



ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF LAW

(Affiliated to university of Mumbai and approved by Bar council of India)
Aff-I/ICD/2014-15/1959- Bar council: BCI: D: 793/2014 (L.E.)

OCL/IQAC/01

07 AUG 2023

**SUB: CONSTITUTION OF "INTERNAL QUALITY
ASSURANCE COMMITTEE"**

In keeping with the guidelines laid down by the UGC, **ORIENTAL COLLEGE OF LAW** is going to set up institutional committee entitled as "**INTERNAL QUALITY ASSURANCE COMMITTEE**" instituted on 07th August 2023

SR.NO	NAME	DESIGNATION
1.	MRS. RUPALI JAMODE	CHAIRPERSON
2.	MR. NURUDDIN KHAN	CO-ORDINATOR
3.	MS. NITU VISHWAKARMA	TEACHER MEMBER
4.	MRS. SANDEEP BALA	TEACHER MEMBER
5.	MR. VIVEK TIWARI	TEACHER MEMBER
6.	MRS. SAYESHA AHUJA	TEACHER MEMBER
7.	MRS. JAYMALA KOHLI	ADMINISTRATIVE STAFF
8.	MR. PRANAV DEVKAR	ALUMNI MEMBER
9.	DR. PRAKASH DESHMUKH	INDUSTRY EXPERT

IQAC Objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

IQAC Responsibilities:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.





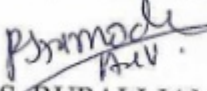
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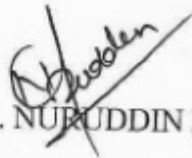
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.
- To keep track of the departments that are accredited by the NBA and ensure that those departments maintain the standards of the NBA.
- To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation.

IQAC Functions:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.


MRS. RUPALI JAMODE
PRINCIPAL




MR. NURUDDIN KHAN
CO-ORDINATOR



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11TH AUGUST 2023

The First Meeting of the IQAC is convened on 11th August 2023 at 11am in the principal chamber.

Agenda:

1. Discussion on the Free Legal Aid camp to be organised on 09th September 2023
2. Commencement of lectures of Final year LLB and BLS LLB
3. Any other matter

Members in the meeting

S.NO	NAME	NUMBER	SIGN
1.	MRS. RUPALI JAMODE	9326390792	
2.	MR. KHAN NURUDDIN	8097559135	
3.	SANDEEP BALA	8168761879	
4.	MRS. JAYMALA KOHLI	9833779847	

Minutes of the meeting

Principal welcomed the members of the newly formed IQAC team. IQAC coordinator spoke about the aims and objectives of IQAC and the initiatives to be adopted. All the members were briefed about the objectives of IQAC to new members.

Aims and objectives of IQAC

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through incorporation of quality culture and institutionalization of best practices.
3. Provides intervention mechanism at various stages of institutional growth
4. Develop new standards, policies, systems, processes, and procedures by adapting and incorporating best practices.
5. Systematically monitor and evaluate institution's practices and processes through audit, survey and other instruments to ensure generally acceptable standards of quality.





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6. Build image of the institution with confidence of the stakeholders ensuring transparency, accountability, and good practices in all aspects of management;
7. Prepare the institution to meet the external quality assurance assessment and accreditation requirements.
8. Documentation of the various programmes leading to quality improvement;
9. Acting as a nodal agency of the Institution for coordinating activities of the institution, including adoption and dissemination of best practices;
- 10 Enhance Accountability in every aspect of the system.

- A. The legal camp is to be organised in the city of Panvel and the required formalities for the same is to be finalized. Arrangement of bus for the students and faculties and food. All these were finalized and a team of 2 Teaching staff was allotted for the same. Mr. Ranjeev Joseph and Mr. Vivek Tiwari were made the in charge for the for free legal aid camp with the help of Dr. Prakash Deskmukh.
- B. The time table was finalized for the final year Students of the BLS LLB and LLB. Subjects allotment was made. CRPC was allotted to Mr. Vivek Tiwari, CPC was allotted Ms. Nitu Vishwakarma, IOS was allotted to Mr. Nuruddin Khan and PIL HR to Mrs. Yuthika Sawant.

IQAC coordinator thanked all the members for their cooperation in the smooth conduct of the meeting.

Rupali Jamode
A.I.V.

MRS. RUPALI JAMODE
PRINCIPAL



Nuruddin Khan

MR. NURUDDIN KHAN
CO-ORDINATOR



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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL

Ref.no: OCL/IQAC/02

Date: 02/11/2023

Notice for meeting of the Internal Quality Assurance Cell (IQAC)

This is to inform all the members of Internal Quality Assurance Cell (IQAC) that 2nd Meeting of IQAC is scheduled on 8th November 2023, in the Principal's office at 11:00 am. Kindly make it convenient to attend the meeting.

Agenda:

1. Review and approval of minutes from the previous meeting.
2. Discussion on the implementation status of the Quality Assurance Plan.
3. Evaluation of academic and administrative processes for the current semester.
4. Planning and preparation for upcoming accreditation reviews.
5. Feedback from faculty, students, and stakeholders.
6. Any other business with the permission of the Chair.

All members of the IQAC are requested to attend the meeting without fail. Please ensure to review the relevant documents and come prepared with updates and reports.

CO-ORDINATOR
IQAC

Copy to:

- All members of IQAC
- Notice Board
- File



CHAIRPERSON
IQAC
Plot No. 3, 4, 5, Sector - 2,
Santpada, Navi Mumbai - 400 705.
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PRINCIPAL



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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Date: 8th November 2023

Time: 11:00 AM

Venue: Principal office, Oriental College of Law

Members in the meeting

1. Mrs. Rupali S. Jamode, Chairperson & Principal
2. Mr. Khan Nuruddin, Coordinator
3. Mrs. Sandeep Bala, Member
4. Mr. Vivek Tiwari, Member
5. Dr. Rosellin Linitta, Member
6. Dr Prakash Deshmukh, Member

Chairperson of the IQAC welcomed the members of IQAC and Coordinator explain the agenda of the meeting and discuss the following agenda

Agenda:

1. **Review and Approval of Minutes from the Previous Meeting:**
 - o The minutes of the previous meeting held on 11 August 2023 were reviewed.
 - o No objections were raised.
 - o **Decision:** The minutes were approved unanimously.
2. **Discussion on the Implementation Status of the Quality Assurance Plan:**
 - o Mrs Sandeep Bala, Member of IQAC provided an update on the status of the Quality Assurance Plan.
 - o Progress has been made in areas such as curriculum development, faculty training, and infrastructure improvements.
 - o **Decision:** It was agreed to continue with the current plan and address any challenges as they arise.
3. **Evaluation of Academic and Administrative Processes for the Current Semester:**
 - o **Academic Processes:** Mr. Vivek Tiwari, Member of IQAC reported on academic performance, student feedback, and faculty evaluations.
 - o **Administrative Processes:** Khan Nuruddin Coordinator of IQAC highlighted the improvements in administrative efficiency and resource management.
 - o **Decision:** The evaluation was generally positive, with recommendations for minor adjustments in both academic and administrative processes.
4. **Planning and Preparation for Upcoming Accreditation Reviews:**
 - o Mr. Vivek Tiwari outlined the key areas to focus on for the upcoming accreditation review.





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- A task force was formed to ensure all documentation and processes are up-to-date.
 - **Decision:** The task force will meet regularly and report progress in subsequent meetings.
5. **Feedback from Faculty, Students, and Stakeholders:**
- **Faculty:** Feedback was received on recent workshops and teaching methodologies.
 - **Students:** Concerns regarding resource availability and support services were discussed.
 - **Stakeholders:** Positive feedback was noted, with suggestions for enhanced industry collaboration.
 - **Decision:** The feedback will be reviewed in detail, and action plans will be developed to address key points.
6. **Any Other Business with the Permission of the Chair:**
- **Discussion:** Mrs. Rupali S. Jamode, Chairperson of IQAC raised a point regarding upcoming events and their alignment with the Quality Assurance Plan.
 - **Decision:** The committee agreed to integrate these events into the plan and ensure they contribute to overall quality objectives.

IQAC Coordinator thanked all the members for their cooperation in the smooth conduct of the meeting.

CO-ORDINATOR

IQAC



CHAIRPERSON

IQAC

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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL

Ref.No. *OCC/IQAC/03*

Date: 12/02/2024

Notice for IQAC Meeting

This is to inform all the members of Internal Quality Assurance Cell (IQAC) that 3rd Meeting of IQAC is scheduled on 16th February 2024, in the Principal's office at 11:00 am. Kindly make it convenient to attend the meeting.

The Agenda is as follows:

- Review of the Activities undertaken by the IQAC in the even semester of the Academic year 2023-24
- Discussion on forthcoming NAAC Preparation

The following IQAC Members are cordially invited to the meeting:

1. Dr. Rupali S. Jamode, Principal (Chairperson, IQAC)
2. Mr. Khan Nuruddin, Coordinator, IQAC
3. Mr. Vivek Tiwari, Member
4. Mrs. Sandeep Bala, Member
5. Mrs. Jay Mala Koli, Member


COORDINATOR
IQAC



CHAIRPERSON *RJamode*
IQAC *Art. U.*
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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL(IQAC)

Ref. No.

Date: 16/02/24

Minutes of the Meeting

Date Time: 16 February 2024

Venue: Principal office

Members in the meeting:

1. Dr. Rupali S. Jamode, Principal (Chairperson, IQAC)
2. Mr. Khan Nuruddin, Coordinator, IQAC
3. Mr. Vivek Tiwari, Member
4. Mrs. Sandeep Bala, Member
5. Mrs. Jay Mala Koli, Member

Chairperson of the IQAC welcomed the members of IQAC and Coordinator explain the agenda of the meeting and discuss the following agenda

1. Review of the Activities Undertaken by the IQAC in the Even Semester of the Academic Year 2023-24

1.1 Overview of Activities

The meeting began with a comprehensive review of the activities undertaken by the Internal Quality Assurance Cell (IQAC) during the even semester of the 2023-24 academic year. The key activities included:

- **Workshops and Seminars:** A total of 05 workshops and 04 seminars were organized. Topics covered included [e.g., curriculum development, Guest Lecture, Food Fest, Workshop on Advocacy Skill and Mooting].
- **Student Engagement Initiatives:** Initiatives included [briefly describe any student-focused activities, e.g., career counselling, leadership training].

1.2 Evaluation and Feedback

Feedback from participants was overwhelmingly positive, highlighting the relevance and quality of the programs. Areas identified for improvement included:

- **Interactive Components:** Participants requested more interactive and hands-on sessions.
- **Diverse Topics:** There was a call for a wider range of topics to address varying interests and needs.





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1.3 Challenges and Issues

The following challenges were identified:

- **Resource Constraints:** Limited availability of resources and scheduling conflicts affected participation.
- **Implementation Issues:** Specific issues such as [mention any specific problems, e.g., low attendance, logistical issues] were discussed.

1.4 Future Plans

To address the identified challenges and enhance the effectiveness of future activities, the following actions were planned:

- **Enhanced Program Variety:** Expand the range of topics and formats for future workshops and seminars.
- **Improved Logistics:** Better planning and resource allocation to avoid scheduling conflicts and ensure higher participation.

2. Discussion on Forthcoming NAAC Preparation

2.1 Current Status

The meeting reviewed the current status of the NAAC preparation:

- **Submission of IIQA:** The draft of the IIQA is 70% complete. Key sections such as [mention completed sections, e.g., institutional profile, academic achievements] have been finalized.
- **Documentation:** Essential documents are largely compiled. Pending areas include [e.g., financial reports, student feedback].

2.2 Strategies for Effective Preparation

The following strategies were discussed to ensure a successful NAAC accreditation process:

- **Action Plan:**
 - Organize and review all supporting documents for completeness and accuracy.
 - Conduct mock audits and internal reviews to identify any gaps.
- **Roles and Responsibilities:** Clear roles were assigned to team members for tasks such as document preparation, report writing, and organizing mock audits.





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2.3 Recommendations

The following recommendations were made:

- **Expert Consultation:** Engage external experts to review the SSR and provide feedback.
- **Training Sessions:** Conduct training for faculty and staff to familiarize them with NAAC criteria and expectations.

IQAC Coordinator thanked all the members for their cooperation in the smooth conduct of the meeting.

COORDINATOR

IQAC



CHAIRPERSON

PRINCIPAL

ORIENTAL COLLEGE OF LAW

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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. OCL/IQAC/04

Date: 11/05/2024

Notice

This is to inform all the members of Internal Quality Assurance Cell (IQAC) that 4th Meeting of IQAC is scheduled on 15th May 2024, in the Principal's office at 11:00 am. Kindly make it convenient to attend the meeting.

The Agenda is as follows:

1. Submission of IQA for NAAC
2. Appointment of IQAC Coordinator
3. Composition of IQAC Academic Year 2024-25
4. Review of the minutes of the previous meeting of IQAC.
5. Training programme for Teachers

R. Amode

Chairperson of IQAC Principal



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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting of IQAC Committee held on 15.05.2024

Venue: Principal Office Room

Date & Time: 15.05.2024, 11.30 AM

Members in the meeting:

1. Dr. Rupali S. Jamode, Principal (Chairperson, IQAC)
2. Mr. Khan Nuruddin, Coordinator, IQAC
3. Mr. Vivek Tiwari, Member
4. Mrs. Sandeep Bala, Member
5. Mrs. Jay Mala Koli, Member

IQAC Coordinator Khan Nuruddin welcomed the members to the meeting. The Principal Dr. Rupali Shyam Jamode chaired the meeting and offered introductory remarks. The committee considered the agenda items and after consolidating the suggestions and opinions derived from the discussions the following resolutions were taken.

Agenda 1. Submission of IIQA for NAAC

IIQA (Institutional Information for Quality Assessment) is a crucial document required by NAAC (National Assessment and Accreditation Council) as part of the accreditation process for educational institutions. This submission involves:

- **Preparation of the Document:** Gather and compile detailed information about the institution, including governance, curriculum, infrastructure, student support, and outcomes. This data is typically collected from various departments and administrative units.
- **Verification and Validation:** Ensure that the information provided is accurate and up-to-date. Cross-check with relevant stakeholders to confirm the correctness of the data.
- **Submission Process:** Complete the online submission process on the NAAC portal, adhering to the deadlines and submission guidelines provided by NAAC.
- **Follow-Up:** After submission, monitor any feedback or queries from NAAC and address them promptly.





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Agenda 2. Appointment of IQAC Coordinator

The IQAC (Internal Quality Assurance Cell) Coordinator plays a pivotal role in overseeing the quality assurance processes within the institution. This involves:

- **Selection Criteria:** Identify a suitable candidate based on experience, expertise in quality assurance, leadership skills, and familiarity with accreditation processes.
- **Appointment Procedure:** Formally appoint the coordinator, which may involve approvals from higher authorities like the principal or governing council.
- **Role and Responsibilities:** Clearly define the coordinator's responsibilities, including leading IQAC meetings, coordinating quality enhancement activities, and acting as a liaison between the institution and accreditation bodies.

Agenda 3. Composition of IQAC Academic Year 2024-25

The composition of the IQAC for the upcoming academic year needs to be established to ensure effective functioning. This includes:

- **Members Selection:** Identify and appoint members from various segments of the institution, including faculty, administrative staff, students, and external experts. Ensure a balanced representation to cover all aspects of the institution's operations.
- **Roles and Responsibilities:** Assign specific roles and responsibilities to each member, such as focusing on curriculum development, research activities, student support services, etc.
- **Term Duration:** Define the term of office for each member, ensuring continuity and effective management of quality assurance processes throughout the academic year.

Agenda 4. Review of the Minutes of the Previous Meeting of IQAC

Reviewing the minutes of the previous IQAC meeting is essential for tracking progress and addressing any outstanding issues. This involves:

- **Agenda Review:** Go through the agenda items discussed in the previous meeting and assess the progress made on each.
- **Action Points:** Evaluate the action points assigned, checking whether they have been completed, are in progress, or require further attention.
- **Discussion:** Discuss any discrepancies, unresolved issues, or feedback received since the last meeting.
- **Documentation:** Ensure that the minutes of the previous meeting are accurately documented and any updates or decisions are clearly recorded in the new minutes.





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Agenda 5. Training Programme for Teachers

Organizing a training program for teachers is vital for professional development and enhancing teaching quality. This involves:

- **Needs Assessment:** Identify the training needs based on faculty feedback, curriculum changes, and emerging educational trends.
- **Program Design:** Develop a training program that addresses the identified needs, which may include workshops, seminars, online courses, or peer learning sessions.
- **Resource Allocation:** Arrange for facilitators, training materials, and logistical support.
- **Implementation:** Conduct the training sessions, ensuring active participation and engagement from the teachers.
- **Evaluation:** Collect feedback from participants to evaluate the effectiveness of the training and identify areas for improvement.

Rajamode
Adv.

Chairperson of IQAC / Principal

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OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. OCL/IQAC/05

Date: 15/04/2024

Notice

The Management of Oriental Law College is pleased to appoint Mr. Fasihur Rahman, Assistant Professor (Oriental College of Law) as Coordinator Internal Quality Assurance Cell (IQAC) with immediate effect for a term of academic year 2024-25.

Copy to-

- Chairperson of the IQAC
- Members of IQAC
- Mr. Fasihur Rahman, Assistant Professor
- Notice
- File

Rahmode
AdV Sd/-

Principal
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INTRODUCTION:

Internal Quality Assurance Cell (IQAC) has been established in the ORIENTAL LAW COLLEGE as proposed by UGC and NAAC. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the Institution. It is the part of the Institution's system and work towards realization of the goals of quality enhancement and sustained development.

OBJECTIVE:

IQAC has a defined Quality Objectives as:

1. To aim for being a 'College with Excellence
2. To achieve academic and administrative excellence
3. Creating a student-centric atmosphere for holistic learning
4. To develop stronger Industry- Academia relation for benefit of staff and students
5. To promote Interdisciplinary and collaborative research
6. To enhance the quality of staff by promoting and encouraging overall faculty development
7. To aim for International collaborations and International programs
7. To enhance Infrastructure for Teaching-Learning and Administration

FUNCTIONS:

- 1 Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- 2 Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- 3 Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- 4 Dissemination of information on various quality parameters of higher education;
- 5 Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- 6 Documentation of the various programmes/activities leading to quality improvement;



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- 7 Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- 8 Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- 9 Development of Quality Culture in the institution;
- 10 Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



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Ref. IQAC/OC/L/04

Date - 16/05/24

Composition of IQAC

The composition of IQAC for the academic year 2024-25 is as follows:

Sr. No.	Name of the Member	Designation in IQAC	Current Designation
1	Dr. Rupali Shayam Jamode	Chairperson	Principal
2	Mr. Waseem khan	Management Representative	General Secretary, OES
3	Mr. Fasihur Rahman	Coordinator IQAC	Assistant Professor
4	Mrs. Sandeep Bala	Member	Assistant Professor
5	Mrs. Sayesha Suri Ahuja	Member	Assistant Professor
6	Mr. Mohd Ashraf	Member	Assistant Professor
7	Dr. Roselin Linitta George	Member	Member Social Worker
8	Mrs. Jay Mala Koli	Member	Head Clerk
9	Miss Saundarya Patil	(Administrative Head) Member	Student
10	Miss Shravani Pandire	(Student Representative) Member (Alumni)	Advocate
11	Adv. Turpen Rathor	Member(Employer)	Advocate

Handwritten signature of the IQAC Coordinator
Coordinator
IQAC



Handwritten signature of the Principal
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