



Hindi Vidya Prachar Samiti's

HINDI VIDYA PRACHAR SAMITI'S COLLEGE OF LAW

(Affiliated to University of Mumbai & Recognised by Bar Council of India)

R. J. College Premises, Opp. Ghatkopar Railway Station, Ghatkopar (W), Mumbai- 400 086, Maharashtra, INDIA

Tel: +91 22 25151763 | Fax: +91 22 25150957 | Website : www.hvpslawcollege.org.in | Email: hvpslawcollege@gmail.com

Ref No: _____

Date: _____

| Hindi Vidya Prachar Samiti's College of Law Ghatkopar(W), Mumbai - 400086 | IQAC Meeting | | Period: Term 1 of Academic Year 2022-23 |
|--|--|------------------|---|
| Total Time – 35 Minutes Offline Mode (Conference Room) | DATE OF MEETING: 19/07/2022 TIME: 11: 00 AM | | |
| Members Present | | | |
| Sr. No. | Name of the faculty | Designation | Signature |
| 1 | Dr. Madhura Kalamkar | I/c Principal | |
| 2 | Asst. Prof. Anurag Galve | IQAC coordinator | |
| 3 | Asst. Prof. Saishu Ghosalakar | Asst. Prof. | |
| 4 | Asst. Prof. Sonal Jain | Asst. Prof. | |
| 5 | Asst. Prof. Tejal Chaudhary | Asst. Prof. | |
| 6 | Asst. Prof. Tanavi Naik | Asst. Prof. | |
| 7 | Asst. Prof. Gretta Castelin | Teacher Member | |
| 8 | Asst. Prof. Erelia Fernandes | Asst. Prof. | ABSENT |
| 9 | Ms. Neha Naik | Librarian | |





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Date: _____

AGENDA OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | TIME | DISCUSSION BY |
|---|--|--|--|
| 1 | Discussion on Criteria 1.3.1 | 15 Mins | Asst. Prof. Gretta Castelino |
| 2 | Research on Criteria 7.1.8 & 7.1.9 | 5 Mins | Asst. Prof. Saisha Ghosalkar |
| 3 | Tentative academic calendar | 10 Mins | Asst. Prof. Amar Salve IQAC CO-ORDINATOR |
| 4 | Evidentiary Data Collection of respective criteria | 10 Mins | Asst. Prof. Amar Salve IQAC CO-ORDINATOR |
| Prepared By/ Verified By  IQAC Coordinator Asst. Prof. Amar Salve | |  College Seal | Approved BY  (Principal) Dr. Mrs. Madhura Kalamkar |
| Sign/Date: 19/07/2022 | | | Sign/Date: 19/07/2022 |



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MINUTES OF THE MEETING

Date: _____

| SR. NO | POINTS OF DISCUSSION | ACTION BY | TARGET DATE |
|--------|--|---|---|
| 1 | <ul style="list-style-type: none">Respective teachers have given data on Criteria 1.3.1 to Gretta Mam, but Principal Mam (Family Law I) and Amar Sir's (Constitutional Law) data submission is pending.Detailed discussion over different subjects for finding cross cutting issues prescribed under criteria 1.3.1. Some subject allocated to subject teacher to find out relevant data. In case of optional subjects and subject taught by visiting faculties the follow up will be taken by full time faculty. | <p>Follow up by Gretta Mam</p> <p>Asst. Prof. Saisha Ghosalkar -- Adv. Nilesh Bagde(CRPC)</p> | <p>Amar Sir- 21st July, 2022(Constitutional Law)</p> <p>Amar Sir (I.I.M Ali Semesters) – 26th July, 2022</p> <p>Principal Mam – Family Law I & II, ADR, CPC</p> |
| 2 | Research on criteria 7.1.8 has been done by Asst. Prof. Saisha Ghosalkar in nutshell, but in the next coming meeting she will give us the complete data of research | Asst. Prof. Eveta Fernandes (Absent on 19 th July, 2022) | 26 TH JULY, 2022 This should be informed Asst. Prof. Eveta Fernandes on 20 th July, 2022 due to her absentee. |
| 3 | Tentative academic calendar till December 2022 is ready but we need to make till June, 2022 | Asst. Prof. Amar Salve IQAC CO-ORDINATOR | 26 TH JULY, 2022 |
| 4 | All faculties are informed to prepared all events data on letterhead which includes documents like Notices, Brochures, Attendances and Reports. These all documents should be scanned and signed. This folder should share with IQAC email address. | Asst. Prof. Amar Salve IQAC CO-ORDINATOR | |

- RNM- Review in Next Meeting.
Asst. Prof. Amar Salve, IQAC Coordinator concluded the said meeting by expressing gratitude towards all the members for their active participation, healthy discussion and sincere support.


Asst. Prof. Amar Salve,
IQAC Coordinator,
HVPS College of Law


Dr. Mrs. Madhura Kalamkar
I/C Principal
HVPS College of Law





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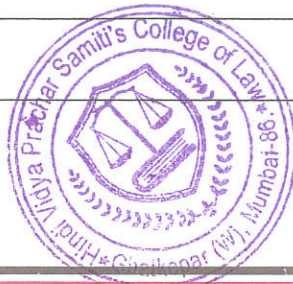
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Ref No:

Date: 2/08/2022

| Hindi Vidya Prachar Samiti's College of Law Ghatkopar(W), Mumbai - 400086 | IQAC Meeting | | Period: Term 1 of Academic Year 2022-23 |
|---|--|---------------------|---|
| Total Time – 35 Minutes Offline Mode (Conference Room) | DATE OF MEETING: 02/08/2022 TIME: 11: 00 AM | | |
| Members Present | | | |
| Sr. No. | <u>Name of the faculty</u> | <u>Designation</u> | <u>Signature</u> |
| 1 | Dr. Mrs. Madhura Kalamkar | Principal | |
| 2 | Mr. Prof. Amar Salve | Assistant Professor | |
| 3 | Mrs. Gretta Castelino | Assistant Professor | |
| 4 | Mrs. Saisha Ghosalkar | Assistant Professor | |
| 5 | Ms. Sonal Jain | Assistant Professor | |
| 6 | Ms Tejal Chaudhary | Assistant Professor | |
| 7 | Mrs. Tanavi Naik | Assistant Professor | |
| 8 | Ms Neha Naik | Librarian | |
| 9 | | | |





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Ref No:

Date: 2/08/2022

AGENDA OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | TIME | DISCUSSION BY |
|--|--|--|---|
| 1 | Discussion on Criteria 1.4 | 10 Mins | Asst. Prof. Gretta Castelino |
| 2 | Research on Criteria 7.1.8 & 7.1.9 | 5 Mins | Asst. Prof. Saisha Ghosalkar |
| 3 | Tentative academic calendar | 5 Mins | Asst. Prof. Amar Salve, IQAC Co-Ordinator and Asst. Prof. Tejal Chaudhary |
| 4 | Discussion on Independence Day Program 13 th – 15 th August and Library Day Program, everybody will contribute in giving ideas for the program | 10 Mins | Event Head, Asst. Prof. Tejal Chaudhary |
| 5 | Data required for 1.3.1 - LLM syllabus cross cutting issues are pending, discussion with Principal Ma'am for division of subjects (16 subjects) | 5 Mins | Asst. Prof. Amar Salve, IQAC Co-Ordinator |
| Prepared By/ Verified By  IQAC Coordinator Asst. Prof. Amar Salve | |  | Approved By  (Principal) Dr. Mrs. Madhura Kalamkar |
| Date: 02/08/2022 | | College Seal | Date: 02/08/2022 |



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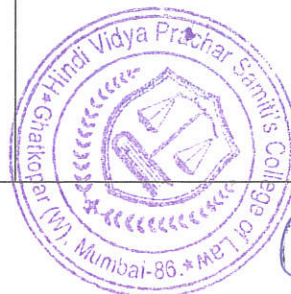
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Date: _____

MINUTES OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | ACTION BY | TARGET DATE |
|--------|---|--|---|
| 1 | Feedback form and Feedback action taken, report is ready and only confirmation has to be taken from our mentor college on Thursday 4 th August, 2022. | Follow up by Gretta Mam | 4 th August, 2022 |
| 2 | Research on criteria 7.1.8 has been done by Asst. Prof. Saisha Ghosalkar in nutshell, but in the next coming meeting she will give us the complete data of research | Asst. Prof. Saisha Ghosalkar | 4 th August, 2022 |
| 3 | Tentative academic calendar till December 2022 is ready but we need to make till June, 2023 | Asst. Prof. Amar Salve IQAC Co-Ordinator and Asst Prof Tejal Chaudhary | 17 th August, 2022 |
| 4 | <p>Discussion on Independence Day Program 13th – 15th August and Library Day</p> <p>President for Student Council elected on 12th August, 2022 will read the Preamble on 15th August, 2022,</p> <ul style="list-style-type: none">• Book fair themed Amrut Mohotsav (Legacy of law in India -Pre Independence- and Post-Independence) to be organized on 12th August, 2022• Literary Competition 12th August, 2022• Essay Writing Competition, Poster Making Competition, Rangoli Competition on 13th August, 2022• Best out of Waste | All the Faculty will contribute in giving ideas for the program | <p>5th August, 2022- Programs to be conducted on Library Day would be finalized, Rules regarding following competitions and cultural program to be discussed-</p> <p>(1) Literary Competition 12th August, 2022 (A) Essay Writing Competition (B) Poster Making Competition (2) Rangoli</p> <p>Competition 13th August, 2022 (3) Best out of Waste</p> |





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Date: 2/08/2022

- RNM- Review in Next Meeting.
Asst. Prof. Amar Salve, IQAC Coordinator concluded the said meeting by expressing gratitude towards all the members for their active participation, healthy discussion and sincere support.

**Asst. Prof. Amar Salve,
IQAC Coordinator,
HVPS College of Law**



**Dr. Mrs. Madhura Kalamkar
I/C Principal
HVPS College of Law**



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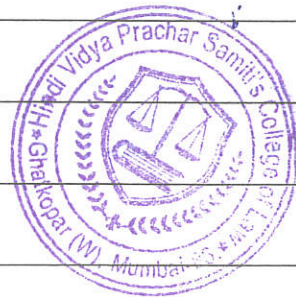
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Date: 21/09/22

| Hindi Vidya Prachar Samiti's College of Law Ghatkopar(W), Mumbai - 400086 | IQAC Meeting | | Period: Term 1 of Academic Year 2022-23 |
|---|--|---------------------|---|
| Total Time -70 Minutes Offline Mode (Conference Room) | DATE OF MEETING: 19/09/2022 TIME: 11: 00 AM | | |
| Members Present | | | |
| Sr. No. | Name of the faculty | Designation | Signature |
| 1 | Dr. Mrs. Madhura Kalamkar | Principal | |
| 2 | Mr. Prof. Amar Salve | Assistant Professor | |
| 3 | Ms. Gretta Maria Castelino | Assistant Professor | |
| 4 | Mrs. Saisha Ghosalkar | Assistant Professor | |
| 5 | Ms. Sonal Jain | Assistant Professor | |
| 6 | Ms Tejal Chaudhary | Assistant Professor | |
| 7 | Mrs. Tanavi Naik | Assistant Professor | - |
| 8 | Ms Neha Naik | Librarian | |
| 9 | Ms. Shivani Vartak | Assistant Professor | |
| 10 | Mrs. Rituparna De | Assistant Professor | |





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Date: 21/09/22

AGENDA OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | TIME | DISCUSSION BY |
|--|---|--|--|
| 1 | Discussion on Different College Committees | 10 Mins | Dr. (Mrs.) Madhura Kalamkar |
| 2 | Academic Calendar | 10 Mins | Dr. (Mrs.) Madhura Kalamkar |
| 3 | Discussion on offline Quiz competition to be planned | 5 Mins | Dr. (Mrs.) Madhura Kalamkar |
| 4 | Discussion on World Mental health Day | 5 Mins | Asst. Prof. Gretta Castelino |
| 5. | Discussion on Gandhi Jayanti | 5 Mins | Asst. Prof. Shivani Vartak |
| 6. | Discussion on Dandiya Night | 5 Mins | Asst. Prof. Sonal Jain |
| 7. | Discussion on International Day of Girl Child | 5 Mins | Asst. Prof. Sonal Jain |
| 8 | Discussion over Alumni wing formation and sending google form | 5 Mins | Dr. (Mrs.) Madhura Kalamkar |
| 9 | Exam Dates for Semester II Marking Scheme, Pattern, | 5 Mins | Dr. (Mrs.) Madhura Kalamkar |
| 10 | Discussion on Vidhi Taksh | 5 Mins | Dr. (Mrs.) Madhura Kalamkar |
| 11. | Discussion on Online workshop in collaboration with MCT College of Law | 5 mins | Asst. Prof. Gretta Maria Castelino Asst. Prof. Tanavi Naik |
| 12. | Discussion on Online Workshop on Intellectual Property Rights | 5 mins | Asst. Prof. Mrs. Rituparna De |
| Prepared By/ Verified By IQAC Coordinator Asst. Prof. Amar Salve,  Asst. Prof. Shivani Vartak | |  College Seal | Approved By  (Principal) Dr. Mrs. Madhura Kalamkar |
| Sign/Date: 19/09/2022 | | | Sign/Date: 19/09/2022 |



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MINUTES OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | ACTION BY | TARGET DATE |
|--------|---|---------------------------------|-------------|
| 1 | New heads appointed as follow- A) Cultural Committee- Asst. Prof. Saisha Ghosalkar & Asst. Prof. Shivani Vartak. B) Sports Committee- Asst. Prof. Tejal Chaudhary Asst. Prof. Gretta Castelino C) Women Development Cell- Asst. Prof. Saisha Ghosalkar D) Library Committee- Ms. Neha Naik E) Magazine Committee- Asst. Prof. Shivani Vartak F) Anti-Ragging Committee- Asst. Prof. Gretta Castelino G) Moot Court Committee- Asst. Prof. Saisha Ghosalkar Asst. Prof. Rituparna De H) PR Committee- Ms. Neha Naik | - | - |
| 2 | Academic Calendar discussion about the upcoming events | Respective Event Coordinator | - |





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| | | | |
|---|---|--|------------------------------|
| 3 | Discussion on offline Quiz competition to be planned | Ms. Shivani Vartak — Date to be finalized on the basis of upcoming exam schedule. Three categories for preparing questions. 1. Current affairs 2. The Constitutional Law 3. Law of Tort | 1 st October 2022 |
| 4 | Discussion World Mental health Day | Mrs. Gretta Maria Castelino- Brochure is ready. Speaker has to confirm date. | One week |
| 5 | Discussion on Gandhi Jayanti | Asst. Prof. Shivani Vartak- Brochure and Registration google form is already sent. Only trophies to be arranged. Certificate blue print ready. | One week |
| 6 | Discussion on Dandiya Night | Asst. Prof. Sonal Jain- Subject to the upcoming exam schedule | One week |
| 7 | Discussion on International Day of Girl Child | Asst. Prof. Sonal Jain- Work in progress. | One week |
| 8 | Discussion over Alumni wing formation and sending google form | Asst. Prof. Shivani Vartak- Google form to be sent to batch 2018-19. | One week |





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| | | | |
|-----|---|---|---|
| 9 | Exam Dates for Semester II Marking Scheme, Pattern, | Dr. (Mrs.) Madhura Kalamkar- Tentative exam date for Semester II is 1 st week of October 2022. The exam pattern will be same as the last semester. | - |
| 10 | Discussion on Vidhi Taksh | Asst. Prof. Saisha Ghosalkar & Asst. Prof. Rituparna De Instructed to start with required preparation. | - |
| 11. | Discussion on Seminar in collaboration with MCT College | Asst. prof. Gretta Maria Castelino, Asst. Prof. Tanavi Naik- Brochure is ready, Certificates are ready, MCT College Logo is awaited. Guest invite and Thank you letters to be prepared by Asst. Prof. Tanavi Naik | - |
| 12 | Discussion on Online workshop on Intellectual Property Rights | Asst. Prof. Rituparna De- Tentative dates- 28 th September, 29 th September, 30 th September. | - |

- RNM- Review in Next Meeting.

Asst. Prof. Amar Salve, IQAC Coordinator concluded the said meeting by expressing gratitude towards all the members for their active participation, healthy discussion and sincere support.

Asst. Prof. Amar Salve,
IQAC Coordinator,
HVPS College of Law



Dr. Mrs. Madhura Kalamkar
I/C Principal
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Ref No:

Date: 08/10/2022

| | | | |
|---|--|--|------------------|
| Hindi Vidya Prachar Samiti's College of Law Ghatkopar (W), Mumbai - 400086 | IQAC Meeting | Period: Term 1 of Academic Year 2022-23 | |
| Total Time -30 Minutes Offline Mode (Principal's Cabin) | DATE OF MEETING: 07/10/2022 TIME: 10: 30 AM | | |
| Members Present | | | |
| <u>Sr. No.</u> | <u>Name of the faculty</u> | <u>Designation</u> | <u>Signature</u> |
| 1 | Dr. Mrs. Madhura Kalamkar | Principal | |
| 2 | Mr. Prof. Amar Salve | Assistant Professor | |
| 3 | Ms. Gréta Maria Castelino | Assistant Professor | |
| 4 | Mrs. Saisha Ghosalkar | Assistant Professor | |
| 5 | Ms. Sonal Jain | Assistant Professor | |
| 6 | Ms. Tejal Chaudhary | Assistant Professor | |
| 7 | Mrs. Tanavi Naik | Assistant Professor | |
| 8 | Ms. Neha Naik | Librarian | |
| 9 | Ms. Shivani Vartak | Assistant Professor | |
| 10 | Mrs. Rituparna De | Assistant Professor | |



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Date: 08/10/2022

AGENDA OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | TIME | DISCUSSION BY |
|---|---|--------------|--|
| 1 | Discussion on Committee Head Appointment; Discussion on Offline Certificate for Attending Offline Events in the College | 15 Mins | I/c Principal Madhura Kalamkar |
| 2 | Academic Calendar- Upcoming Events | 15 Mins | I/c Principal Madhura Kalamkar and Teaching Faculty |
| 2.1 | Discussion World Mental health Day | 2 Mins | Asst. Prof. Gretta Mario Castelino |
| 2.2 | Discussion on Gandhi Jayanti | 3 Mins | Asst. Prof. Shivani Vartak |
| 2.3 | Discussion on International Day of Girl Child | 7 Mins | Asst. Prof. Sonal Jain |
| 2.4 | Discussion on Vachan Prerna Diwas | 3 Mins | Asst. Prof. Neha Naik |
| 3. | Diwali Vacation Dates and IV related Discussion | 2 mins | I/c Principal Madhura Kalamkar |
| Prepared / Verified By IQAC Coordinator Asst. Prof. Amar Salve, <i>A. Salve</i> Asst. Prof. Shivani Vartak | | | Approved By <i>M. Kalamkar</i> (Principal) Dr. Mrs. Madhura Kalamkar |
| Sign/Date: 08/10/2022 | | College Seal | Sign/Date: 08/10/2022 |



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MINUTES OF THE MEETING

| SR. NO | POINTS OF DISCUSSION | ACTION BY | TARGET DATE |
|--------|--|---|-------------|
| 1 | <p>Discussion on Committee Head Appointment-</p> <p>Committee Heads have been appointed through Online Google Application form provided to students; Final list of Committee Heads is shared with respective teachers so that they can co-ordinate with the Heads at the time of their event. It was decided in the meeting in order to increase student participation in events, an offline certificate should be issued to the students. At the time of Viva, the Certificates will need to be shown in order to secure Internal '5' Marks for Active Participation.</p> <p>This information needs to be conveyed to newly admitted batches of FY LLB and FY BLS at the time of Induction Program by respective Course Coordinator.</p> <p>Certificate templates' design are in process and this will be implemented from the next event to follow.</p> <p>Henceforth the President of the Student Council, will take follow up of Notices of event sent to various CRs through the College WhatsApp Group. This will ensure that all students are informed about upcoming events.</p> | Teaching Faculty Members | - |
| 2 | Academic Calendar- Upcoming Events | I/c Principal Madhura Kalamkar and Teaching Faculty | - |



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| | | | |
|-----|---|---|-----------------|
| 2.1 | Discussion World Mental health Day- Brochure and Zoom link for the program is prepared; already sent to the students, E-certificate approved | Asst. Prof. Gretta Maria Castelino | 10/10/2022 |
| 2.2 | Discussion on Gandhi Jayanti - The short film submitted by the registered participant to be sent to the website for uploading; Report to be prepared soon. | Asst. Prof. Shivani Vartak | After the exams |
| 2.3 | Discussion on International Day of Girl Child- Brochure to be prepared; Guest Speakers are invited for the Online Program. | Asst. Prof. Sonal Jain | 17/10/2022 |
| 2.4 | Discussion on Vachan Prerna Diwas- Brochure is prepared, Registrations are started online. | Ms. Neha Naik | 15/10/2022 |
| 3 | Diwali Vacation is from 22/10/2022 to 26/10/2022. In case of any extension, the staff members will be informed, subject to admission dates. Destination to be discussed and finalized by faculty members for the Annual IV. | I/c Principal Madhura Kalamkar and Teaching Faculty | - |

- RNM- Review in Next Meeting.

Asst. Prof. Amar Salve, IQAC Coordinator concluded the said meeting by expressing gratitude towards all the members for their active participation, healthy discussion and sincere support.

Asst. Prof. Amar Salve
IQAC Coordinator
HVPS College of Law

Dr. Mrs. Madhura Kalamkar
I/C Principal
HVPS College of Law