively deployed with the help of all present in the Institution.

The Institution has different policies in place to look into the effective and efficient functioning of the Institution. It also has a well-defined structural hierarchy which includes the Management, Principal, IQAC, College Development Committee, Office Superintendent etc. that contribute in a facilitative management. E-governance is also implemented in areas of administration, finance and accounts, the library, student admission and examinations. The Institution also has effective welfare measures for the benefit of the teaching and non-teaching staff and the faculties are provided with the necessary financial support by the Institution to attend conferences and seminars. The Institution has arranged around 13 professional development and administrative training programmes for both teaching and non-teaching staff during the last five years and around 17 teachers from the Institution have been part of the Faculty Development Programmes organized by different institutions.

Our Institution has also adopted the Performance Appraisal System where the performance of both teaching and non-teaching staff are assessed at the end of every academic year. This assessment of the performance is

based upon the performance at the Institutional level and the personal level such as research work done by the individual. This system followed by the Institution helps in the continuous assessment of the teaching and non-teaching staff along with monitoring the strength and weaknesses. The Institution makes sure to maintain the transparency in financial management and also has strategies for mobilization of funds and optimal utilization of resources. The College also has a full-time accountant and regularly conducts Internal and External Financial Audits.

The Internal Quality Assurance Cell (IQAC) of our Institution has significantly contributed towards institutionalizing the quality assurance process. This has been achieved by conducting regular internal audits at an interval of 6 months and by creating a research friendly environment.

The Institution also reviews the teaching-learning process at periodic intervals through the IQAC by adopting an Outcome Based Education and also by defining the course objectives and thereby achieving the Course Outcomes. These methods adopted by the Institution have helped in improving the quality of Teaching-Learning Process. The Institution also organizes regular meeting of the Internal Quality Assurance Cell where the feedback is collected and analyzed for improvements and has also entered into collaborative quality initiatives with other Institutions and conducts regular Academic, Administrative, and Gender Audits. Due to these practices the Institution is ISO 9001:2015 Certified.

Institutional Values and Best Practices :

Our Institution has implemented a Gender Sensitization Policy for the promotion of Gender Equity. It is ensured that Gender Equity is intrinsic in all the features of the Institution and is promoted by conducting activities through various committees. The Institution has also appointed a full time counsellor which helps in the promotion of gender equity and also helps in addressing the psychological and emotional concerns of the students.

The M.K.E.S. College of Law has adopted partial utilization of solar energy and it also has LED Bulbs for energy conservation. The Institution has facilities for solid waste management, liquid waste management and E-waste management. Facilities like Rainwater harvesting and bore well present in the Institution helps in the conservation of water. The Green Campus Initiatives of the Institution includes the restricted entry of automobiles, pedestrian friendly pathways, ban on the use of Plastics and landscaping with trees and plants. The Institution also conducts quality audits on environment and energy with the help of external certified agencies on a regular basis.

The Institution ensures that the disabled students are looked after with utmost care and concern. It has built ramps and lifts for easy access of the students to the classrooms and has also made Divyangjan friendly washrooms. Human assistance is also made available for the disabled students.

Our Institution has also taken efforts to provide an inclusive environment which includes tolerance and harmony towards cultural, regional and other diversities by organizing different events through the college committees. In order to sensitize the students and employees of the Institution to the constitutional obligations and responsibilities as citizens it organizes guest lectures, activities and events. The Institution has framed the Code of Conduct for students, teachers, administrators as well as the other staff in this regard in order to instil ethical values. In addition to the same it has also been celebrating and organizing national and commemorative days during the last five years.

The Institution has also successfully implemented two best practices which include the adoption of two projects aimed at social outreach- "Poshan" and "Patang", and the Competency Based Skill Matrix and training effectiveness, which aims at updating the skills and knowledge of the teachers and in improving the teaching learning process.

The Institution, along with aiming at the development of the learning and professional skill of the students, focuses on their Holistic Development and hence has Improvement Project, N.S.S. unit and D.L.L.E which aids in the implementation of this objective.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	M.K.E.S. COLLEGE OF LAW
Address	Bhavishya Bharat Campus, S.V. Road, Malad (West),
City	MUMBAI
State	Maharashtra
Pin	400064
Website	www.mkescollegeoflaw.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Mahendrakumar Yadav	022-28010607		-	
IQAC / CIQA coordinator	Shiji Biji	022-28072262	8291129930	-	shijinaac2022@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate_English Translated.pdf

If Yes, Specify minority status	
Religious	
Linguistic	Gujarati
Any Other	

Establishment Details

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)
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Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
BCI	View Document	26-12-2022	5	Annually Renewed submitted inspection fees for next academic year

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
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Main campus area	Bhavishya Bharat Campus, S.V. Road, Malad (West),	Urban	2.03	6223
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ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)						
Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	LLB, Law	36	Graduation and Entrance Examination	English	540	518
UG	BA LLB, Law	60	HSC and Entrance Examination	English	900	516
PG	LLM, Law	24	Law Graduation and Entrance Examination	English	60	49

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	1	7	0	8
Yet to Recruit	0				0				4			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	5	6	0	11
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	2	0	2
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	4	0	4
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties

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Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	4	2	0	6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	386	30	0	0	416
	Female	591	26	0	0	617
	Others	0	0	0	0	0
PG	Male	20	0	0	0	20
	Female	29	0	0	0	29
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	3	2	1	0
	Female	4	3	3	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	1	2	2	1
	Female	4	4	4	4
	Others	0	0	0	0
General	Male	69	73	80	77
	Female	74	83	50	118
	Others	0	0	0	0
Others	Male	57	86	55	32
	Female	68	48	79	68
	Others	0	0	0	0
Total		280	301	274	300

Provide the Following Details

Number of Programs	Self-financed Programs offered	New Programs introduced during the last five years
	0	0

Provide the Following Details

Unit Cost of Education	Including Salary Component	Excluding Salary Component
0	0	0

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:

Our Institution offers 5 Years BLS.LLB, 3 years LLB and 2 years LLM programme catering to the needs of the students and aims for their holistic development by focussing both on the Core and Elective subjects equally. Also our college recognises the importance of providing knowledge which can motivate the learners to be critical thinkers and problem solvers. As of the Academic Year 2022-23, our College has offered LLM. 2 years programme in Criminal Law and Business Law aimed at the academic development of the students. Under NEP 2020, our Institution can offer students more fields/options in LLM with the permission of the necessary bodies in areas such as Environmental Law, Human Rights, etc. so that the students can explore their areas of interest and accordingly pursue the careers of their choice. This enabling environment of our Institution can allow students the flexibility to choose subjects among the ones that are approved by the University.

2. Academic bank of credits (ABC):

The Institution understands that the academic bank of credits will help enhance learning opportunities, improve educational quality and excellence and also provide flexibility to the students who are working, to complete the program over a specific period of time. For the students of LLB. there are core subjects , non-core subject, non credit (add on) optional component, compulsory component / electives, etc. The credits are distributed in such a ,manner that the core and elective courses have 4 credits each, the courses that are General Applied Component have 2 credits each and the Project component (2 in number) which carries 2 credits in the last semester. The division of subjects prescribed for LL.B. and B.L.S., LL.B Degree programmes as per the University of Mumbai is in four groups: viz. 1. Non-Legal Subject Group (Language and Social Sciences etc.) 2. Core Subject Group 3. Electives Subject Group and 4. Applied Component group. Under NEP 2020, our College proposes to take the existing credit system according to the rules and regulations framed by the University of Mumbai and is also flexible to the changes that may be implemented from time to time. The Institution is also working on putting in place the required systems for enabling academic credit transfer and credit accumulation.

3. Skill development:

The programmes offered by our Institution as per the University of Mumbai helps in the development

of employable skills in the students, viz Mooting skills, soft skills, team work leadership skills, stress management, problem solving, critical thinking, etc. This is facilitated through various courses such as English I & II, Legal Language and Legal Writing, Logic I & II, Practical Training I, II & III, Drafting, Pleading & Conveyancing, Environmental Law, etc. Our Institution also offers Certificate courses such as Stress Management through Sahaja Yoga, Soft Skill Development, Consumer Protection law, etc. with the aim of cultivating life skills in students. Moot Court and Debate Competitions are also organised in the Institution to develop the research skills and mooting skills in the students. These skills learnt by the students help them in the development of self-confidence and also helps as a positive contribution to their career. Our Institution proposes to continue with its effort in providing skill based education.

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):

Our Institution strives to provide an inclusive knowledge system with an aim to focus on Indian language and culture. The Institution has Committees such as Cultural Committee, IQAC, N.S.S., DLLE., which aims to make student well versed with the rich culture and heritage of India. Our College celebrates Marathi Diwas and Hindi Diwas by organising events such as singing competition, elocution and poetry writing competitions, etc. to spread awareness about Indian languages and to make the students understand the importance of the same. Various festivals and other cultural activities during Navratri, Diwali, etc. are also celebrated. Our Institution proposes to translate study materials for the students. Teaching tools such as Case studies also help in understanding Indian Society. Our Institution also proposes to include a Certificate course in Indian languages.

5. Focus on Outcome based education (OBE):

Our Institution focusses on Outcome Based Education and in furtherance of the same has designed Course Outcomes for each course prescribed by the University of Mumbai with the Programme Specific Outcomes which ensures that the Teaching plan is prepared by the individual faculty in compliance with these outcomes. The Adoption of Bloom's Taxonomy for evaluation has also provided a common framework to the faculties. The Institution determines the achievement of both Course Outcomes and Programme Outcomes by measuring the attainment level for each student and in case of non-attainment of the desired outcomes, remedial measures are taken. The implementation of the Outcome Based Education, has helped in analysing the learners' expectations and in analysing their learning ability. Our Institution proposes to continuously upgrade and improve the

	practice of Outcome Based Education by regular monitoring of the teaching learning process.
6. Distance education/online education:	Our Institution understands and recognises the need of technology in education and has in furtherance of the same taken steps to provide online education to the students. The faculties are also trained in using ICT tools for delivering online lectures and for organising various educational activities to promote participatory learning. The college had also adopted a strong system for online examinations and assessment. The Institution also conducts programmes for the students wherein they learn how to efficiently use online databases, e-journals and eBooks. Preparatory courses for competitive examinations are also conducted for the students through online platforms. Under the NEP 2022, our Institution proposes to promote digital learning by upgrading the digital infrastructure and by providing more training to the students and the faculties.

Institutional Initiatives for Electoral Literacy	
1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No. Initiated
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Students' Co-Ordinator - Mr.Parth Goswami Coordinating Faculty - Himani Kaushik The work for its formation has been initiated.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Although ELC is not functional but the following programs have been conducted under Legal Aid Cell and NSS Unit. 1. Street Play for increasing awareness about election among the women and senior citizens in the neighbouring areas by Legal Aid Cell. 2. New voter registration campaign among the youth by NSS Unit.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Awareness drives regarding the importance of participation in the electoral process has been conducted.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Awareness drives regarding the importance of participation in the electoral process has been conducted.

1. Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Answer:

The M.K.E.S. College of Law follows the curriculum designed by the University of Mumbai, to which it is affiliated. The Academic Calendar, as well as the allocation of subjects to the concerned faculty is finalized at the beginning of the academic year. Accordingly, timetables are prepared, finalized and approved by the Principal and thereafter communicated to the students. The faculty prepare a detailed Teaching Plan before the commencement of lectures, and regularly report the status of the syllabus completion to the Principal. The Teaching Plan also includes the Synopsis, comprising sub topics in brief which needs to be addressed including relevant case laws for the said topic. The Principal personally supervises the daily conduct of lectures as per the timetable, makes alternative arrangements if required and ensures completion of the syllabus within the allotted time.

The faculties also ensure the effective delivery of every aspect of the subjects by power point presentations and by guiding students with the notes and other relevant materials. The Class Teacher maintains the attendance record of the learners and conducts their Internal Assessment as per the University rules. The faculties make sure that the learners stay updated with regard to current legal issues. Career guidance is also provided. Guest lectures are organized to enhance curriculum delivery.

Teachers are also trained on a regular basis through Orientation Programmes, Faculty Development Programmes (FDPs) and workshops to enhance their knowledge and teaching methodology.

The Institution has a well-equipped library with reference books, journals, e-learning resources and newspapers, thus providing vast resources related to academics and competitive exams. The Institution also organizes Court Visits, Police Station Visits and Jail visits which are mentored by a faculty in-Charge thereby giving a practical exposure to the learners. The Curriculum is supplemented by practical training visits to various institutions. Moot Courts and Debate Competitions are organized to hone the research skills and speaking skills of the students. In addition, the students observe the practical implementation of the laws and write a report in the journal. The College through its Improvement Project- "Holistic Development", ensures that the overall development is taken care of by assigning Mentors who look into the difficulties faced by the students and thereby guide them in all aspects of the individual development.

The college is ISO 9001:2015 Certified. This system emphasizes upon PDCA (Plan-Do-Check-Act) Cycle and conducts academic audit of Planning, Academic Calendar, Teaching and Evaluation and all other departments in the college. The quality of education imparted to the students is monitored and ensured through the Internal Quality Assurance Cell (IQAC). Backlog students are assisted through remedial lectures. Regular feedback is obtained from the stakeholders on the syllabus. The quality of the educational programs is monitored and evaluated by the IQAC and necessary remedial measures are taken.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Answer:

Our Institution is affiliated to the University of Mumbai and hence, the Academic year begins on receiving the Circular from the University of Mumbai for the Arrangement of terms. At the commencement of the Academic year and on receiving the Circular for the term arrangement by the University of Mumbai, the IQAC committee holds the meeting where one of the Agenda would be the preparation of the Academic Calendar for that respective year. During the meeting the faculties are asked to prepare a detailed plan for the Academic Year, after which the tentative Academic Calendar is prepared. The same is finalized by holding a meeting with the faculties and the Principal and is implemented once Principal approves the same.

This Academic calendar serves as an informational tool to plan the academic activities for students, faculty, and staff of the institution. The calendar includes dates for commencement of lectures, formation of committees, plans for the conduct of co-curricular activities, practical exams, Continuous Internal Evaluation (CIE), tentative dates for the University Exam, proposed guest lectures, seminars /workshops, educational trips, project work, and other academic activities.

The Academic Calendar along with providing the details of the Activities proposed to be implemented in the respective Academic year, contains the information regarding the number of activities actually Executed within the decided schedule and the risk session which indicates the reason for the delay in the execution of a particular activity in contrast to the planned schedule. Hence, the Academic Calendar presents an overview of the plan for the entire Academic Year and its implementation is monitored by the Principal and the IQAC Committee.

The performance of students is assessed continuously. Bridge Courses are organised for the first year students at the beginning of the course in order to ensure that the students are aware about the general aspects related to the syllabus. Tests, assignments, presentations and mock exams are held in a time - bound manner. Students are also informed about the same on the Orientation Day. This information is reiterated periodically during lectures as well. The Institution holds regular faculty meetings to ensure that continuous assessments are executed efficiently. To ensure timely completion of syllabus, the teaching plan of each teacher is obtained in advance and the status of syllabus completion is monitored every month.

All faculty members participate in the evaluation process to ensure timely declaration of results of university examinations. This facilitates commencement of the new session as per schedule. After the introduction of the CBCS System in the academic year 2019-20 in the BLS LLB programme, a Continuous Internal Evaluation (CIE) System has been adopted as part of the evaluation scheme. An internal component of 40 marks is evaluated by the concerned subject teacher. This includes submission of assignment and presentation on the allotted topic and a written test from an identified portion of the syllabus. It is ensured by the Exam Committee that the Internal Evaluation is done within the time frame and the results are declared on time.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and other colleges and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Answer: 4. Any 1 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Answer: 100

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Answer: 2

1.2.1.2 Total number of Programs offered by the institution for last five years

Answer: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on or value added courses /Certificate programs offered during the last five years

Answer: 11

File Description	Document
List of Add on /Certificate programs (Data Template)	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Add on or value added courses /Certificate programs as against the total number of students during the last five years

Answer: 18.23

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
168	188	153	117	124

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Constitutional and Human Values, Environment and Sustainability etc. into the Curriculum

Answer:

The syllabus of the University of Mumbai is framed in such a way that it integrates all the cross-cutting issues relevant to the NAAC Metrics such as Human Values, Gender, Environment and Sustainability, and Professional Ethics into the curriculum through courses such as Practical Training, Labour Law, Alternative Dispute Resolution, Constitutional Law and Environmental Law to name a few.

In order to understand the qualities of good lawyers, the duty they hold towards their client, the court, the opposing counsel and to understand the privileges that they hold, the course on Practical Training I deals with the topic on **Professional Ethics and Advocates Act, 1961**. It helps the learners understand the concept of professional misconduct and the disciplinary action that can be taken against them. It also facilitates the grasping of the basic ethical standard of the legal profession.

Labour Law and Alternative Dispute Resolution are courses that help the learners understand the out of court settlement measures that are available at both National and International Level ranging from Collective Bargaining process, Mediation, Conciliation process to the Arbitration process; this helps in bringing out a win-win situation along with maintaining a good relation between the opposing parties, thereby imbibing **Human Values** such as consideration, openness, willingness to listen, non-violence, etc. The courses such as Legal Language and Legal Writing, Administrative Law, English II, Sociology, Political Science III, History, Economics, Public International Law and Human Rights, Family Law, Law of Crimes, Law and Medicine, Jurisprudence and Constitutional Law also emphasize **Human Values**.

Constitutional Law is a compulsory course which helps the learner understand the concept of **Gender Equality** by acquainting them with Fundamental Rights, Directive Principles of State Policy, Fundamental Duties and Constitutional and statutory remedies that deal with this aspect. This course emphasizes on Gender issues. The Gender roles across various groups are also made known through courses on Law relating to Women and Children, Sociology, Political Science II Legal Language and Legal Writing, Family Law-I and Family Law-II.

Environmental problems have attained alarming proportions; it is essential to sensitize the students to environmental issues and the laws. Keeping this in mind the course on Environmental Law is framed in a manner that will enable future lawyers to handle **environmental** matters. This course also ensures that the learners are aware about the emerging environment issues and the remedies available for the same. The important principles in the field, like **Sustainable Development**, Doctrine of Public Trust, Precautionary

Principle, Polluter Pays Principle, as well as different National and International Laws are taught to the learners which keeps them updated about the different Environmental issues and legal remedies available.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Constitutional and Human Values, Environment and Sustainability into the Curriculum	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Answer: 22.79

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
23	23	23	8	6

File Description	Document
Minutes of Faculty Meeting/ BOS/Academic Review Committee meeting and subsequent Academic Council Meeting	View Document
List of Programmes and courses within it related to Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,(Data to be given for the latest completed academic year)

Answer: 76.04

1.3.3.1 Number of students undertaking Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships/ field projects etc.,(for the latest completed Academic year)

Answer: 768

File Description	Document
Participation Certificate in Moot Courts, Court visit report submitted to the University, certificate endorsing the student participation in Arbitration/Mediation/Client	View Document

Counseling, internship completion certificate provided by the host law firm, NGO. Certificate of clerkship assistances from judiciaries. Note: all documents should have clear dates of engagements and should be on official letterhead	
List of Programmes and number of students undertaking Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,	View Document
Institutional data in prescribed format (Data Template)	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1. Students
2. Teachers
3. Law-firms/Judges/Sr. Counsels and employers
4. Alumni

Answer: A. All of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Five filled in forms of each category opted by the institution	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the institution may be classified as follows: (Opt one)

Answer: A. Feedback collected, analysed and consolidated action taken on feedback for last five years available on website

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format (Data Template)	View Document
URL for feedback report	View Document

2. Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Answer: 78.58

2.1.1.1 Number of students admitted year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
298	266	293	268	193

2.1.1.2 Number of sanctioned seats year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
360	360	360	360	240

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Answer: 68.18

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
100	134	134	125	89

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes/ have policies in place for different levels of learners

Answer:

The institution assesses the learning levels of the students and organises special Programmes/ has policies in place for different levels of learners

The Institution, being aware of the fact, that the students who enrol in the college are from different streams, organises an Orientation Programme for the First-Year students to give them an overall idea of their chosen Programme along with the Bridge Course. The Bridge Course ensures that the learners are well-versed with the different topics selected by the faculties. The topics are selected with an intention to develop the learners' knowledge and skills with respect to Law. A transparent evaluation and assessment system has been put into place, which includes provisions such as providing additional time to differently abled students during the examination.

For Advanced Learners:

Through interaction in the class with the students or after assessing the papers, when the advanced learners are identified by the mentors, it is made sure that these students are helped to develop and apply their skills even more by encouraging them to be part of different committees in the College, thus giving them the responsibility to organise different programs arranged by the committees which include Cultural Programmes, Guest Lectures, Legal Aid Programmes, etc. These students are also encouraged to participate in Debate Competitions, Moot Courts, Client Counselling, etc. arranged both by the College

and by other law colleges. Also, in order to hone their skills, the Institution conducts Court and Jail Visits. Advanced learners are encouraged and facilitated to read beyond the requirements of the syllabus as well as to take up internships and additional online courses during semester breaks.

For the Slow Learners:

The Institution caters to the needs of all its students, thereby understanding the ways in which even the Slow Learners can be brought in line with the Advanced Learners, by motivating these students to be the part of the committees along with the advanced learners. They are also encouraged to participate in various activities of the college in order to develop new skills and to build up confidence in them. The slow learners are also provided with Doubt Solving and Remedial Lectures, where the subject teacher gives special attention and guidance to these students for their backlog exams along with the notes and material, for better understanding. It is also ensured that the slow learners are explained the concepts in Hindi during the class or during the Doubt Solving and Remedial Lecture, once it comes to the knowledge of the faculty that English stands as a barrier for them in understanding the subject. Students during the lectures are encouraged to approach the concerned faculty member for the same. Skill Development Course for enhancing speaking, writing and reading skills is also one of the initiative taken by the Institution to help these learners.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Answer: 84.17

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning peer learning, team teaching, case law method and problem solving methodologies are used for enhancing learning experiences

Answer:

The Institution understands the importance of practical exposure and thereby ensures that the students not only gain theoretical knowledge about the course but also through their participation identify the different ways of emerging in the law field. The ways in which this is applied are as follows:

Experiential Learning:

Learning through experience and observation being an important aspect of any career, the institution organises Court Visits, Jail Visits etc., for the students to understand the manner in which they work and ensures that the students submit a report on the knowledge gained through the visit. The Institution also conducts legal aid awareness programmes, the focus of these activities mainly being to highlight the relevant legal provision for the layman through effective methodology like street plays, teaching of law related topics by the students to non-law students, etc. The College also conducts a National Moot Court Competition called “Vidhigyaan” whereby the students gain an opportunity to observe the various methods adopted to address the court as well as the clients through Moot Court and Client Counselling Competitions.

Participative Learning:

The Institution makes sure that its students get maximum exposure by encouraging them to participate in curricular and co-curricular activities that are organised not only by the Institution but also by the other Colleges. It organises Intra-class Moot Court Competitions, Debate Competition and also assigns topics for research and presentation by their respective Mentors, thereby ensuring that the participation in these activities help them in building their overall skills. The Institution also conducts various guest lectures wherein the students are encouraged to host the event and make necessary arrangements, by which it is ensured that the students not only get an experience in conducting such activities or developing their speaking skills but also develop a sense of responsibility. In the classroom the students are given topics related to their subjects to research upon which is presented by the students before the subject teacher and the batch mates.

Case Law Method and Problem solving methodologies:

The students are encouraged to be a part of Moot Court and Debate Competitions wherein they are guided through the different ways in researching and understanding the brief/case. The students are also provided with Moot Court and Debate lectures every week wherein the concerned faculty explains the way of addressing the debate problems and methods of enhancing the art of mooting. Also, as a part of the syllabus and paper pattern itself, the students in their law subjects are provided with situational questions for the exams, which they are required to solve with the help of related legal provisions; the subject teacher in furtherance of the same explains it with the help of different case laws during the lectures.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Answer:

Catering to the needs of its students being one of the Quality Policy of our Institution, the management provides the faculty as well as the students with the necessary Internet and Computer facilities. Also, since in the present era, being equipped with the modern tools has become a necessity that is required to be adopted by the Institution, the Institution has made conscious efforts to implement innovative ICT teaching strategies.

The Institution is IT-enabled with internet and LAN connectivity. Every class is equipped with LCD projectors and with audio facility. This helps in imparting knowledge effectively by making use of PowerPoint presentations on various topics and enables the teaching of various topics in a way which can be easily understood by the students. The teachers also provide these presentations to the students for their reference in future. As a part of the Internal Component the semester - wise Class Tests are conducted online by using platform such as Google Forms. This helps to collect and evaluate the assignments allotted to the students. The students also make use of audio-visual facility to present the topics allotted to them as a part of their assignment. The students access the internet through Wi-Fi and Local Area Network (LAN), which is available in the Campus. These e-resources assist teachers and the students in conducting legal research on various topics. The Institution also has its website through which the students are made aware about the activities of the college as well as the introduction of the new courses. The students are also notified about the same through the Online Student Council group of the college. In addition to it, the library of the institution also has an online database to provide full text access to case laws, legislations and expert comments. Computer Labs are also made available for students to have a better understanding of the subject - related concepts, and to prepare the assignment. During the pandemic these labs were well utilized by the students for conducting the Online National Moot Court Competition- “ Vidhigyaan “.

All the committees of our Institution conduct online activities such as webinars, workshops and guest lectures with the use of the ICT. Learners are encouraged to organise these activities and also to be active

participants in the same.

The faculties are also provided with online Faculty Development Programmes in order to enhance their knowledge, teaching skill, research skills, etc.

Thus, the Institution provides a promising environment for ICT enabled tools for effective teaching-learning.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of faculty mentor to students for academic and other related issues (Data for the latest completed academic year)

Answer: 126.25

2.3.3.1 Number of faculty mentors assigned to students for academic and other related issues:

Answer: 8

File Description	Document
Mentor diary and progress made	View Document
Institutional data in prescribed format (Data Template)	View Document
Circulars pertaining to assigning the mentors to mentees	View Document

2.3.4 Percentage of Students identified as mentors for mentoring other students for academic and other related issues (Data to be provided only for the latest completed academic year)

Answer: 3.17

2.3.4.1 Number of Student mentors/teaching assistant identified for student to student mentoring (Latest completed academic year)

Answer: 32

File Description	Document
Official Proceeding of Student Council selecting the student mentors or Minutes of the relevant Faculty Meeting/ BOS/Academic Review Committee meeting and subsequent Academic Council Meeting identifying the student mentors or teaching assistants for mentoring students	View Document
Institutional data in prescribed format (Data Template)	View Document
Any additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Answer: 83.33

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / LL.D during the last five years (consider only highest degree for count)

Answer: 10.51

2.4.2.1 Number of full time teachers with Ph.D./LL.D year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

File Description	Document
Phd/LLD Degree certificates of the faculty	View Document
List of full time teachers with Ph.D./LL.D. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers (Data for the latest completed academic year in number of years)

Answer: 5.08

2.4.3.1 Total experience of full-time teachers

Answer: 61

File Description	Document
Teaching experience as certified by the head of the institution	View Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document

2.4.4 Measures taken by the institution for faculty retention

Answer:

Faculty retention being one of the main factors for the development of any Institution, our Institution makes sure that the needs of the faculties are met. Our Institution, being very well aware about the need for professional and career growth of the faculties, provides them with Faculty Development Programmes and Man Day Programmes to ensure that they always have the scope to improve their teaching skills and

are engaged in research activities that would help in the development of their knowledge along with their long-term success.

The faculties are involved in the decision-making process related to the Institution's growth by being a part of the meeting conducted every year by the College Development Committee to ensure that the faculties are well aware about the adoption of the new technologies and the problems that needs to be looked into. The faculties also are made aware about the expectations from them with respect to the teaching and quality related aspects which means that all are provided with the required information and none of them are blindsided by the decisions taken.

Each faculty is provided with a personal computer for exploring new teaching platforms and a spacious Staffroom which ensures that they work in a comfortable environment. The faculties are given timely increment in their salary and are paid well, which motivates them to dedicate more towards the teaching process.

To monitor the problems faced by them it is made sure by the Principal that a meeting with the faculties are conducted periodically whereby feedbacks are timely received. The institution helps the faculty to recover from difficult times by providing the necessary financial support based upon the nature of the difficulty faced. Exit interviews are also conducted in order to understand why a faculty member has decided to leave and to help the Institution revise their practices and improve retention.

Understanding the fact that a manageable workload ensures quality work by the faculty, the Institution ensures that the faculty is not overloaded with extra lectures or extra subjects by appointing visiting faculties; this in turn also helps the faculties in focussing on extracurricular activities. Leaves are also made available to the faculties, which helps in making the working environment more flexible and friendly.

The Institution also attempts to develop leadership skills in the faculties by assigning them the duty to manage the different committees of the Institution like the Guest Lecture Committee, the Legal Aid Committee, Women Development Committee, etc. This in turn helps in making the faculty more responsible and accountable towards the work. The faculties are also encouraged to organise different workshops, national conferences, etc.

Thus, our Institution has adopted a supportive and inclusive environment which helps in meeting the needs of the faculty thereby assuring faculty retention.

File Description	Document
Policy measure taken by the institution to combat faculty attrition and to retain experienced and quality faculty.	View Document
Any Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency , mode and innovation introduced in the internal evaluation

Answer:

The mechanism of internal assessment is transparent and robust in the institution. The Institution ensures that all students are aware of the evaluation process. The Orientation Programme, held at the beginning of every academic year appraises students of the evaluation process and the schedule. Before the session begins, teaching plans are prepared and discussed along with the mode of continuous internal evaluation.

After the introduction of CBCS for both 3yrs LLB and 5 yrs BLS.LLB in the academic year 2019-2020, Internal Evaluation for every semester has become mandatory, internal evaluations are conducted for the students at the end of every semester. The internal evaluations are divided into Class tests, submission of assignments and presentation of the same; attendance and class behaviour is also considered as a marking criterion for the internal exams. Each student has to complete the given assignments by the subject teacher and every student is expected to participate in class activities. This emphasis on the participation of the students keeps the learners more attentive and makes them confident and more exposed to the current legal issues. The students are notified about the date of the submission of the assignment along with the viva dates and are also informed about the Class Tests. The class tests are conducted online through Google Forms to keep the students equipped with the latest technology. The Exam Committee, after the completion of the Internal Components by the students, collects the record from the Individual faculty and maintains the record of the same in soft copy form as well as hard copy form for further evaluation. All the records of marks are kept confidential and are looked into by the Exam Committee to ensure transparency and to avoid any manipulation of the same.

The internal evaluation for the practical training papers includes Moot Court Memorials, Drafting and Conveyancing, Viva voce and written exams on Drafting, Pleading and Conveyancing. Practical Journals are given to the students for topic submission and these journals are maintained along with the signature of the student and the concerned faculty. The court visits and jail visits are carried out throughout the year and it is mandatory for the students to write a report on their observation during the visit and submit that report along with their signature to the concerned faculty. The report is checked and signed by the concerned teacher. This helps in assessing the level of understanding of the student and also their class participation.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Answer:

The Institution ensures that the mechanism to deal with internal – examination - related grievances is transparent, time-bound and efficient, by constituting the Examination Committee consisting of the Principal, who is the Chief Conductor of exams, and two faculty members.

The committee ensures that the Internal Examinations are conducted smoothly and within the timeframe that may be given by the University of Mumbai. Learners are notified about the timetable of the Internal Exams well in advance by the respective subject faculty, and also by displaying the same on the College notice board and the College website, in order to ensure that the students have enough time for research on the topic allotted to them and have an in - depth knowledge of the same. The independent learning and practical approach to real-time applications are tested by viva voce. Thus, internal evaluations are conducted in a timely manner and the marks of the students with respect to such exams are uploaded within the timeframe stipulated by the University.

The Internal assessment has become a part of the University examinations after the introduction of the CBCS for both LLB and BLS.LLB in the academic year 2019-2020. The students are made aware about the distribution of marks for each component thereby making the process of evaluation completely transparent.

The internal examination also consists of the practical training papers which includes Moot Courts Memorials, Drafting and Conveyancing, visit to Courts, Jails, Viva voce and written exams on Drafting, Pleading and Conveyancing. It is ensured that the Practical Journals related to the same is submitted on

time and the problems faced/ knowledge acquired during the Court/ Jail visits are looked into by asking the students to submit a report on the same. If in case any discrepancies are found in such reports, it is looked into and resolved by the Exam Committee.

The grievances related to the Internal examination are addressed to the Examination – in – Charge. The grievances may include questions regarding the availability of writers for the injured/differently abled students, changes in the hall tickets, problems in attempting the exams, queries regarding Backlog, etc. The cases which require special assistance is taken to the Principal for an amicable solution after which the Principal, along with the Examination committee takes a decision for the same. Grievances related to internal evaluations are also solved with the help of the WhatsApp group formed for the Principals of the Law colleges of the University of Mumbai, where, queries raised in such groups are solved by the Chairman of the Board of Studies, Associate Dean or the Senior Principals.

To maintain the transparency in the Internal Exams, a standard norm is followed which is common for all the students and the same is circulated in advance through notices and also displayed on the College Notice Board. The interests of the students are always taken into consideration before making any decision.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Answer:

The Institution being affiliated to the University of Mumbai has the Programme and Course Outcome designed by the University itself. The Institution makes it a point to make the faculties and the students aware of these outcomes by adopting different methods. The Programme Outcomes are stated in the Vision and Mission of the College. Through the use of the College's infrastructure, and the active involvement of faculty members in the Teaching Learning Process, and in extension and co-curricular activities, these outcomes are sought to be accomplished. The learning outcomes are made known to the students through the prospectus, brochure and college website.

The faculty members, especially the newly appointed faculties are made aware of the Programme and Course Outcomes by holding staff meetings at the college level well before the commencement of each semester. The possible ease or difficulties in the attainment of these outcomes are discussed. These actions provide insights to the faculties with regard to the scope of the courses and their outcomes. The Institution also ensures that the subject teachers prepare the course material in a manner that meets the Objectives and the Outcomes of the course.

The students are made aware of the Programme outcomes during the Orientation Programme organised for them in the first year. Later, the Course Outcome and its importance are discussed in detail in the class by the respective subject teachers along with the job opportunities available to the students after completion of the Programme. The Institution also invites Guest Lecturers to provide career guidance to the students and also organise Courts Visits for practical understanding of the same. The Syllabus copies, references, etc. are also made available to the students in the college library for their reference. The Institution also motivates students through extension work activities such as "Career Project (CP)" under Department of Lifelong Learning and Extension (DLLE).

The Course Outcome Attainment is assessed at the end of the semester in order to track the students' performance with respect to the targeted level of performance. This is considered to be one of the tools of

continuous evaluation, for the improvement in the student performance. Based upon this evaluation, doubt solving and remedial lectures are arranged for the students. The passing percent target is set by the course teacher, who decides the ways and means to achieve the continuous improvement in the educational processes and thereby, the enhancement in the student's level of performance.

The students' opinion about the delivery of the course content and the course outcome are also taken in the form of feedback through online questionnaire, after which it is reviewed by the Institution.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Answer:

The attainment of the Programme Outcomes and the Course Outcomes are continuously attempted by the Institution in different ways, such as, by organising Career Counselling, Personality Development Programmes, and Communication Skills Improvement Programmes, Various collegiate and intercollegiate competitions, etc. Moot court competitions at the College Level and the National Level are organised to make the students confident in the Court Room, in preparation for their legal career.

The Institution also ensures that the final results of each and every student who have appeared for the final examination is analysed by the Exam Committee and from the analysis, conclusions are drawn regarding the Programme Outcome. Based on this evaluation, guidance for the next year's batch is planned. The Choice Based Credit System is implemented for 3 Years LLB Program and 5 Years BLS.LLB Program from the year 2019-2020, under this, the students are assessed through assignments, oral presentations, internal and external exams and Viva-Voce. Here the focus is on acquiring in-depth knowledge through research in the subjects with critical analysis and application. The internal tests help in the evaluation of the Course Outcome. The viva voce is conducted by the course teacher and assignments are submitted by the students. The results of these internal exams also helps in the evaluation of the Course Specific Outcome, based upon which the concerned faculty evaluates the students' performance and achievement of the learning objectives. The same is also discussed during the College Development Committee meetings, and based upon the suggestions placed by the members, ways and means to attain the targeted Programme Outcome is implemented by the faculties by organising Bridge courses, revision lectures, remedial lectures and doubt solving lectures on completion of the syllabus.

The college evaluates the students also on the basis of Practical Component as prescribed by the University of Mumbai.

Furthermore, participation of students in various workshops, competitions, conferences and Legal Aid activities is encouraged, appreciated and acknowledged.

The college helps students hone their research skills by encouraging them to write creative and renowned academic articles for the Annual College magazine "Loquitor", and also by providing placements. Entrepreneurship/ Innovation Cell is created by the Institution that conducts guest lectures by renowned Advocates and experts in the legal field, in order to ensure the complete development of the students and to show the students the proper path that they need to choose after the completion of the Programme.

The Institution also takes the feedback from the Alumni regarding the Programme Outcome, and suggestions on their part for further improvement in the delivery of the courses is acknowledged and

implemented wherever possible. The feedback also helps to maintain a record of the current status of the Alumni and thereby analyses the Programme Outcome attained.

The Programme Outcome and Course Outcome are also calculated by taking feedback from the Stakeholders.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Answer: 97.53

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
249	239	203	108	71

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
249	239	203	118	83

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.57

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

3. Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Answer: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Total Number of Seminars/conferences/workshops conducted by the institution during the last five years

Answer: 12

3.1.2.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	3	2	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years (Data Template)	View Document
Any additional information	View Document

3.1.3 Funded Seminars/ Conferences /workshops

Answer: 0

3.1.3.1 Amount received through funding from Government and Non-Government agencies for Seminars/Conferences and workshops during the last five years(Amount in lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Fund sanction letter from the granting agency towards Seminars/ Conferences /workshops organised by the institution	View Document
Additional Information	View Document

3.2 Research Publications and Awards

3.2.1 Percentage of teachers recognized as research guides

Answer: 0

3.3.1.1 Number of teachers recognized as research guides

Answer: 0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Answer: 0.3

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	2	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.2.3 Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during last five years

Answer: 0.2

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	2	0

File Description	Document
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Institutional data in prescribed format	View Document
Content page and first page of the article/research paper	View Document
Any additional information	View Document

3.3 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Answer:

The college undertakes various extension activities with active involvement by its students. It creates awareness as well as sensitises pupils and members of society towards various social issues, accompanied with hands on training, within the legal arena, for the learners.

The College has created various committees to bridge the gap between classroom learning and the practical experiences at the societal level through social engineering. These Committees enable students to interact with the members of the society and the stakeholders and thus create in them awareness towards social issues. The organised activities and interaction give pupils the scope for self-introspection on their day to day activity. One such committee is NSS cell within which students conduct various awareness campaigns on hygiene and cleanliness, dry & wet waste and e-waste management, ill effect of drugs and other intoxicating substances, energy conservation, Swachh Bharat Abhiyaan, etc. along with a tree plantation activity conducted occasionally. In a similar manner the Department of Lifelong Learning and Extension (DLLE), whose moto itself states 'Reach to Unreached', provides the platform for the students under its Career Project to create legal awareness on various rights of women, senior citizens, children's rights, human rights, etc. through lectures, flash mobs, flyer distribution, short films, slogans, etc.

On the other hand, the Women Studies Centre (WSC) and the Women Development Cell (WDC) of the College, which aims to promote gender sensitisation and upliftment of women, conducts self defence programme and street plays to create awareness against the exploitation of women with the diligent participation of students.

The College also has a Legal Aid Cell which gives scope to the law students to explore the ambit of legal know how by allowing them to share their legal expertise with the other members of the society and stakeholders through street plays and Legal Awareness Drives on various social issues like 'Triple Talak', Uniform Civil Code, Fundamental Rights, Right to Education, Women Infanticide, Consumer Protection, Cyber Laws, etc.

These activities not only sensitise pupils and members of the society to various social concerns but also enhances the students' legal expertise in various legal fields. Furthermore, it develops empathy, problem-solving and decision-making skills, critical thinking and researching skills, as well as communication skills (Verbal and Non-verbal) amongst students. They also boost their self-confidence and leadership qualities. In this way, the institution creates an environment that is favourable for the holistic development of the students, making them valuable contributors of the society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Total Number of awards / recognitions /letters of appreciations/commendation for research, legal aid and legal extension activities by the institution/teachers/research scholars/students during the last five years

Answer: 0

3.4.2.1 Number of awards / recognitions /letters of appreciations/commendation for research, legal aid and legal extension activities by institution/teachers/research scholars/students year wise during the last five years

Answer:

2021-22 2020-21 2019-20 2018-19 2017-18
00 00 00 00 00

File Description	Document
List of innovation and award details (Data Template)	View Document
e- copies of award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer: 23

3.4.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer:

2021-22 2020-21 2019-20 2018-19 2017-18
02 06 04 06 05

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Answer: 6.25

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer:

2021-22 2020-21 2019-20 2018-19 2017-18
19 69 38 65 52

File Description	Document
Report of the event	View Document
Institutional data in prescribed format (Data Template)	View Document
Average percentage of students who participated in extension activities with Govt. or NGOs etc.,	View Document
Any additional information	View Document

3.4 Collaboration

3.5.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Answer: 8

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	00	01	04

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Total Number of functional MoUs with national and international institutions, universities, industries, corporate houses law-firms etc. during the last five years

Answer: 7

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	01	06

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

4. Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 *The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.*

Answer:

M.K.E.S. College of Law has adequate infrastructure and physical facilities for teaching and learning. As it is very important to develop and maintain the infrastructure to fulfill the growing demands of higher education, an effective infrastructure has been built to provide an effective teaching - learning environment.

The College has a campus area of 7723.28 sq.ft and it has an independent law building for conducive and quality education environment. It has 31 Classrooms which includes Computer Laboratory, Moot Courtroom, Seminar Hall and a Legal Aid Cell, all of which are Air conditioned.

The below mentioned facilities are made available for a better teaching- learning experience:

15 Podiums

23 White Boards

27 LCD Projectors

02 Broadband Connections

The College has a computer lab and all computers are connected with internet of 100 mbps bandwidth. Computers are also connected with LAN Connectivity which are used by the students to prepare their projects, assignments and memorials. The faculties are also provided with computers in the staffroom to help them enhance their teaching and research skills.

The College has a Moot Court Room which is a replica of a real Court and is provided with the intention to make students aware of the court proceedings related to disputes between the parties by organizing moot court competitions for the students.

The Legal Aid Cell is provided with a separate room which is used by the Legal Aid Cell Coordinator and other committee members to conduct meetings for organizing events.

The College also has an Auditorium which is used for co-curricular activities, when required. It has an area of 3958.70 sq. ft. and can accommodate 450 people.

The college has a Conference Room (with an area of 984.42 sq. ft.) which is used to host seminars, conferences, movie screenings and formal events. It has a seating capacity of 60. The following facilities are made available in the Conference Room:

LED lights

1 LCD Projector

1 Amplifier

4 Microphones

4 Speakers

For the improvement and maintenance of the quality in teaching-learning, the College has established the IQAC (Internal Quality Assurance Cell) and for conducting the meetings and activities of this Cell, the College has a room specially allotted for the same with one round table and a seating capacity of 12 and a Projector.

Being very well aware about the importance of personal development of both students and teachers, our College has a huge library of 2024 Sq.ft. which was established in the year 2013-14 with a collection of books, periodicals, AIR Journals including text books, reference books and eighteen BCI recommended Journals. At present there are about 4,729 books in the library. The library has book shelves, a reading space and a discussion zone.

Additionally, the library has a facility of an Online Public Access Catalogue (OPAC) for users to search for library materials. The Library has also installed a library software named "SOUL 2.0" in the academic year 2017 -18.

Hence, whenever possible, the College keeps modifying the infrastructure as per the needs of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Answer:

Our College has adequate infrastructure and facilities to organize cultural, sports and other activities.

In order to provide training, develop mental health, to improve physical fitness and to enable students to participate in sports and games, our college has a well-equipped Gymkhana and Gymnasium containing the latest equipments. The College provides facilities for both indoor and outdoor games (**comprising nearly 1443 sq. ft.**).

The College organizes different sports events which help the students showcase their talents and also to develop their interpersonal skills such as communication, teamwork, punctuality, accountability, etc. The College also encourages its students to participate in intercollegiate, state and national level competitions. The students of our college have won in various events such as wrestling, boxing, etc. and have also had exposure to different other sports related activities such as Carrom, Badminton, Table Tennis, Cricket, Kabbadi, etc.

The College has a Cultural Committee with faculties and students as its members. The Cultural Committee organizes different events throughout the Academic year, thus making the college life more interesting and entertaining for the students. The students are also encouraged to participate and represent the College in the cultural events organized by other colleges across the city, state and country.

The College also has an auditorium (**measuring approximately 3958.70 sq.ft**) which is utilized for conducting seminars, cultural activities, workshops, etc.

In addition to the Auditorium, the College also has a conference hall (**measuring approximately 984.42 sq.ft.**) with all the latest audio-visual equipment which is used to organize seminars and cultural events for the students as well as the teaching and non-teaching staff.

For Yoga, Street Plays, Dance Practice, etc. the students make use of the Auditorium. Due to the availability of these facilities, students not only have an opportunity to be a part of these activities but it also helps them in organizing different events which in turn develops their teamwork and leadership skills.

Hence, the facilities provided by the Institution for these activities create social solidarity, enhance confidence and aid the students to expose themselves to an array of activities along with academics, thereby playing a key role in the overall personality development of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Answer: 87.1

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 27

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Answer: 3.6

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
4.21	4.68	0.48	0.05	10.77

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited statements of accounts highlighting spending towards infrastructure augmentation	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Answer:

The library was established in the academic year 2013 - 2014. It has a rich collection of Law Books, Periodicals and AIR Journals. At present the library has 4,729 books (text books, reference books) and 18 BCI recommended journals.

Library is partially automated. Library has subscribed to legal databases and keeps AIR Manuals for students. The total area of the library is 2024 Sq. Ft. The library has book shelves, reading space, discussion zone and reference section.

The Library procures latest reading materials (books/journals/eResources) recommended by the Library Advisory Committee (LAC), teachers and students within the budget allocations. The Library provides reference service, Wi-Fi, internet, online access to syllabus/question papers and recommends a book facility to its users as per requirement.

The library provides Selective Dissemination Service (SDI) and Current Awareness Service (CAS) to teachers and students. The library staff assists teachers and students to browse and download research paper/articles from internet and troubleshooting problems regarding assignments.

Automation:

The Library has installed the latest version of Integrated Library Management Software (ILMS) "SOUL 3.0. It is a cloud based multi - user system. The software is being used for administration of library work. SOUL 3.0 uses international standards such as MARC 21, AACR 2 and MARCXML. The library has provided access to library catalogue (OPAC).

The following Modules are being used in the Library:

- Acquisition- Library uses acquisition module to acquire library materials and add bill details.
- Serials- Serials module has been used to manage periodicals.
- Cataloguing- Library uses cataloguing module to make entries of books, text books, reference books, etc.
- Circulation- Library uses circulation module to issue and return library materials to users.
- Report- The library uses report module to generate reports.
- OPAC- Library has provided OPAC. Students can search library materials through the OPAC in the library.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals and legal databases during the last five years (INR in Lakhs)

Answer: 2.84

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
2.77	2.53	3.88	2.60	2.44

File Description	Document
• Details of annual expenditure for purchase of books and journals during the last five years (Data Template)	View Document
Audited statements of income expenditure highlighting the expenditure towards purchase of books, journals and databases	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Answer: 0.59

4.2.4.1 Number of teachers and students using library per day over last one year

Answer: 6

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents)	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

Keeping in touch with the changing needs of the society while providing best available resources in the form of IT facilities for the welfare of all stakeholders, is of prime importance in the M.K.E.S. College of Law. Timely updation of the IT facilities whenever the need arises, is also ensured by the College. Pertaining to IT, the College provides several services and facilities like personal computers to teachers, peripheral equipment, telephones, internet and application software to its employees and students for academic and official use.

M.K.E.S. College of Law has 63 desktop computers to fulfil the needs pertaining to academic and administrative purposes. Library is often termed as the heart and soul of a law school and M.K.E.S. College of Law has a well-equipped computer lab for students of the college to access relevant resources for the research and education purposes. College has 48 computers with well-connected internet facility for the use for students. All the required software to help the students in the curriculum are installed and updated as and when required. Technicians undertake the responsibility of maintenance of computers as and when required.

The College has air-conditioned classrooms with ICT facilities such as projectors and CCTV cameras. College also has well equipped conference rooms, seminar rooms and auditorium with ICT facilities like projector, speakers, personal computer attached with the projector. Every department has desktop computers and printers as per the respective needs of the department. The College has well connected telecom network with intercom facility.

All the desktops on campus have been upgraded to Processor core i-3-6100 CPU 3.70 GHz, Ram -4 GB, Hard Drive- 500GB HDD, Monitor- LCD Dell, 19.

All the computers are grouped in different Local Area Network (LANs) to meet the academic needs for students and faculty members.

All the computers are equipped with Internet facility through 5 broadband Internet connections with maximum of 150 Mbps of speed.

The whole communication network is secured in campus through Quick Heal Antivirus.

College adheres to the well framed IT policy in respect of various actions taken related to IT facilities in the College and technology audit is conducted regularly for effective implementation of the same.

Any observed malfunction, error, or problem while operating any equipment is remedied by the technical staff which is responsible to configure, maintain and monitor the Computer systems and related devices.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer/laptop ratio (Data for the latest completed academic year)

Answer: 21.04

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document
Institutional data in prescribed format (Data Template)	View Document

4.3.3 Bandwidth of internet connection in the Institution

Answer: A. ≥ 50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Answer: 8.39

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
15.7	7.9	13.2	9.17	8.03

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Answer:

M.K.E.S College of Law makes it a point to ensure regular Infrastructure maintenance and has a strong policy for the same. The policy not only covers the building structure but also includes sanitation, pest control, security and fire prevention.

A non - teaching staff with knowledge in IT is appointed to maintain and to deal with ICT related infrastructure.

Major repair works and regular maintenance are looked into with the help of Annual Maintenance Contracts with various service providers. The College also has a Problem Reporting Form and a Corrective Action Request system which forms a part of its Complaint Management System.

The College has a team which is responsible to note down any repairs or substitution required with respect to any of the electrical equipments, fire extinguishers, security, housekeeping and water treatment.

The Infrastructure maintenance of the College includes the components mainly Purchase, Maintenance, Disposal and Policies. The Policies of the same are attached in the additional documents.

The list of Items / Services availed by the institution are as follows:

Periodic stationery items like pencils, pens, Stapler Pins, Files. Registers, etc.

Printing related items / services (Examination and Mark sheet papers).

Capital items.

Library books, Journals, Magazine, Internship Diary etc.

Maintenance related services.

For the periodical items that are of low costs such as stationery items, orders are placed with well-known local suppliers. However, it is made sure that these items are always inspected before any bulk order is placed.

The description about the established systems and procedure for maintaining the facilities by the College are as follows:

Building Facility:

The Classrooms, Administrative Office, Principal's Cabin, Moot Court Room, Computer Laboratory, Library, Legal Aid Cell, IQAC Cell, Auditorium, Conference Room and the Campus are regularly cleaned and maintained by the Housekeeping Staff and Peons who work according to the work schedule allotted to them.

For security, CCTVs are installed in all the classrooms, administrative office, Staff room, Principal's Cabin, Conference room, etc.

Parking facility is also made available in the college campus.

Computer and ICT related facilities:

The computer laboratory is well equipped with 48 Computers with internet, which is made available to the students for their research activities. A specially appointed ICT Administration Department is appointed to look into any of the issues related to the computers in the lab. The attendance record is maintained by the staff members and the lab assistants. The computers in the lab are regularly updated and maintained.

The ICT Administration department has meetings with the vendors and then, as and when required, it makes policies for different aspects such as CCTVs and Public Announcing system, LCD Projector, Computers and Printers and the college website.

The college, apart from the computer laboratory, also has adequate number of computers with internet connection in the Administrative office, staff room, Principal's Cabin, library, etc.

Library:

The Library has installed the library software named "SOUL 2.0" in the academic year 2017 -18.

The Library has certain modules in the Library and Information Center such as Acquisition, Serials, Cataloguing, Circulation and OPAC.

Sports Facilities:

The College has a gymkhana for Indoor games and other activities. The equipment in the gymkhana undergoes periodic evaluation which is done by the Head and the Support Staff.

Electrical Maintenance, Air Conditioning and Refrigeration:

The college also maintains an inventory of the furniture and other electrical units in the building and in the campus with the help of a local contractor who is promptly available to address any issues. The air conditioners that are provided in the building undergo regular maintenance through an AMC with Carrier Air-conditioning.

Elevators and Telecommunication:

The preventative measures for telecommunication in the college are carried out every 3 months through an AMC with Shell Telecommunications. For the lift and elevators, in addition to the yearly inspection, the College has access to the maintenance company in case of issues that may arise from time to time.

Security:

The College has a contract with Ramiya Security Force through which there are 3 personnel who work round the clock in the college. The college takes utmost care while appointing these personnel to ensure the safety of the staff and students of the college. In furtherance of the same, a record of these guards are maintained which includes not only their names, addresses and contact numbers but also their Aadhaar Card numbers. The Management has also appointed an electrician and a carpenter who are available around the clock.

Pest Control:

The college has a contract with a reputed Pest Control Company namely Rentokil for Pest Control throughout the campus and this contract is renewed every two years.

Fire Extinguishers:

The College has 17 fire extinguishers placed throughout the College. These fire extinguishers are checked and certified annually and the Institution is certified every 6 months for adherence to fire safety measures.

Water Purifiers:

The College has 1 overhead water tanks which are regularly cleaned by a reputed company. Also the College has annual maintenance contracts with Aquatech and Daksh Water Solutions for the maintenance of 2 water purifiers and 2 water coolers placed in the college.

Thus, the policy established to maintain the physical facilities is constantly reviewed in order to foresee the future requirements of the Institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

Answer: 0.44

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
10	07	03	01	00

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. *Soft skills*
2. *Language, communication and advocacy skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *Awareness about use of technology in legal process*

Answer: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.3 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Answer: 34.67

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
589	409	164	188	163

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. *Implementation of guidelines of statutory/regulatory bodies*
2. *Organisation wide awareness and undertakings on policies with zero tolerance*
3. *Mechanisms for submission of online/offline students' grievances*
4. *Timely redressal of the grievances through appropriate committees*

Answer: B. 3 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Institutional data in prescribed format (Data Template)	View Document

Details of student grievances including sexual harassment and ragging cases	View Document
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5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Answer: 0.18

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Percentage of Students enrolled with State Bar council

Answer: 10.84

5.2.2.1 Number of Students enrolled with State Bar council (data for last completed academic year)

Answer: 27

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any Additional Information	View Document

5.2.3 Average percentage of students progressing to higher education during the last five years

Answer: 6.71

5.2.3.1 Number of outgoing students progressing to higher education

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
27	21	13	6	2

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.4 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations)

Answer: 80

5.2.4.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	10	11	03	09

5.2.4.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/ State government examinations) year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	10	11	3	9

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Total Number of awards/medals won by students for outstanding performance in sports/literary/cultural activities/Moot court/arbitration competition/ Client counseling competition/Trial advocacy/Mediation and negotiation competition/ Judgment writing competitions/Legislative drafting Competition

Answer: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/ literary/cultural activities/Moot court/arbitration competition/Trial advocacy Client counseling competition/Mediation and negotiation competition/ Judgment writing competitions/ Legislative drafting Competition at university/state/ national / international level (award for a team event should be counted as one) year wise during the last five years.

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	0	0	0

File Description	Document

Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level during the last five year (Data Template)	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Answer:

In M.K.E.S. College of Law, all-round development of the learners is facilitated by including them in various committees. Utilizing the inputs and ideas of the students plays an important role in the wellbeing of the College. Students play a crucial role in coordinating in various administrative, co-curricular and extracurricular activities as per the directives of their faculties and thereby bringing their insightful, creative and substantial experience to classrooms and other programs which enrich the knowledge pool at M.K.E.S. College of Law. M.K.E.S. College of Law has a Students' Council that in charge of representing issues concerning academics, curricular and extracurricular activities to the concerned authority. Two faculty members also form part of the Students' Council as convenor and co-convenor. All members of the Council participate in formal meetings and organise activities for the overall curricular, co-curricular and extra-curricular development of the students.

The Cultural Committee of M.K.E.S. College of Law consists of students and faculty members. Students celebrate and organise various events to celebrate national and international events and days. Through various events conducted through the representation and engagement of students, M.K.E.S. College of Law provides opportunity to exchange ideas and expand avenues for development and it also helps them to expand their vision and develop better understanding of different cultures. The learners help the Cultural Committee in managing and organising activities such as seminars, conferences and workshops.

M.K.E.S. College of Law has a NSS committee which also involves students' representation and engagement in various activities. These members help in organization and management of several events such as seminars, tree plantation drives, camps, cleanliness drives, street plays, and various sensitization programs.

M.K.E.S. College of Law also has student members in the Moot Court Committee along with the faculty members and they are entrusted with the responsibility of managing and organising all mooting related activities. This helps to develop in them a sense of belonging to their college and provides healthy, competitive and recreational opportunities. Along with the intra-college competitions, demo-moot sessions and workshops, this committee also organises the Annual National Moot Court Competition - Vidhigyaan, where the students are assigned the duty to take care of the different areas of the event such as administration, hospitality, ushering, discipline etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated during last five years

Answer: 0.4

5.3.3.1 Number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	1	1	0

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions) (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial, teaching, mentoring and/or other support services

Answer:

The institution has a well-established registered Alumni Association which is known as *MKES Law Student Alumni* and its office is located at the premises of M.K.E.S. College of Law, Malad, Mumbai.

The Alumni association aims to develop and strengthen relations between our Alumni and the Institute by providing diverse tangible benefits including career services, networking opportunities, special events, seminars, workshops, lectures, and the opportunity to connect and inspire students.

The Alumni Association is working for building strong bond between alumni and the present students. The alumni give support to the students through interaction, arranging expert lectures, guidance, placement and internship.

Members support their alma mater in the following ways:

- 1. Engagement in meeting of IQAC and College Development Committee:-** Alumni are an active part of the IQAC and the College Development Committee.
- 2. Placements:** Alumni liaise between the Placement Cell of the College and the organisations they are associated with, to assist the placement of students for internships and jobs.
- 3. Teaching, Mentoring and Knowledge Sharing:** Many alumni devote their time and expertise to the students. Some conduct regular guest lectures, some have signed on as visiting faculty and a few are available for mentoring.

Additional Alumni Events:

- 1. Meeting Faculty on Teacher's Day:** Every year the M.K.E.S. College of Law Alumni meet the Faculty Members on the occasion of Teacher's Day.
- 2. Sharing Legal Experience with the Students :** Alumni share their experiences of the corporate and legal world with the Students.
- 3. Alumni Reunion:** Once in a year alumni are invited to college for the Alumni Reunion.

The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni. Alumni meet is arranged frequently.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Answer: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

6. Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Answer:

Response:

VISION:

“Nothing can replace Hard work So to Win, keep trying till you succeed!”

Being a prime institute of the city, we aspire that every pupil of the institute should touch the pinnacle of their respective stream. We envision that every seed sown by us should flourish into a fruitful tree. Beyond this, we implore the divine for her grace and blessings for us to accomplish our destination.

MISSION:

To achieve excellence in all facets of legal education

The mission of our college M.K.E.S. is to develop and provide a platform for a wholesome form of legal education by focusing particularly upon imparting in-depth subject knowledge; enhancing the skill of advocacy; social and legal services in the form of legal aid and advice, acknowledgement of contemporary legal issues and law reforms which to a great extent lays the foundation of modern legal education.

The M.K.E.S. College of Law understands the importance of the role played by good governance and hence keeps in mind the interests of all the stakeholders while imparting governance. The Institution, in order to understand the different needs of the stakeholders and to provide quality education, has a College Development Committee that holds meetings at regular intervals to discuss about the measures that need to be adopted for the development of the Institution and ensures the participation of the teaching staff, non-teaching staff and alumni in the governance of the Institution by making them a part of the same. The Institution also has an Internal Quality Assurance Cell (IQAC) to ensure transparency and to meet the needs of the Stakeholders.

Our Institution also consists of the Exam Committee which ensures transparency in evaluation and a fair conduct of exams. It also has an Unfair Means Committee which addresses any exam-related malpractice. The Grievance Redressal Cell looks into the grievances of the students and the Women Development Cell functions as per the requisition of the University of Mumbai.

Our Institution has also adopted an Improvement Project known as “Holistic Development of Students” which has a mentor –mentee concept wherein the teachers guide the students in all aspects and arrange different programmes for their overall development. The faculties also try to implement the Vision and Mission of the Institution through different committees. The faculties of our Institution support the

participation of students in NSS and DLLE units of the Institution, which motivates the students to be part of different activities that promotes their development and in turn the development of the society. The Institution also organizes Orientation Programmes for the First Year students and acquaints them with the Vision and Mission of the Institution.

Our Institution goes by its mission of providing legal aid and legal awareness through the Legal Aid Cell that conducts different programmes from time to time to achieve this mission with the help of the faculties and the students. The Management of the College stands by its commitment to education, effective governance and leadership.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Answer:

The M.K.E.S. College of Law has a practice of participative management which is reflective in all its activities, beginning with the administrative, to the curricular and co-curricular activities of the Institution. The Institution, with the Principal at the Head, also makes sure to form various committees at the start of the academic year to ensure the effective participation of the faculties in implementing the decisions taken by the IQAC and the College Development Committee. The responsibilities of the members of these committees are well defined and the Faculty in Charge stands as a point of co-ordination to assign the responsibility to every member of the committee. The college attempts to build effective leadership at three main levels, viz. faculties, students and administration. This helps the Institution in aligning the activities with the institutional vision and mission.

Case Study: Participative Management through the College National Moot Court Competition “Vidhigyaan”

The student leadership of our Institution is reflective in the National Moot Court Competition “Vidhigyaan” where the students play a crucial role in the management of the entire event. The faculty who is the Convenor of the Moot Court Committee forms different teams such as Discipline Team, Administrative Team, Hospitality Team, Ushering Team, etc. wherein the students are selected as representatives of these committees and they work in coordination with the Faculty in Charge for planning and implementation of the various competitions such as moot court, client counseling, letter to Chief Justice etc. which are part of this event.

Administrative Team: The students of the Administrative Team handle the task of inviting participants all over India through e-mail and by calling the participants over phone and coordinating with them, regarding the time and other related information about the event and subsequently registering them for the same.

Discipline Team: The students of the Discipline Team takes care of the students arriving from different colleges for this competition and ensure that discipline is maintained at all times by guiding them in different ways and at the same time by asking the participants to strictly follow the rules laid down by the Host Institution.

Ushering Committee: The students in this team act as assistants during the competition for the Judges and the participants of the event. The Ushering Team ensures that the activities are conducted in a fair manner and the scores of the event are managed with utmost confidentiality. This team also escorts the esteemed judges to and fro the Institution.

Hospitality Team: The Hospitality Team deals with the Food Counter and the accommodation of the participants who arrive from different states and it also ensures that the participants, guests, judges, etc. are welcomed with great hospitality in the Institution.

In this way the students' involvement and participation in activities show the effective leadership and the Institution's practice of decentralization and encouragement of accountability.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 *The institutional Strategic / Perspective plan is effectively deployed*

Answer:

Response:

Our Institution prepares its academic plan at the beginning of the Academic Year keeping in view the Mission and Vision of the Institution. The perspective plan of the respective academic session is prepared in the beginning of every academic year and is placed in the Academic Calendar and the same is presented before the Management for its approval. The Management reviews the plan by holding a meeting with the Principal and Staff. Teachers play a major role in the implementation of the Institutional plan and whenever required the students are also involved in the process. Meetings with students are also scheduled in order to ensure their participation. The perspective plan is always designed keeping in mind the well being of the students.

College Magazine “ LOQUITOR”

Our Institution's perspective plan to publish Annual Magazine was made in the year 2017-2018 and the first magazine was published in the year 2018-2019. Being aware of the fact that one's life is a collection of significant events and milestones, our Institution formed the magazine committee that contains a Faculty member as the convener of the committee and talented students members who being the part of this committee handle the editing work . The first step to reach this goal was to decide a name for this magazine which was very well handled by the committee members by organising essay and poem writing competition and competition for introducing the name of our very First magazine. The outcome of this competition was a unique name for our magazine “LOQUITOR”. This college magazine mirrors the cultural, literary and co-curricular activities of our students, teaching and non-teaching fraternity. The magazine includes detailed reports of the campus activities and creative inputs of each academic year. The magazine of our Institution along with providing our students a platform for expressing their creative talents also helps them to hone their Intellectual Skills and also benefits in widening their knowledge. Besides contributions from students “ LOQUITOR” records the achievements of the students and congratulates them for their hard work. LOQUITOR contains self-composed poems, original short stories, write up and previously unpublished articles by both students and teachers.” LOQUITOR” continues to grow from strength to strength under the able guidance of the faculty members as well as the magazine committee who work throughout the academic year to publish the magazine. We aim to inspire and guide students to achieve balanced success in both their academic career and social life through this magazine. Our Institution has published 5 Volumes of this Magazine and realizes the fact that this would serve as an excellent platform for our students to flaunt their talents and also for the documentation of curricular and extracurricular activities. A yearly collection of magazines in educational institution would be a record for the present and the future students of our Institution.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Answer:

Response:

Our Institution has well defined bodies with a structural hierarchy which helps in the facilitation of a participative management. Also, being aware of the fact that college administration is a collective effort, the Institution understands that the co-operation and support of all the stakeholders is needed to achieve the vision and mission of the Institution.

The Trustees and Management of the College decide the vision and mission of the College; this defines the path to be followed. At the apex, the governing body scrutinizes every aspect of the college life. The Governing Body's main function is to administer the affairs of the College. It meets twice a year and looks into the final approvals regarding examination reforms, student aid, statement of accounts, budget approval, etc.

The Principal takes care of the overall functioning of the College in order to ensure the effectiveness in its operation and also facilitates interaction with the external regulatory bodies such as the University in order to fulfill the stipulated requirements.

The Internal Quality Assurance Cell (IQAC) of the Institution comprises of the Chairperson, Coordinator, Management, Principal, Alumni, Faculty and administrative staff. This Committee is responsible for undertaking quality measures for maintaining the necessary standard in teaching-learning and also to supervise the activities necessary to improve the quality of education by conducting different workshops, seminars and activities.

The College Development Committee of our Institution meets at regular intervals and prepares a comprehensive plan which includes various aspects such as infrastructural development, administrative and academic improvement, academic collaborations, etc. This Committee aims to pursue excellence in all the activities in the college.

To conduct the different activities in the Institution, different committees are constituted at the beginning of the academic year during the IQAC meeting. These committees consist of the Principal who acts as the ex-officio chairman of all the committees, the faculty in charge, and other members. These committees are responsible for the conduct of curricular and extracurricular activities. These include the Examination Committee, Legal Aid Committee, Cultural committee, Guest Lecture Committee, Grievance Redressal Cell, Moot Court Committee, Magazine Committee, Library Committee, etc.

In addition to these Committees, the Institution also has a Women Development Cell that is committed towards promoting women's development through the conduct of awareness activities, guest lectures, etc.

The teaching and non-teaching staff are recruited as per the rules and regulations. All career advancement as well as promotions and conditions of service are also in accordance with these rules.

File Description	Document
Upload any additional information	View Document

Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Answer:

Response:

- M.K.E.S. College of Law is proactive role in providing welfare measures for teaching and non-teaching staff keeping in mind the need of the changing times, which facilitates a productive work atmosphere.
- M.K.E.S. College of Law contributes a specific amount towards Provident Fund of teaching and non-teaching staff as per PF Rules, keeping in view the future safety of employees.
- As a welfare measure, the Institution also provides Medical insurance to the non-teaching staff.
- Provision of gratuity amount is instituted in M.K.E.S. College of Law for teaching and non-teaching staff.
- The Institution understands the importance of faculty development and makes provision for financial assistance and duty leave for attending various workshops, seminar, Faculty Development Programme etc. for both teaching and non-teaching staff.
- The Institution makes it a point to disburse the employees' salary on time. Salary is also provided in advance to teaching and non-teaching staff before certain festivals.
- The Institution provides a conducive working environment for welfare of teaching and non-teaching staff in the form of physical Infrastructure where Internet and Wi-fi Facility is made available. Cafeteria and well-maintained canteen are provided in campus for teaching and non-teaching staff as well as the students. Separate vehicle parking lot are provided for the staff. Summer and winter vacations are available for teaching staff in M.K.E.S. College of Law as per university guidelines.
- M.K.E.S. College of Law also has Parivar Fund which facilitates higher education to the wards of non-teaching staff through fee concession and other measures.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies publication and other academic incentives during the last five years

Answer: 34.65

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer:

2021-22 2020-21 2019-20 2018-19 2017-18
 0 0 4 1 2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format (Data Template)	View Document
Details of the teachers provided with financial support to attend conferences, workshops etc., during the last five years (Data Template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Answer: 2

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer:

2021-22 2020-21 2019-20 2018-19 2017-18
 01 2 3 3 01

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Answer: 15.83

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
5	3	0	0	0

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Answer:

Performance appraisal is an important aspect of career growth in which there is a regular review of the performance of staff in the institute. The performance appraisal is a continuous process of assessing and measuring the inputs of every staff and knowing their strengths and weaknesses and communicating the results of their efforts to them.

A systematic and comprehensive annual feedback system is in place in the College to evaluate the overall performance of the teaching and non-teaching staff. The main purpose of performance evaluation is to measure, compare, guide, correct and manage the career development of the employees. The evaluation process helps to provide feedback to the teaching and non-teaching staff about their work performance, assist them in professional development and also in the identification of their leadership qualities. The institute is set up to achieve certain objectives and these objectives can be fulfilled when the tasks are assigned to the employees and they perform the tasks efficiently and effectively. The College follows a self-evaluation system wherein the teaching and non-teaching staff understand their strengths and weaknesses. They can know the areas which require improvement, thus leading to self-improvement and self-development for future performance.

The Internal Quality Assurance Cell (IQAC) makes a strategic plan for effective measurement of performance of the teaching and non-teaching staff of the college. The teachers fill in self-appraisal forms at the end of every year. The appraisal form includes aspects of teaching, research output, course delivery, innovations in teaching techniques, involvement in college activities and professional development of faculty members. The form is framed in such a way that there is adequate transparency. Strict confidentiality is also maintained with respect to the information provided through these forms. Appraisal interviews are conducted periodically to evaluate the teaching skills and professional growth of teachers. The assessment report and concluding remarks are considered for the promotion, increment, etc. of teaching staff. Based on suggestions received from the appraisers, improvement programmes are arranged to strengthen their performance. All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The college also provides an opportunity for each teaching and non-teaching staff member to discuss his/her performance with the Principal. During these interactions, the Staff become aware of the Principal's expectations from him/her. The staff also gets an opportunity to discuss his/her constraints with the Principal and the necessary support expected from the Principal to overcome these constraints. During the one-on-one discussion, the work output of the staff member is also recognized and discussed at length.

Thus, the performance appraisal system serves as a systematic guide in planning further training and development of each staff member and helps in determining and recording their special talents, skills and capabilities. It also provides an opportunity for each staff member to discuss their concerns and interests with the concerned authority.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Answer:

M.K.E.S. College of Law being aware about the fact that a well-managed finance is the backbone of any Institution, it regularly conducts internal and external financial audits. Our Institution makes sure that the funds received by the College is utilized in a proper way The Office Superitendant and Office – Incharge ensures maintenance of proper accounts and preparation of financial statements. Internal control systems are well developed and checking is done at different levels. All payments are verified and authorized by higher authorities /Signatories of the institution and the same are maintained in the file

1. Board of Trustees of Malad Kandivli Education Society appoint & approve the conduct of external (statutory) audit and internal audit of M.K.E.S. College of Law. The reports of the Audit are submitted to the Management by the Auditors.
2. Internal Audit is conducted on quarterly basis by a firm of Chartered Accountants. Any queries raised during the audit are immediately answered by the Office Superitendant along with presentation of relevant documents. Thereafter on satisfaction, the Audit report is submitted to management. The internal audit helps to develop a strong system of internal controls.
3. Statutory Audit is conducted to obtain the third party assessment of the financial statements and The Board of Trustees of Malad Kandivli Education Society have appointed a firm of Chartered Accountants as Statutory Auditors to independently conduct the financial audit yearly. The books of accounts are audited, based on which the Financial Statements are prepared. Once the Balance Sheet & Income & Expenses are finalized they are certified by the Management Authorities and the Statutory Auditors.
3. All Financial Statements up to the year 2021-2022 have been certified by the management authorities and then been signed by the Chartered Accountant. Hence, in this way the transparency is maintained in financial system of the Institute. Audit helps in maintaining accounting methods by making it accurate as well as consistent. The Audit highlights shortcomings in accuracy and/or consistency. It benefits the institute for the purposes of analysis and decision making on proper projection of cash flow and fund flows.

M.K.E.S. College of Law thus has an effective system for internal and external financial audits to maintain the transparency in financial matters and the financial discipline in order to prevent any misuse of institutional property.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Answer: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Answer:

M.K.E.S. College of Law runs Permanently Unaided Law programmes. At the beginning of the Academic Year, the Office Superintendent plans a budget and presents it in the College Development Meeting. At the end of the year actuals are compared with the budget and necessary corrective action is taken while preparing the budget for the next year.

There are two main sources of funds available for the institutes. They are

i) Fees from students like annual tuition fees, development fees etc. The said Fees for Undergraduate Courses are regulated by the Fee Regulating Authority, under the guidelines of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission and fees) Act, 2015. The computation of Fees for the next Academic year are calculated based on the submission of Proposal for Fee Approval every year on the portal.

ii) Management Fund- Funds Provided by the Management for maintaining property & Infrastructure.

M.K.E.S. College of Law employs the following strategies for mobilisation and optimal utilization of funds:

a. Strategies for Mobilisation of Funds

A major source of fund is the fees collected from the students for Undergraduate, Post Graduate programmes and Other Certificate programmes. The said funds are utilized for various expenses of the day-to- day activities which are as follows:

Capital expenses - Purchasing of Fixed Assets like Computers & Laptops for the teachers and Students, Library Books & Software, projectors and Office Equipments like copier machine ,printer, etc.

Administrative Purpose - Electricity bills, Telephone & internet Bills, Salary to Staff, Affiliation Fees to University of Mumbai, Inspection Fees to Bar Council of India and other Statutory Payments, Advertisements etc.

Academic Expenses: In the beginning of the Academic Year, when the Academic Calendar is prepared by faculties, the events that are planned to be conducted is also mentioned, the faculty in charge of the respective committee or event provides the budget for the event to the Head of the Institution after which the funds are given for organizing the respective event. The funds are also used for curriculum development expenses, expenses related to conducting statutory meetings, faculty training expenses, remuneration for guest speakers, financial support to faculty for attending FDP/ Workshop, Purchase of

Library Books and other Software, subscriptions to online databases, University fees for Student Enrolment, Eligibility & Examination etc.

Other Expenses: Software expenses, Advertisement Expense, Professional Fees, website Development, Students Aid Fund, College Cultural & Moot Court Events etc.

The other sources of funds from Management are utilized in maintaining Infrastructure like property tax, rent, Building Repairs, Lift Maintenance, Furniture & Storage Units, Fire safety, maintaining the Water dispenser and water tank etc. and Annual Maintenance with various vendors.

The funds are optimally utilized keeping in mind the interest of all the stakeholders.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Answer:

The Internal Quality Assurance Cell (IQAC) of our Institution has contributed in a significant manner to the Institution in the field of quality assurance strategies and processes which has led to the growth of the Institution.

The two practices that are institutionalized are as follows:

1. Conduct of Regular Internal Audit
2. Promotion of Research Publication.

Our Institution conducts Internal Audit in order to monitor the Teaching Learning Process and to make it more effective. The Internal Audit is conducted at a regular interval of six months. The Internal Audit is conducted by the Auditors who have been trained in a very efficient manner with respect to different aspects such as auditing skills, documentation, auditing methodology and the reporting of the audits. The Internal Audit Calendar for such Audits are prepared by the IQAC. This Internal Audit ensures that there is no deviation from the teaching plan. In case the requisite number of lectures are not conducted by any faculty member, the concerned teacher is made aware about the same through the Internal Audit and is directed to complete the syllabus as described in the teaching plan by conducting additional lectures. The teachers are made aware about the schedule of the Audit well in advance. The Auditors during the audit process maintain complete transparency, by mentioning the observation in the Observation Form/ Non-conformity Report. If any non-conformance is found on the part of the Auditee, then the same is mentioned in the non-conformity report and the Auditee mentions the action that needs to be taken for resolving the non-conformance which means that the root cause of the problem is detected and corrective action is initiated. The Non-conformance is closed by the Auditor, once the corrective action is taken. The copy of the Closed Non Conformity Report is given to the IQAC coordinator along with the supporting documents of the same. The same is also placed before the College Development Committee by the IQAC during the College Development Committee meeting.

The IQAC, being aware of the importance of Research for the development of faculties, makes it a point to create strong research environment for the faculties. The IQAC conducts webinars, workshops and guest lectures for the faculties on Research Methodology and Publications. It also encourages the faculties to be part of different Faculty Development Programmes that are organized by the Institution itself or by

other Colleges/Universities. The IQAC also encourages the faculties to present Research papers and guides the faculties in publishing their Research papers in renowned journals. A plagiarism software named Turnitin is also available to ensure research ethics amongst the students and the faculties.

Hence, these measures adopted by the Institution have contributed to the quality assurance and the growth of the Institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Answer:

Response:

1. Programme Outcome-Course Outcome- Mapping and Attainment

M.K.E.S. College of Law has adopted an Outcome Based Education by taking into consideration the requirements of different stakeholders in the educational field. The Outcome Based approach adopted by our Institution ensures that, the Outcome of the Programmes and the Course is well defined, the attainment level is measured and the results are confirmed accordingly by collecting feedback.

Our Institution has also been using Bloom's Taxonomy in developing Course Outcomes which has resulted in the learners' attainment of skills such as critical thinking, application and problem - solving in their specific field of study.

The Outcome is determined at three levels - Course Outcome, Programme Outcome and Programme Specific Outcome. The Course Outcome determines what the learners should achieve on completing the Course. The Programme Outcome states the knowledge, skill, etc. that should be achieved by the students after the successful completion of their chosen programme. The Program Specific Outcome specifies what learners of a specific programme will be able to do, upon successful completion of the Programme.

The Principal, the IQAC Co-ordinator and the other Senior faculty prepare the draft version of the Programme Outcome, whereas the Course Outcome is provided by the University of Mumbai. It is ensured that all the Course Outcomes together cover all the Programme Outcomes and the Programme Specific Outcomes.

The attainment of the Course Outcome is calculated by comparing the average marks obtained in assessments against each Course Outcome. Accordingly, the attainment gaps are identified so that the faculty is able to focus on the ways to reduce the attainment gap or to enhance the attainment targets. However, if the assessment is found to be in alignment with the Course Outcome, the performance of the respective student will indicate Course Outcome Attainment. At the end the Course attainment details is sent to the Programme Coordinator in order to evaluate the Programme Outcome Attainment of the respective course. The target level which is decided in advance is compared with the level of Programme Attainment and corrective actions are taken, if necessary.

1. The Teaching – Learning Process is focused on Defining the Course Objectives and thereby achieving the Course Outcome.

The faculties of M.K.E.S. College of Law prepare a Term-wise Teaching Plan for the respective course allotted to them for the entire semester. This preparation of the teaching plan helps them to keep a track of the lectures that would be missing due to public holidays or any other declared holidays. The faculties, in addition to the preparation of the Term-wise Teaching Plan, also prepare Monthly Monitoring Sheets, which notes the number of days available to take the lecture along with the information about the gaps in the number of lectures or in the content covered due to any reason is present. The monthly monitoring sheet ensures any gaps between the planned and executed lectures/content are bridged during the same Calendar month or the upcoming one and reflects the completion of syllabus by the faculty. Thus the Monthly Monitoring Sheet acts a summary of the Term-wise Teaching Plan that is prepared by the faculty at the beginning of each semester.

These two documents i.e. Term-wise Teaching Plan and Monthly Monitoring Sheet help the faculties in understanding the progress of the portion. An important role is played by the Head of the Department, who ensures that the syllabus of each and every course is progressing as planned by the faculty. Also, the IQAC at the Institutional level regularly audits the planning and execution of the Teaching Plan for the respective course in order to track the progress of the various courses.

Online platforms are also used by the faculties for delivering lectures and several faculties have also developed PPTs and other teaching materials which are provided to students as learning resources. Court and Jail Visits are also conducted for the students. Our Institution also ensures that all the learners are made aware about the methods of evaluation along with the details of the Internal Evaluation, within the first two weeks of the commencement of the lectures. The students are also made aware about the importance of class participation as a part of their Internal Continuous Evaluation. The Institution also organizes remedial lectures when required. The students are encouraged to give their feedback about the Teaching Learning Process; this is pedagogical process. The Programme Outcome and Course Outcome Mapping, as well as the determination of Attainment Level has brought significant improvement in the quality of the Teaching Learning Process and also led to clarity amongst the learners about the courses.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements*
2. *Collaborative quality initiatives with other institution(s)*
3. *Participation in NIRF*
4. *Academic and Administrative Audit*
5. *Disability/gender/diversity audit*
6. *Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*

Answer: C. Any 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution(Data Template)	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

7. Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of constitutional values and gender equity during the last five years.

Answer:

In line with the constitutional principles of equity, justice, non-discrimination and reasonableness, a Gender Sensitization Policy has been framed by the M.K.E.S. College of Law to promote and uphold gender equity amongst teaching and non-teaching staff as well as students. Curricular and extracurricular activities play an important role in promoting this practice. Gender equity is an intrinsic feature of M.K.E.S. College of law and it is reflected and promoted by various activities of different cells, clubs and department. The Gender Sensitization Plan for each academic year which is framed as per the UGC guidelines also furthers the institute's objective of gender equity.

Students of M.K.E.S. College of law are being made aware of the need and importance of gender equity not only through extracurricular activities but also through the course structure which is quintessential for effective promotion of gender equity. The College has a zero tolerance policy towards gender-based prejudices.

Safety and security encompass an important feature of gender equality and to ensure this aspect of gender equity, the M.K.E.S. College of Law has various facilities which include but are not limited to male and female security guards at all entry gates, CCTV Cameras in classes and corridors which are well lit, and a biometric system in office. For easy identification, id cards are to be compulsory worn at all times by the students and faculty members on campus. For outsiders, entry in the register at the entry gate is a must.

Appointment of fulltime counsellor and the allotment of class mentors in M.K.E.S. College of Law play an important role in the College's holistic approach towards promotion of gender equity by addressing the

psychological and emotional concerns of the students. In order to achieve gender equality, it is crucial that girls are able to actualize their educational potential. As held by the Courts of law, menstrual health which is part of Right to Health under Article 21 of Indian Constitution has to be read in conjunction with the fundamental right to education as well. To ensure easy access to basic sanitation and hygiene facilities for women, a separate well-maintained washroom with a sanitary napkin vending machine is made available. A Ladies Common Room is provided for rest and recreation. The Women Development Cell (WDC) in the College conducts various guest lectures and workshops, including workshops on self-defense.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Sanitary Napkin dispenser and incinerator e. Day care center for young children f. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Answer: C. 2 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

Answer:

M.K.E.S. College of law has effective waste management facilities as the same is an intrinsic part of controlling the environmental pollution and promotion of right to life under Article 21 of the Indian Constitution which includes the Right to Clean Environment.

In order to highlight the significance of proper waste management and recycling, the College conducts various cleanliness drives, tree plantations, and various awareness programmes along with a suitable course structure in which environmental studies is an integral part. Waste management initiatives taken by the M.K.E.S. College of Law can be summarised as follows under:-

Solid waste management:

Waste segregation is the most effective way of solid waste management and to provide healthy and conducive environment in the campus, M.K.E.S. College of Law has provided the facility of separate bins throughout the campus for dry and wet waste. The facility for solid waste management also includes collection of dry and wet waste from waste bins and putting them in a compost pit installed in the College Campus. The compost pit is maintained and installed by Stree Mukti Sangathana, an NGO.

Liquid Waste management and waste recycling system:

In order to enable waste recycling on campus, M.K.E.S. College of Law has signed an MoU with Stree Mukti Sanghatana which helps the College carry out effective waste management. Promotion of waste recycling projects and periodic supervision to ensure effective implementation by activities of NCC Cadets and NSS students from College is also an integral part of the facilities provided by the M.K.E.S. College of Law. Furthermore, a Grey Water Treatment Plant is installed in the College Campus to manage liquid waste.

E- Waste management:

Keeping in mind the ill effects of the E-waste, to initiate a sustained mechanism, the College provides the facility of several awareness programmes regarding proper e-waste management and disposal for students, faculty and staff to create awareness in order to reduce the adverse impact on environment and health. E-waste in the College is collected by the maintenance team and safely disposed of through vendors.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Answer: D.1 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

Answer: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Answer: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Institutional data in prescribed format (Data Template)	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has friendly, barrier free environment

- Built environment with ramps/lifts for easy access to classrooms.**
- Divyangjan friendly washrooms**
- Signage including tactile path, lights, display boards and signposts**
- Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Answer: C. Any 2 of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Answer:

Promoting fraternity is one of the main aims and objectives of the Preamble of the Indian Constitution and in line with the said principle, M.K.E.S. College of Law, in order to provide an inclusive environment to diverse groups and individuals, provides several facilities. In order to inculcate the feeling of 'unity in diversity', the College provides facilities to organise various events and celebrate different festivals. The

College has a No Tolerance Policy towards any kind of discrimination based on any regional, linguistic, communal or socio economic factors. The College faculties are trained to promote inclusivity in the classroom and students are taught to learn together despite their individual differences. The College adopts various measures to celebrate diversity with the help of several clubs and committees.

Different committees put in a lot of effort to bring sensitization among students from different social and economic backgrounds and to achieve tolerance and harmony. The Anti-Ragging cell of the College works hard to root out ragging in all its form to create an environment of inclusivity and a sense of security among all students. The Institute's Women Study Centre and Women Development Cell organise programmes to sensitize and impart awareness about various social issues to promote harmony towards diverse groups. The Students' Aid Committee and the Legal Aid Committee aids students and other people in need to dilute any differences based on socioeconomic or other factors, in addition to creating awareness about different issues and rights in society. The Cultural Committee of M.K.E.S. College of Law plays an important role in promoting harmony and inclusiveness among students through various programmes and initiatives, which also includes celebration of different cultural and regional festivals and days like Marathi Diwas. The extension projects provides a holistic environment to students to become better informed and functional members of society. The NSS Committee also plays an important role in maintaining and promoting tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities by conducting various awareness camps and programmes.

Thus, through various facilities, the M.K.E.S. College of Law makes sure that the differently abled feel included in each and every part of college life. The curriculum is designed to include harmony, human rights, promotion of individual dignity and societal welfare to promote tolerance and harmony among students, faculties, non-teaching staff and other stakeholders of the society.

File Description	Document
Link for any other relevant information	View Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Answer:

In order to inculcate the constitutional values and principles, enshrined in our Indian Constitution, the M.K.E.S. College of Law has a well curated course structure as well as several other activities. In order to impart the knowledge of their rights and duties, the students and employees are sensitized about the constitutional obligation at regular intervals through various programmes. Promotion of fraternity is the main goal enshrined in the Indian Constitution and the M.K.E.S. College of Law, through various cultural activities and cultural festivals, promotes the feeling of common brotherhood and fraternity among students and employees. Some of these activities include group projects, intercollegiate and intra-collegiate events, as well as programmes celebrating national and international events and festivals. In order to promote the constitutional principles of non-arbitrariness, reasonableness, non-discrimination, equity and justice, the M.K.E.S. College of Law has several policies in place like anti-ragging policy, policy against sexual harassment, gender sensitization programmes, etc. A Code of Conduct has been prepared for students and the staff. Students as well as the employees are made aware about the same through various sensitization programs conducted in College. To abide and to inculcate the values of social, economic and political justice, and ensuring the dignity of the individual, M.K.E.S. College of Law conducts various activities through the Legal Aid Committee and NSS Committee which includes but is not limited to organizing camps, skits, and awareness programmes to help the needy people and making them aware about their rights. M.K.E.S. College of Law makes sure that there is a balance of interests between different groups and the staff is provided with training programmes to sensitize them about the rights and duties bestowed upon them. In order to inculcate the constitutional principles of clean and

healthy environment, the NSS committee of M.K.E.S. College of Law also conducts tree plantation and cleanliness drives. Essay, debate and poster making competitions are also part of the activities taken up by the College to promote and strengthen constitutional values, rights and duties. In this way M.K.E.S. College of Law ensures that the core values of the Indian Constitution are reflected and promoted in its campus.

File Description	Document
Link for any other relevant information	View Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. *The Code of Conduct is displayed on the website*
2. *There is a committee to monitor adherence to the Code of Conduct*
3. *Institution organizes professional ethics programmes for students, teachers, administrators and other staff*
4. *Annual awareness programmes on Code of Conduct are organized*

Answer: C. 2 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Answer:

M.K.E.S. College of Law provides all facilities to celebrate and organize national and international commemorative days, events and festivals enthusiastically. Some of the major events celebrated in the College include, national festivals like **Independence Day** and **Republic Day**. On these days the national tricolor is hoisted in the Campus.

M.K.E.S. College of law also celebrates **Marathi Bhasha Diwas** on 27th February to commemorate the birth anniversary of eminent Marathi poet, playwright, novelist 'Kusumagraj' (V. V. Shirwadkar). Various facets of the Marathi language are showcased in the form of essay, debate, drama, singing events, etc. In order to promote the feeling of common brotherhood and fraternity, M.K.E.S. College of Law also celebrates **Raksha Bandhan** by going to the nearby Police Station and tying rakhi on the wrist of the police officers stationed there.

On 5th September, we celebrate Dr. Radhakrishnan's birthday as **Teachers' Day** with great fervour. The students organize a program for the teachers. Eminent educationists and teachers are also invited. M.K.E.S. College of Law celebrates **International Yoga Day** on 21st June to impart the knowledge of the

importance of a healthy mind and body. M.K.E.S. College of Law organizes guest lectures, yoga abhyas workshops, etc. to celebrate this day. It embodies the unity of: mind and body; thought and action; restraint and fulfillment. It highlights the harmony between man and nature and facilitates a holistic approach to health and well-being.

Gandhi Jayanti is celebrated in a unique manner at M.K.E.S. College of Law in remembrance of Mahatma Gandhi. The College pays rich tribute to the Father of the Nation Mahatma Gandhi by organizing cultural events and other activities.

World Environment Day is celebrated every year by M.K.E.S. College of Law on 5th June. On this occasion the faculty and students participate in a tree plantation programme and plant saplings. The faculty conducts environmental awareness sessions and activities among the students in the campus.

Every year, on 15th March, **World Consumer Rights Day** is celebrated in M.K.E.S. College of Law. Workshops are conducted on Consumer Rights in the College. Students are made aware about their rights as consumers, nationally and internationally.

National **Constitution Day**, also known as Samvidhan Divas, is celebrated on 26th November to commemorate the adoption of the Constitution. This celebration aims to promote constitutional values and to bring awareness about the core principles of the Constitution.

International Women's day is celebrated in M.K.E.S. College of Law every year on 8th March to celebrate the social, cultural, economic and political achievements of women and to promote gender equality through various programs and activities.

Several other workshops, essay competitions, speeches, guests' lectures, cultural activities, etc. were organized by the M.K.E.S. College of Law to celebrate national and international commemorative days, events and festivals during the last five years.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Answer:

1. Title of the Practice

TOUCH THE UNTOUCHED.

Objectives of the Practice

To sensitize learners about the issue of hunger among the economically weaker members of society, M.K.E.S. College of law has created a channel through which student volunteers distribute food packets to the destitute every day of the year. This practice, known as **Project Poshan** is adopted with an objective to instill compassion and a sense of social responsibility among our learners.

The Context

M.K.E.S College of law, along with providing education to its students, aims at creating awareness amongst the young learners that they are the members of the society, a society whose future lies in their own hands. This initiative saw its first phase of development with the adoption of an Adivasi village at Karambeliwadi, Pen Taluka, Raigad District in 2017. During educational activities it was observed that the children in this village were malnourished which made us initiate our project - Project Poshan - Nourishing the malnourished in August 2017.

The Practice

In order to proceed with Project-Poshan in a systematic manner, student volunteers are appointed who strictly monitor and take care of the necessary requirements for its implementation. Student Co-Ordinators are also appointed for this project, and are tasked with the responsibility of preparing the distribution timetable for this project. Once the timetable is prepared, the other members of the team help in the execution of the same. Through this distribution drive we also make sure that each of the volunteer gets the opportunity to take the lead role, thereby honing the leadership skills in them. We ensure that every member of our team is positively involved in our project.

The most challenging phase for our students in implementing this Project was the Pandemic of 2020 due to the restrictions imposed by the Government, but even in this situation our student volunteers made sure to reach out to the destitute regularly during night with food packets and they also made sure that the extremely poor in the vicinity of their homes were taken care of. The Institution has also adopted a project titled '**Patang**' where, student volunteers have been visiting old age homes and orphanages in Malad, Kandivali and Panvel. As part of the Project Patang, our students also provide Ayurvedic Massage and Hot Water Therapy to the elderly villagers of Karambeliwadi. Their floors are floored with cow dung and their clothes are washed by our male students. This is done on a regular basis.

The adoption of **Project Poshan** and **Project Patang** has helped us to build a strong relationship with the villagers; our constant visits to meet them have also made them feel that they too have a family that cares for them. The regular visits of the students are eagerly awaited by these villagers. This has also helped our students to build compassion towards each other which is one of the Fundamental Duties given to us in the Constitution of India.

The various activities and social work organized by our students has earned M.K.E.S. College of law a lot of goodwill and support from the locals which in turn acts as motivation for our students. This shows that such practices help in the implementation of human rights and the inculcation of collective responsibility amongst the students.

Problems Encountered and Resources Required

Our volunteers faced problems in transporting the food items and other required groceries and also at times have faced a shortage of food. With regard to the elderly in Karambeliwadi, hygiene is the biggest issue and needs to be resolved by providing sanitation and other facilities.

Social work helps in the development of empathy in students; it helps the students in building relationships and also in understanding the different perspectives. It not only helps in increasing the social interactions that boost mental health but also helps to improve the physical health of the students. Our Institution is planning similar activities that can have a lasting impact. For Instance, projects to facilitate better sanitation and hygiene of the residents of Karambeliwadi are being considered.

2. Title of the Practice

COMPETENCY BASED SKILL MATRIX AND TRAINING EFFECTIVENESS

Objectives of the Practice

M.K.E.S. College of Law believes that to enhance teaching learning, it is important to provide training to the teachers, taking into consideration their needs and hence our Institution has adopted the concept of

Competency Based Skill Matrix wherein training programmes are organized to hone the educators' skills and update them with the latest developments in the field of law and research.

The Context

Training helps in increasing the productivity and efficiency of an individual and it also helps in meeting the desired goals of an Institution and provides a positive outcome. In order to identify the field in which the training is required, the Competency Based Skill Matrix has been divided into 5 different levels - Subject Knowledge, Research Publication/ Application knowledge, Leadership, Online Training/ Class engagement/ Technical software and Administrative Skills/ Stress Management/ Time Management skills. The teachers are asked to mark the field in which the training is required and accordingly programmes are organized. The trainers are selected as per the requirement, after which the effectiveness of the programme in terms of the impact on the participants is measured for some months in order to calculate the success.

The Practice

At the beginning of the academic year, the faculties are required to fill up the Competency Based Skill Matrix and are required to specify the particular area in which the upgrading of skills such as research, presentation skills, administrative skills, etc. is required. The same is forwarded to the Principal and then to the IQAC Co-Ordinator for approval. Then, the data that is collected is looked into in order to arrive at an overall Competency Based Skill Matrix for the Institution. On the basis of the results obtained, the areas are identified and training programmes are organized for faculty members. Based upon the requirement, the faculties are provided with the training of highest quality in order to obtain the expected outcome. Utmost care is taken that the training also leads to the Holistic Development of the Faculties and it is also ensured that the trainers have the requisite knowledge and expertise. The outcome of the training provided is also determined with the help of feedback forms as it helps to analyse whether the training objectives are met and also in the identification of the areas of improvement. The summary of the feedback analysis is prepared for future reference. It also involves the practice of looking into the effectiveness of the training programme after a period of 1 month, 3 months and 6 months in order to measure the overall impact of the training programme and to draw a conclusion regarding the effectiveness of these programmes in filling the gaps shown in the matrix.

Evidence of Success

The effectiveness of the training programmes provided to the faculty as per the data collected in the competency based skill matrix is determined by conducting the analysis of the feedback form collected from the faculties. This analysis helps to understand whether a particular training programme was effective by judging the amount of knowledge and skills gained by them and also by ascertaining if they could implement the same practically. The analysis of the feedback received from the participants for the training programmes conducted for our faculty reveals an average effectiveness rate of more than 90%. Some training programmes were in the nature of information sharing and hence their effectiveness is difficult to be measured in terms of time frames of 1 month, 3 months and 6 months. However, the knowledge gained by the teaching faculty from training programmes on practical topics shows that the outcome is positive and the training has been beneficial to them since they could practically implement it in the relevant aspects of their work life.

Problems Encountered and Resources Required

The training programme initiated for the faculties carries along with it many challenges. After the identification of training needs, the main challenge is selecting a training programme that will achieve the desired result. In addition to it, getting competent and qualified trainers with the requisite experience and expertise is often difficult. In cases of training programmes that deal with topics of a general nature, it becomes difficult to ascertain the effectiveness in the time frame of 1 month, 3 months and 6 months.

Notes (Optional)

The training programme for teachers on the basis of Competency Based Skill Matrix which is adopted as a Best Practice by our Institution is very essential as such programmes equip the faculties with techniques

and strategies and also helps in their professional development. The training programme helps the faculties to face new challenges and changes in the educational world. Well planned training programmes improve the quality of teaching which in turn benefits the learners.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 *Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words*

Answer:

Holistic Development of Students:

The mission of M.K.E.S. College of Law focusses on providing a wholesome legal education that ensures that the learners gain in-depth knowledge and enhanced skill of advocacy in different forms. The Institution invests in the overall development of the students along with the development of the advocacy skills, for which the College has adopted an improvement project known as the Holistic Development of Students. This project looks into the wholesome development of the students, by organizing different activities which includes physical and mental health development programmes, debate competitions, presentation on topics of general interest, and one-to-one interaction with the mentors. The students are assisted in understanding the new developments that are taking place in the educational field and are made aware about the importance of health care; the project also tries to inculcate both practical and theoretical knowledge to the students and helps them in achieving a balanced lifestyle so that their holistic development is ensured. As a part of the improvement project a session on “TAI-CHI- Health and Fitness” was conducted by the guest Grand Master Alexander Fernandes which included the talk on health and fitness. The practical aspects of Tai-chi were also demonstrated by the speaker.

Our Institution also ensures that the core values are instilled in each and every student, this is done by beginning every college event with the College Anthem, which through its words reflects the values and ethics that the institution strives to instil in its learners and staff members.

MKES College of Law understands the importance of building leadership skills in its students, and in furtherance of the same ensures that maximum of its students are part of the committees through which they are encouraged to be part of the different events organized. The NSS Unit of our Institution has made tremendous efforts in organizing different activities which focuses on the all-round development of the students. The Unit also conducts social activities which helps in creating a strong sense of responsibility amongst the students and also helps them in developing Human Values.

The Institution being very well aware about the role played by the Teachers, has adopted the concept of Competency Based Skill Matrix and Training Effectiveness where training programmes are organized for the teachers after identifying the field in which they require training. The effect of this faculty training programme is monitored at the end, which reflects the outcome of the training programme conducted for the faculties. This is considered to be one of the Best Practices of the Institution, where the focus is not only upon the development of the College and students but also on the development of the Faculties of the Institution.

Our Institution has also adopted two Projects namely- Project Poshan and Project Patang which aims in creating awareness amongst the students that the future lies in their hands. The College has adopted an Adivasi village at Karambeliwadi, Pen Taluka, Raigad District in 2017. Project Poshan is an initiative which aims in nourishing the malnourished. Under Project Patang, the students of our Institution visit old age homes and orphanages in Malad, Kandivali and Panvel.

M.K.E.S. College of Law also makes an attempt to identify the learning level of the students in the First Year. This is done by evaluating them through their participation in the classroom, by looking into their performance during both Internal and External exams and by holding meetings with the parents when need arises. Our Institution ensures that the students are made aware about the curriculum through Orientation Programmes. Bridge Courses are also arranged for eligible students who need assistance to acquire a level of proficiency that is appropriate for their chosen programme. The advanced learners are encouraged to participate in different intercollegiate activities and to become the part of various committees. The slow learners are provided with remedial lectures to help them in solving their difficulty in understanding different concepts. Hence, our Institution conducts such activities to cater to the needs of the students and also to ensure their Holistic Development.

M.K.E.S. College of Law had initiated a D.L.L.E. Unit in the Academic Year 2020-21. The objective behind having this unit is to sensitise the learners towards the community and to create public awareness. The students who are part of this unit are also given additional marks in the final exam on completion of 120 hours of the Project. The students of the D.L.L.E. Unit are provided with career counselling by inviting eminent guests for the same. Legal awareness programme is also conducted by this Unit along with a Career Fair which was held by the students of the D.L.L.E. for the M.K.E.S. Law College students.

Hence, such activities and initiatives taken by the College for the Welfare of the students lead to their Holistic Development.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

Extended Profile

Program

Number of courses offered by the Institution across all programs during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
76	74	73	72	60

Other Upload Files	
1	1.1_Coursewise.xlsx

Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)

Answer: 147
Students

Number of students year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
1010	966	885	750	560

Other Upload Files	
1	2.1 students year.xlsx

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
184	184	184	184	122

Other Upload Files	
1	2.2.xlsx

Number of outgoing / final year students year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
249	239	203	118	83

Other Upload Files	
1	FINAL YEAR STUDENTS.xlsx

Teachers

Number of full time teachers year-wise during the last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
12	8	11	12	7

Other Upload Files	
1	3.1.xlsx

Number of sanctioned posts year-wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

Other Upload Files	
1	3.2 SANCTIONED POST YEAR WISE.xlsx

Institution

Total number of classrooms and seminar halls

Answer: 31

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
158.40	131.40	136.72	116.08	94.74

Number of Computers/ laptops

Answer: 48

Conclusion

Additional Information :

Our philosophy on education is driven by our mission of providing integral and transformational education to our students. Our Institution firmly believes that education must not be limited to academic learning. At M.K.E.S., our focus is to develop an individual holistically, enabling them to develop right attitude, professional competence and inculcating right ethical values.

Our Institution organizes 'VIDHIGYAAN' which is a 'law fest', hosted and organised by the students and faculty of M.K.E.S. College of Law. VIDHIGYAAN provides an ideal platform for the students of various colleges to showcase their talents

It provides an opportunity for students to come together, interact, and get motivated with the experience gained through participation and competition. It endeavours to bring together the creativity and intellect of the youth. It consists of the National Moot Court Competition and Client Counselling Competition. Even during the pandemic these competitions were organized, in online mode.

Due to the pandemic since March 2020, the number of events organized had reduced. Training Programmes could not be conducted in offline mode. However, a few of such programmes were conducted online. The pandemic-induced lockdown had also brought down the number of internships awarded to the students and for the same reason the usage of the library, computer lab and gymkhana was low, but MKES College of Law ensured that the dip in the quantity of activities was not accompanied by a dip in the quality of education provided.

Concluding Remarks:

This Self Study Report gives an overview of the various measures taken by M.K.E.S College of Law in order to attain its vision and mission. The Institution has constantly strived to deliver an effective curriculum and to make its learners future-ready. The Institution has qualified faculties who provide an excellent learning experience to the learners and a completely committed non-teaching staff.

The learners are also provided with short term courses in order to provide them with the necessary additional knowledge and experience on different topics. The Institution also has collaborations and linkages for faculty exchange and provides on-job training to its learners.

The Institution provides the best facilities and infrastructure to its students and has a Wi-fi enabled campus and classrooms with overhead projectors. The Library is well stocked with an automated system.

The Institution also provides placement opportunities to the learners.

Our Institution has its focus on establishing a campus that will facilitate an environment for more Courses and Programmes. Along with this the Institution also aspires to have more collaborations with foreign universities for faculty exchange, student exchange and on-job training in order to foster global competency.

Even after having limitations of systematic constraints of an Affiliated Institution, our Institution has sustained its quality and has tried to enhance it further.

The accreditation process has helped our Institution to scale new heights without losing our Vision, and to keep trying until we succeed.

We are looking forward eagerly to our interaction with the National Assessment and Accreditation Team for validation along with their guidance and inspiration.

EXCLUDED METRICES

No Metrics are Excluded

ANNEXURE

1. Metrics Level Deviations

Metric ID Sub Questions and Answers before and after DVV Verification

Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and other colleges and/are represented on the following academic bodies during the last five years

- 1.1.3
1. *Academic council/BoS of Affiliating university*
 2. *Setting of question papers for UG/PG programs*
 3. *Design and Development of Curriculum for Add on/ certificate/ Diploma Courses*
 4. *Assessment /evaluation process of the affiliating University*

Answer before DVV Verification : 3. Any 2 of the above

Answer After DVV Verification: 4. Any 1 of the above

Remark : As per the data and documents attached during clarification. As per the SoP only assessment /evaluation process of the affiliating University only is considered.

- 1.2.2 *Number of Add on or value added courses /Certificate programs offered during the last five years*

Answer before DVV Verification :

Answer After DVV Verification :11

Remark : As per the data and documents attached during clarification.

Average percentage of students enrolled in Add on or value added courses /Certificate programs as against the total number of students during the last five years

1.2.3

1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

Remark : As per the data and documents attached during clarification.

Average percentage of courses that include experiential learning through project work/field work/internship during last five years

1.3.2

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Remark : As per the data and documents attached during clarification.

Feedback process of the institution may be classified as follows: (Opt one)

1.4.2

Answer before DVV Verification : A. Feedback collected, analysed and consolidated action taken on feedback for last five years available on website

Answer After DVV Verification: A. Feedback collected, analysed and consolidated action taken on feedback for last five years available on website

Average Enrolment percentage (Average of last five years)

2.1.1

2.1.1.1. Number of students admitted year-wise during last five years

2.1.1.2. Number of sanctioned seats year wise during last five years

Remark : As per the university affiliation letters attached.

Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Average teaching experience of full time teachers (Data for the latest completed academic year in number of years)

2.4.3

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 61

Answer after DVV Verification: 61

Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.4.3

3.4.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Remark : Only activities conducted as per the SoP have been considered. Activity where the beneficiaries are staff and students and those conducted for the campus and on the campus have not been considered.

Average percentage of students participating in extension activities at 3.4.3. above during last five years

3.4.4 **3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Remark : Participation of students in the activities conducted as per the SoP have been considered. Activity where the beneficiaries are staff and students and those conducted for the campus and on the campus have not been considered.

The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

3.5.1 **3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Remark : As per the HEI data and documents provided during clarification. Same collaborative activity in has been considered only once in a given AY

Total Number of functional MoUs with national and international institutions, universities, industries, corporate houses law-firms etc. during the last five years

3.5.2 **3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Remark : As per the data and documents attached during clarification.

Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3 **4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 27

Answer after DVV Verification: 27

Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4 **4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

4.2.2 Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : As per the data and documents attached during clarification.

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals and legal databases during the last five years (INR in Lakhs)**

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals year wise during last five years (INR in Lakhs)

Bandwidth of internet connection in the Institution

4.3.3

Answer before DVV Verification : A. ≥ 50 MBPS

Answer After DVV Verification: A. ≥ 50 MBPS

Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

4.4.1

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

5.1.1

5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year wise during last five years

Capacity building and skills enhancement initiatives taken by the institution include the following

1. *Soft skills*
2. *Language, communication and advocacy skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *Awareness about use of technology in legal process*

5.1.2

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the documents provided by the HEI during clarification.

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

5.1.4

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the supporting documents provided by the HEI during clarification.

5.2.4

Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations)

5.2.4.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations)

year wise during last five years

5.2.4.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/ State government examinations) year wise during last five years

Total Number of awards/medals won by students for outstanding performance in sports/literary/cultural activities/Moot court/arbitration competition/ Client counseling competition/Trial advocacy/Mediation and negotiation competition/ Judgment writing competitions/Legislative drafting Competition

5.3.1

5.3.1.1. Number of awards/medals for outstanding performance in sports/ literary/cultural activities/Moot court/arbitration competition/Trial advocacy Client counseling competition/Mediation and negotiation competition/ Judgment writing competitions/ Legislative drafting Competition at university/state/ national / international level (award for a team event should be counted as one) year wise during the last five years.

Remark : As per the data and documents attached during clarification.

Average number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated during last five years

5.3.3

5.3.3.1. Number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated year wise during last five years

Remark : As per the data and documents attached during clarification. Garba Raas and cultural week considered.

Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

6.2.3

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the supporting documents provided by the HEI during clarification.

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Remark : As per the data and documents attached during clarification. FDP have been considered in 6.3.4 and webinars are not training Programmes organized by the institution

Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

6.3.4

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Remark : As per the data and documents attached during clarification.

6.5.3

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. ***Collaborative quality initiatives with other institution(s)***
3. **Participation in NIRF**
4. ***Academic and Administrative Audit***
5. ***Disability/gender/diversity audit***
6. ***Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)***

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : As per the supporting documents provided by the HEI during clarification.

The Institution has facilities for alternate sources of energy and energy conservation measures

- 7.1.2
1. **Solar energy**
 2. **Biogas plant**
 3. **Wheeling to the Grid**
 4. **Sensor-based energy conservation**
 5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: C. 2 of the above

Water conservation facilities available in the Institution:

- 7.1.4
1. **Rain water harvesting**
 2. **Borewell /Open well recharge**
 3. **Construction of tanks and bunds**
 4. **Waste water recycling**
 5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: D.1 of the above

Green campus initiatives include:

- 7.1.5
1. **Restricted entry of automobiles**
 2. **Use of Bicycles/ Battery powered vehicles**
 3. **Pedestrian Friendly pathways**
 4. **Ban on use of Plastic**
 5. **landscaping with trees and plants**

Answer before DVV Verification : A. Any 4 or All of the above

Answer After DVV Verification: A. Any 4 or All of the above

7.1.6 **Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

The Institution has friendly, barrier free environment

- ***Built environment with ramps/lifts for easy access to classrooms.***
- ***Divyangjan friendly washrooms***
- ***Signage including tactile path, lights, display boards and signposts***
- ***Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment***
- ***Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading***

7.1.7

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : As per the data and documents attached during clarification. Lift/Ramp, signage and Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading considered.

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

7.1.10

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the data and documents attached during clarification. HEI has attached documents for The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct only

2.Extended Profile Deviations

ID Extended Questions

Number of courses offered by the Institution across all programs during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
84	83	81	80	66

1.1

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
76	74	73	72	60

1.2

Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)

Answer before DVV Verification : 394

Answer after DVV Verification : 147

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	2	3	2	4

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
184	184	184	184	122

Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
249	239	203	106	71

2.3

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
249	239	203	118	83

Number of Computers/ laptops

3.3

Answer before DVV Verification : 50

Answer after DVV Verification : 48