



Criterion 1 – Curricular Aspect

Key Indicator- 1.1 Curricular Planning and implementation


QIM 1.1.1- The institution ensures effective curriculum delivery through a well-planned and documented process (10)

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Principal
Thakur Ramnarayan College of Law
S.V. Road, Dahisar (E), Mumbai-400068

	Thakur Ramnarayan College of Law		Doc. Ref. :-	TRCL/QMS/PM/02
	Procedure Manual (PM) Part II Institutional Processes (IP)		Issue No. :-	01
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2 Teaching-Learning

2.1 Objectives

- To impart knowledge to students in the courses included in the curriculum of MU
- To motivate and guide the students for building strong fundamentals in the area of legal studies

2.2 Scope

- Course curriculum of MU
- Examination conducted by Institute/MU

2.3 Targets and goals

2.3.1 Targets

- To ensure availability of all learning resources before the start of the semester
- To ensure the effective conduct of lecture, tutorial, practical training, DPC as per timetable and plan for 15 weeks to cover 100% syllabus
- To ensure zero academic loss due to co-curricular and extra-curricular activities
- To make efforts by the faculty for ensuring minimum students in defaulter list
- To ensure effective curriculum delivery through a well-planned and documented process
- To adhere to the academic calendar including for the conduct of CIE
- To assess the learning levels of the students and to organize special programmes for advanced learners and slow learners.
- To ensure students success in Internal Assessment and Semester End Examination as per the quality objective
- To ensure student feedback about faculty teaching a course at least 80%


2.3.2 Goals

- To state and display programme and course outcomes for all programmes offered by the Institution on the website and to communicate to faculty and students
- To use student-centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences
- To encourage faculty to use ICT enabled tools for effective teaching learning process
- To integrate cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.
- To ensure quality objectives are consistently achieved for a period of 5 years and thereafter it is to be upgraded to a higher level

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- f) To develop competency and capability in faculty to take up new courses which may change due to syllabus revision from time to time

2.4 Activities and responsibilities

Sr. No.	Activity	Responsibility
1	Identification of documented information, resources and training needs	Principal
2	Preparation of timetable	Timetable Committee
3	Preparation of teaching plan	Faculty
4	Conducting lectures, tutorials, practical trainings and DPC	Faculty
5	Overall monitoring and control	Principal

2.5 Procedure

The procedure is based on effective delivery of Lectures, tutorial, Practical Trainings and DPC as per timetable, academic calendar and teaching plan. In case of any shortcoming in teaching learning process, necessary remedial work is carried out in coordination with the Principal. Learning of the student is monitored by the faculty and the Principal based on continuous evaluation. All lectures, tutorials, practical trainings and DPC are conducted as per the teaching plan and are reviewed time-to-time to improve the efficiency and effectiveness of the teaching-learning process during semester. Students' learning is validated through mock activities, continuous evaluation (CE) and semester end examinations (SEE). The process is monitored at two levels viz. Faculty and Principal to avoid lapses. Mentoring System is developed for solving academic and other related issues of students.

TRCL has determined following inputs required and the outputs expected from Teaching-Learning Process:

Input required	From	Output expected	To
1. Number of students 2. Number of divisions 3. Faculty 4. Timetable 5. Teaching plan	1. Admission	1. Daily attendance record 2. Defaulter list 3. Syllabus coverage	1. Examination 2. Library 3. Co-curricular, Extra-curricular and Extension Activities 4. Placement and Higher Education

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Principal






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2.5.1 Identification of documented information, resources and training needs


- All the documented information such as forms/formats, files, registers, documents of internal and external origin required for Teaching- Learning Process is identified and controlled as explained in Control of Documented Information Process TRCL/MP/01.
- Identification of resources required for smooth conduction of the Teaching-Learning process is initiated by the Principal as explained in Resources Process TRCL/MP/02.
- Good working conditions are provided to Faculty as explained in Working Environment Process TRCL/MP/03.
- Training needs of Faculty are identified and training programmes are conducted as explained in Training and Development Process TRCL/MP/04.
- Requirements for Teaching and Learning resources such as reference books, textbooks, e-books, etc. are given to Librarian for the procurements before the start of the semester as per the Library Process TRCL/IP/04.
- All other resources (viz. stationary, displays, teaching aids, furniture and fixture etc.) related to TLP are arranged before the start of the semester.
- Timetable Committee and Attendance Committee are formed at the beginning of the academic year by the Principal and all the members are informed accordingly.

2.5.2 Preparation of timetable

- Academic Calendar TRCL/IP/02/FRM/01 is prepared by the Principal at least seven days before the commencement of the semester by considering the list of holidays.
- Class, divisions, as well as courses, are allocated by the Principal before the start of the semester in accordance with guidelines issued by UGC and MU regarding faculty workload.
- The allocation of workload is communicated by Workload Details form TRCL/IP/02/FRM/02 to the Timetable Committee by the Principal.
- Master timetable TRCL/IP/02/FRM/03, Division-wise timetable TRCL/IP/02/FRM/04 and Faculty-wise timetable TRCL/IP/02/FRM/05 are prepared by the Timetable Committee at least three days before the commencement of the semester taking into consideration the following:
 - Workload allocation to individual faculty
 - Availability of classrooms
 - Availability of faculty
 - Academic Calendar and syllabus
- Master timetable TRCL/IP/02/FRM/03, Division-wise timetable TRCL/IP/02/FRM/04 and Faculty-wise timetable TRCL/IP/02/FRM/05 are validated by the Principal.

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- f) Division-wise timetable TRCL/IP/02/FRM/04 is displayed on the notice boards at least three days before the commencement of the semester for information of students.

2.5.3 Preparation of teaching plan

- a) Subject specific term work module/assessment modes like extension/field or experimental work, short quiz, objective test, open book etc. and written assignments, case study, judgment analysis, projects, papers and exhibits etc. as are designed by the faculty.

- b) Semester-wise teaching plan is prepared by the faculty considering:


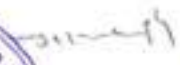
- 1) MU syllabus for the subject
- 2) Number of lectures/hours allotted to topics and subtopics as per the syllabus

- c) A Faculty Diary (TRCL/IP/02/REG/01) is maintained by each faculty which consists of the following:

- 1) Faculty Resume form (TRCL/IP/02/FRM/06)
- 2) Faculty-wise Timetable form (TRCL/IP/02/FRM/05)
- 3) Teaching Plan- Theory form (TRCL/IP/02/FRM/07)
- 4) Teaching Plan- Tutorials/Practical Training/DPC form (TRCL/IP/02/FRM/08)
- 5) Work Report (TRCL/IP/02/FRM/09)
- 6) Attendance Record (TRCL/IP/02/FRM/10)
- 7) Mark list (TRCL/IP/02/FRM/11)
- 8) Examination Result Analysis form (TRCL/IP/02/FRM/12)
- 9) Leave Load Arrangement form (TRCL/IP/02/FRM/13)
- 10) Extra Lecture/Remedial Work Report (TRCL/IP/02/FRM/14)
- 11) Individual Record (TRCL/IP/02/FRM/15)


- d) Once the courses are allotted, the Teaching Plan-Theory and Teaching Plan-Tutorials / Practical Training/DPC are prepared by the faculty. It takes the following inputs:

- 1) MU prescribed syllabus
- 2) Earlier Teaching plan
- 3) Content plan and methodology
- 4) Use of teaching aids
- 5) Timetable
- 6) Academic calendar
- 7) References

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e) Teaching Plan is validated by the Principal in the Faculty Diary (TRCL/IP/02/REG/01).

2.5.4 Conducting lectures, tutorials, practical trainings and DPC

- Classes are engaged in accordance with the Division-wise Timetable TRCL/IP/02/FRM/04.
- The attendance of students is maintained in Attendance Record TRCL/IP/02/FRM/10 on regular basis.
- Lecture record is maintained in Work Report TRCL/IP/02/FRM/09 daily by individual faculty.
- Work Report TRCL/IP/02/FRM/09 is checked on a weekly basis by the Principal.
- In case of any faculty being absent, a substitute faculty is sent to the class by the Principal and a record is maintained by the faculty who was absent in the Leave Load Arrangement form TRCL/IP/02/FRM/13.
- Academic loss in the subject due to the leave of the faculty is compensated by arranging extra lecture. A record is maintained in Leave Load Arrangement form TRCL/IP/02/FRM/13.
- Extra lecture is arranged by the faculty to complete the syllabus if required and a record is maintained in Extra Lecture Load/Remedial Work Report TRCL/IP/02/FRM/14.
- Remedial lectures are arranged for academically weaker students (identified based on their result and performance in class) and records are maintained in Extra Lecture Load/Remedial Work Report TRCL/IP/02/FRM/14.
- Tutorials/Practical Trainings/DPC sessions are conducted by the faculty as scheduled in the Teaching Plan.
- Tutorials/Practical Trainings/DPC records are maintained in Work Report TRCL/IP/02/FRM/09 on daily the basis by individual faculty.
- Tutorials/Practical Trainings/DPC attendance of students is maintained in Attendance Record TRCL/IP/02/FRM/10.


2.6 Risks and mitigations

Sr. No.	Risk	Mitigation	Opportunity
1	Lack of co-ordination between Principal/Faculty/Students	The final timetable is distributed to the faculty and students. The division-wise timetable is displayed on the college website.	The smooth conduct of all the lectures by the faculty as mentioned in the timetable Parents awareness about the college timetable

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2	Non-availability of faculty due to leave	Lecture adjustment is done by the faculty approved by the Principal.	The subject can be taken by another faculty interested in that subject. Increased flexibility and adaptability of the faculty helpful for the institution.
3	Resignation of faculty during semester	At least 10-15 biodata should be ready in the administrative office. A copy must be submitted to the timetable committee for rectification.	Well qualified and experienced faculty can be recruited from the available biodata. Training to faculty can increase their work potential and diligence.
4	No improvement after remedial lectures	Weekly evaluation of students	Academic improvement of the students

2.7 Monitoring and control of the process

- Monthly Attendance Report TRCL/IP/02/FRM/16 is submitted by the attendance committee on fifth of every month and Cumulative attendance analysis is submitted at the end of semester to the Principal for display on the notice board. In case of the defaulter, corrective actions are initiated by the attendance committee as per the guidelines given by the Principal from time-to-time.
- Monthly Syllabus Coverage Report TRCL/IP/02/FRM/17 is submitted by Faculty on fifth of every month during the semester to the Principal. Corrective actions are initiated and completed by the Principal as needed.
- Student Feedback about Faculty is taken twice in each semester and appropriate corrective actions are initiated and completed by the Principal as explained in Feedback and Survey Process TRCL/MP/05.
- Corrective actions for detected NCO are initiated and completed by the Principal as explained in Control of Nonconforming Outputs Process TRCL/MP/06.
- Corrective actions for detected risks are initiated and completed by the Principal as explained in Corrective Actions Process TRCL/MP/07.
- Complete Teaching- Learning Process is checked during Internal Audit and corrective actions for detected nonconformities are initiated and completed by the Principal as explained in Internal Audit Process TRCL/MP/08.

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			Principal

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2.8 Process review

- Monthly Teaching-Learning Process Review is done by the Principal. Academic conduct review consists of a report of class attendance, syllabus coverage, students' performance, students' defaulter list etc. as explained in Management Review Process TRCL/MP/09.
- Review report is submitted to the Principal for approval and necessary action is taken for key findings.
- Attendance is monitored by the Principal during the midterm/semester review and the remedial action is taken so that all the students comply the attendance criteria.
- Internal Assessment Examination is conducted as per Academic Calendar and results are analyzed.
- Data analysis TRCL/IP/02/FRM/18 is done to collect following information:
 - Percentage of programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented
 - Ratio of mentor to students for academic and other related issues (data for the completed academic year)

2.9 Scope for improvement


- Strict adherence to the Academic Calendar for the various activities of Teaching-Learning Process
- Enhancing learning and development through holistic teaching approach
- Creating a competitive environment for the students' overall interaction
- Scope for precise teaching plan gained through experience
- Self-introspection by faculty for innovation and creativity in Teaching-Learning Process
- Benchmarking of innovative and best practices


2.10 Records

Sr. No.	Document Title	Document Reference	Retention Period
1	Academic Calendar Form	TRCL/IP/02/FRM/01	5 Yrs.
2	Workload Details Form	TRCL/IP/02/FRM/02	5 Yrs.
3	Master Timetable Form	TRCL/IP/02/FRM/03	5 Yrs.
4	Division-wise Timetable Form	TRCL/IP/02/FRM/04	5 Yrs.

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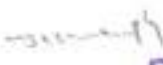

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5	Faculty-wise Timetable Form	TRCL/IP/02/FRM/05	5 Yrs.
6	Faculty Resume Form	TRCL/IP/02/FRM/06	5 Yrs.
7	Teaching Plan- Theory Form	TRCL/IP/02/FRM/07	5 Yrs.
8	Teaching Plan- Tutorials/Practical Training/ DPC Form	TRCL/IP/02/FRM/08	5 Yrs.
9	Work Report	TRCL/IP/02/FRM/09	5 Yrs.
10	Attendance Record	TRCL/IP/02/FRM/10	5 Yrs.
11	Mark List	TRCL/IP/02/FRM/11	5 Yrs.
12	Examination Result Analysis	TRCL/IP/02/FRM/12	5 Yrs.
13	Leave Load Arrangement Form	TRCL/IP/02/FRM/13	5 Yrs.
14	Extra Lecture/Remedial Work Report	TRCL/IP/02/FRM/14	5 Yrs.
15	Individual Record	TRCL/IP/02/FRM/15	5 Yrs.
16	Monthly Attendance Report	TRCL/IP/02/FRM/16	5 Yrs.
17	Monthly Syllabus Coverage Report	TRCL/IP/02/FRM/17	5 Yrs.
18	Data Analysis: Teaching- Learning Process	TRCL/IP/02/FRM/18	5 Yrs.
19	Faculty Diary	TRCL/IP/02/REG/01	5 Yrs.

2.11 References


Sr. No.	Document Title	Document Reference
1	Admission Process	TRCL/IP/01
2	Examination Process	TRCL/IP/03
3	Library Process	TRCL/IP/04

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4	Co-curricular, Extra-curricular and Extension Activities Process	TRCL/IP/06
5	Placement and Higher Education Process	TRCL/IP/07
6	Control of Documented Information Process	TRCL/MP/01
7	Resources Process	TRCL/MP/02
8	Work Environment Process	TRCL/MP/03
9	Training and Development Process	TRCL/MP/04
10	Feedback and Survey Process	TRCL/MP/05
11	Control of Nonconforming Outputs Process	TRCL/MP/06
12	Corrective Actions Process	TRCL/MP/07
13	Internal Audit Process	TRCL/MP/08
14	Management Review Process	TRCL/MP/09
15	NAAC Manual for Self-Study Report Affiliated/Constituent Colleges	TRCL/EXT/IP/01/01
16	Bar Council of India Part-IV Rules of Legal Education	TRCL/EXT/IP/01/02
17	Syllabus for the Five-Year B.L.S./LL.B. (Revised) Course	TRCL/EXT/IP/02/01
18	Syllabus for the Three-Year LL.B. (Revised) Course	TRCL/EXT/IP/02/01

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THAKUR RAMNARAYAN COLLEGE OF LAW



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068

FACULTY DIARY

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THAKUR RAMNARAYAN COLLEGE OF LAW



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068

TRCL/IP/02/FRM/06

FACULTY RESUME

Revision: A

- Name Amrita Sanyal
- Date of Birth 29.06.1984
- Educational Qualification M.A., LLM
- Area of Specialisation Business Laws
- Work Experience a) Teaching : Years 6 Months _____ b) Industry : Years _____ Months _____
c) Research : Years _____ Months _____ d) Others : Years _____ Months _____
- Subjects Teaching / Taught at Under-Graduate / Post-Graduate Level
Constitutional Law, Contract II, Torts, Administra-
-tive Law, Interpretation of Statutes, Political Sc.
- Details of Books Published _____
- Details of Papers Published _____

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference Proceedings			

9. Details of Conferences / Workshop Participated

No.	Level	Paper Presented / Attended	Details	Sponsoring Agencies

10. Faculty / Staff Development Programmes Attended

11. Other Programmes Attended

12. Other Information (if any)



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TELEPHONE NO.

FACULTY-WISE TIME TABLE

SESSION I

Name of the Faculty: Smriti Laxpal

Date: 4th July 22

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00	Constitutional Law (B)			PHIL (A) Constitutional Law	FYLLS (A) Constitutional Law	
9:00-10:00	FYLLS (A) Constitutional Law	FYLLS (A) Pol. Sc.	FYLLS (A) Pol. Sc.	FYLLS (B) Pol. Sc.	FYLLS (B) Pol. Sc.	FYLLS (A) Constitutional Law
10:30-11:30	FYLLS (B) Pol. Sc.	FYLLS (A) Constitutional Law	FYLLS (A) Pol. Sc.	FYLLS (A) Pol. Sc.	FYLLS (A) Pol. Sc.	FYLLS (A) Pol. Sc.
11:30-12:30		Constitutional Law (A)				FYLLS (B) Pol. Sc.

Theory Load (T) - Practical Load (P) - Seminar (S) - Total Load (TL) per Week

Subject	Subject I	Subject II	Subject III	Subject IV
Alternative	Constitutional Law	Pol. Sc.	Constitutional Law	
Name of the Course (Theory / Practical)	Constitutional Law	Political Science	Constitutional Law	

Signature of Faculty
Date: _____

Signature of Principal
Date: _____



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TELEPHONE NO.

TEACHING PLAN (THEORY)

SESSION I

Code: FYLLS Division: A Semester: II Subject: Constitutional Law

Lecture No.	Chapter No.	Topic/Heading	Planned Date	Completed Date	Remarks
1	I	Historical development	4/7/22	4/7/22	
2		Assembly	5/7/22	5/7/22	
3		Citizenship	6/7/22	6/7/22	
4		Citizenship	8/7/22	8/7/22	
5		State	9/7/22	9/7/22	
6	II	Fundamental Rights - Art 13	11/7/22	11/7/22	
7		Doctrine of Eclipse	12/7/22	12/7/22	
8		Doctrine of Severability	14/7/22	14/7/22	
9		Right to Equality	15/7/22	15/7/22	
10		Right to Equality	16/7/22	16/7/22	
11		Right to Equality	18/7/22	18/7/22	
12		Right to Freedom	19/7/22	19/7/22	
13		Right to Freedom	21/7/22	21/7/22	
14		Right to Freedom	22/7/22	22/7/22	
15		Right against Exploitation	23/7/22	23/7/22	
16		Right to Freedom of Religion	25/7/22	25/7/22	



Signature of Principal

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Lecture No.	Chapter No.	Topic Period	Planned Date	Completion Date	Remarks
17		Right to Freedom of Religion	25/3/22	25/3/22	
18		Cultural and Educational	27/3/22	29/3/22	
19		Right to Constitutional Remedies	27/3/22	28/3/22	Work to be done
20		Writs	30/3/22	30/3/22	Work to be done
21	III	Fundamental Duties	1/04/22	2/04/22	Justice Datta
22	I	Directive Principles of State Policy	2/04/22	4/04/22	Justice Datta
23	IV	Federalism	4/04/22	9/04/22	Justice Datta
24		Unitarism	5/04/22	12/04/22	Justice Datta
25	I	Indian Parliament - Nature	6/04/22	14/04/22	Justice Datta
26		Indian Parliament - Procedure	7/04/22	22/04/22	Justice Datta
27	II	Labour form of Govt.	12/04/22	20/04/22	Justice Datta
28		Council of Ministers	13/04/22	25/04/22	Justice Datta
29		Attorney General	17/04/22	24/04/22	Justice Datta
30		Advocate General	19/04/22	24/04/22	Justice Datta
31		Comptroller and Auditor	22/04/22	1/05/22	Justice Datta
32	II	Indian Judiciary - Introduction	22/04/22	2/05/22	Justice Datta
33		Powers and Functions	23/04/22	10/05/22	Justice Datta
34		Independence of Judiciary	25/04/22	12/05/22	Justice Datta
35	III	Legislature Process	26/04/22		Done with Indian Parliament
36		Legislative Process	27/04/22		Done with Indian Parliament

Lecture No.	Chapter No.	Topic Period	Planned Date	Completion Date	Remarks
37		Ordinances, Types	29/04/22		Done with President
38	II	Emergency Provisions	5/05/22	12/05/22	
39		Emergency Provisions	6/05/22	20/05/22	
40		Emergency Case Laws	9/05/22		
41		Administrative Tribunals	10/05/22		Self Study
42	II	Amendment of Constitution	12/05/22	15/05/22	
43		Importance of Basic Structure	13/05/22	16/05/22	
44		Major amendments	15/05/22	20/05/22	
45	III	Services under the Union	16/05/22	27/05/22	
46		Doctrine of Pleasure	17/05/22		
47		Panchayats & Municipalities	19/05/22	19/05/22	
48	III	Election Commission of India	20/05/22	20/05/22	
49		Election Commission - Cases	22/05/22	22/05/22	
50	III	Protection of Civil Rights	23/05/22	23/05/22	
51		Official Languages	24/05/22		Self Study




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TEACHING PLAN (THEORY)

Class: FTSLE Degree A Semester: 2 Subject: Political Science

Lecture No.	Chapter No.	Topic/Heading	Planned Date	Completion Date	Remarks
1		Political Science: Introduction	5/7/22	5/7/22	
2		Definition	6/7/22	6/7/22	
3		Nature	7/7/22	7/7/22	
4		Scope of Political Sci.	8/7/22	8/7/22	
5		State - Concept	9/7/22	9/7/22	
6		Meaning & Definition	12/7/22	12/7/22	
7		Elements of State	13/7/22	13/7/22	
8		Elements of State	14/7/22	14/7/22	
9		State and society	15/7/22	15/7/22	
10		State and society	16/7/22	16/7/22	
11		State and government	17/7/22	17/7/22	
12		State and revolution	20/7/22	20/7/22	
13		Sovereignty - meaning	21/7/22	21/7/22	
14		Types of sovereignty	22/7/22	22/7/22	
15		Characteristics	23/7/22	23/7/22	
16		Austin's Theory of S.	26/7/22	28/7/22	exam combined in 4th sem legal studies category 21
17		Utilitarian	27/7/22	27/7/22	

Lecture No.	Chapter No.	Topic/Heading	Planned Date	Completion Date	Remarks
18		Aristotle's view of Utilitarianism	29/7/22	30/7/22	exam combined in 4th sem legal studies category 21
19		Introduction to Western Thought	29/7/22	31/7/22	
20		Plato's philosophy	30/7/22	31/7/22	
21		Plato's Ideal State	31/7/22	4/8/22	
22		Aristotle's Philosophy	31/7/22	4/8/22	exam combined in 4th sem
23		Aristotle's Classification of S.	4/8/22	10/8/22	
24		Revision	5/8/22		
25		History of Machiavelli	6/8/22	22/8/22	
26		Machiavelli's view on S.	10/8/22	12/8/22	
27		Suggestions to Prince	12/8/22	15/8/22	
28		Unitary form of Govt	13/8/22	17/8/22	
29		Features	17/8/22	19/8/22	
30		Merits	18/8/22	20/8/22	
31		Demerits	20/8/22		
32		Case study - Britain	24/8/22	23/8/22	
33		Federal form of Govt	25/8/22	24/8/22	
34		Features	24/8/22	25/8/22	
35		Merits	27/8/22		
36		Demerits	30/8/22		
37		Case Study - USA	6/9/22	24/8/22	



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Lecture No.	Chapter No.	Topic/Period	Material Date	Completion Date	Remarks
35		Quasi Federal form India	7/9/22	27-8-22	
39		Parliamentary form of Govt	8/9/22	30-8-22	
40		Merits of Parliamentary form of Government	9/9/22	6-9-22	
41		Demerits	10/9/22	6-9-22	
42		Presidential form of Govt	13/9/22	8-9-22	Completed 14/9/22
43		Merits & Demerits	14/9/22	10-9-22	Not done yet
44		Basic of Representation	18/9/22	13-9-22	
45		Issues of Representation	16/9/22	21-9-22	
46		Judiciary - Role & Functions	17/9/22	14-9-22	
47		Functions	20/9/22		
48		Independence of J.	21/9/22	15-9-22	Not done yet
49		Doctrine of Judicial Review	22/9/22	16-9-22	
50		Montesquieu's Theory of SOB	23/9/22	17-9-22	
51		Revision	24/9/22	20-9-22	Separation of Powers
				21-9-22	Revision
				22-9-22	Revision
		* Adding Social Contract Theory			



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Lecture No.	Chapter No.	Topic Planned	Planned Date	Completion Date	Remarks
18		Pluralistic View of Governance	28.7.22	28.7.22	
19	II	Introduction to Western P. Thought	29.7.22	1.8.22	
20		Plato's Philosophy	30.7.22	3.8.22	On 28.7.22 Lecture cancelled due to power cut
21		Plato's Ideal State	1.8.22	4.8.22	
22		Aristotle's Philosophy	5.8.22	5.8.22	On 28.7.22 Lecture cancelled due to power cut
23		Aristotle's Classification of St.	9.8.22	9.8.22	
24		Revision	5.8.22		Delayed to hold a class & practical
25		Machiavelli's views on St.	6.8.22	10.8.22	
26		Machiavelli's views on St.	8.8.22		
27		Suggestions to Prince	10.8.22	12.8.22	
28	II	Unitary Form of Government	12.8.22	13.8.22	
29		Features	15.8.22	15.8.22	
30		Merits	17.8.22	17.8.22	
31		Demerits	19.8.22	19.8.22	
32		Case-study Britain	20.8.22	20.8.22	
33		Federal form of Govt.	22.8.22	22.8.22	
34		Features	24.8.22		
35		Merits	26.8.22	24.8.22	
36		Demerits	27.8.22		
37		Case Study: USA	29.8.22	25.8.22	

Lecture No.	Chapter No.	Topic Planned	Planned Date	Completion Date	Remarks
38		Quasi federal form: India	2.9.22	22.9.22	
39		Parliamentary Form of Govt	3.9.22	24.9.22	
40		Merits of Parliamentary form of Govt	8.9.22	1.9.22	Demerits same as per
41		Demerits	9.9.22		
42		Presidential Form of Govt	10.9.22	9.9.22	Merits Demerit also stated
43		Merits & Demerits	12.9.22	10.9.22	
44	*	Basic of Representation	14.9.22	12.9.22	Social Contract Hobbes = 17-13
45		Basic of Representation	15.9.22	22.9.22	
46	II	Judiciary - Role & Functions	17.9.22	14.9.22	
47		Functions	19.9.22		
48		Independence of Judiciary	21.9.22	15.9.22	
49		Doctrine of Judicial Review	22.9.22	16.9.22	Role of Law Court
50		Montesquieu's Theory of SOP	23.9.22	17.9.22	Case file 14.9.22
51		Revision	24.9.22	21.9.22	Decision
				22.9.22	
		Adding Social Contract Theory and views of Hobbes, Locke & Rousseau			

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TECHNICAL

TEACHING PLAN (THEORY)

Class: B.A. LL.B. (Hons.) Division: A Semester: III Subject: Political Science - II

Lecture No.	Chapter No.	Topic Planned	Planned Date	Completion Date	Remarks
01	11(a)	Liberalism - Introduction Classical & Modern	9.11.22	9.11	
02		Neo Liberalism Liberalism	10.11.22	10.11	
03	11(b)	Utilitarianism - Intro Bentham's Ideas	11.11.22	11.11	
04		Views of J.S. Mill Utilitarianism	12.11.22	12.11	
05	11(c)	Socialism - Introduction Features	13.11.22	13.11	
06		Concepts & Problems	14.11.22	14.11	
07	11(d)	Communism - Introduction Karl Marx's Lenin's Ideas	15.11.22	15.11	
08		Dialectical Materialism and other features	16.11.22	16.11	
09		Criticism	17.11.22	17.11	
10	11(e)	Democracy - Introduction Features & Essentials	18.11.22	18.11	

Lecture No.	Chapter No.	Topic Planned	Planned Date	Completion Date	Remarks
11		Malto & Rousseau	23.11.22	23.11	
12		Types of Democracy	24.11.22	24.11	
13	11(f)	Political Obligations	25.11.22	25.11	
14		Grounds - Divine Right	28.11.22	28.11	
15		Theory of Social Contract	29.11.22	29.11	
16		Consent, Obedience to unjust laws	30.11.22	30.11	
17		Revision	30.11.22	30.11.22	From 11/22 to 30/22 Lectures to be conducted by Nisha



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SYBLS Sem III Div-B Sub: Political Science

Lecture No.	Chapter No.	Topic Planned	Planned Date	Completion Date	Remarks
01	IV(A)	Liberalism - Introduction Classical and Modern Liberalism	9.11.22	9.11.22	
02		Neo Liberalism Criticism	10.11.22	10.11.22	
03	IV(B)	Utilitarianism - Introduction Bentham's Ideas	11.11.22	11.11.22	
04		Views of J.S. Mill Criticism	12.11.22	12.11.22	
05	IV(C)	Laissez-faire - Introduction Features	13.11.22	14.11.22	
06		Benefits & Problems IV(D) Communism - Introduction	16.11.22	15.11.22	
07		Karl Marx, Lenin	17.11.22	16.11.22	
08		Dialectical Materialism	18.11.22	17.11.22	
09		Criticism	19.11.22	17.11.22	
10	IV(E)	Democracy - Introduction Features	22.11.22	18.11.22	
11		Merit & Demerit	23.11.22	19.11.22	
12		Types of Democracy	24.11.22	21.11.22	
13	II	Political Obligations	25.11.22	21.11.22	

Lecture No.	Chapter No.	Topic Planned	Planned Date	Completion Date	Remarks
14		Natural Right Theory	28.11.22	29.11.22	
15		Theory of Social Contract	29.11.22	25.11.22	
16		Consent, Obedience to Imperfect Law	30.11.22	27.11.22	
17		Revision		30.11.22	
		From 21/11/22 to 27/11/22 to be conducted by Richa To be continued by Demita madam			



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TECHNICAL

TEACHING PLAN (TUTORIALS/PRACTICAL TRAINING) DFC

Class: BA LLB Division: B Semester: I Subject: Legal Language & Logic

S. No.	Topic/Assignment/Practical Training DFC	Planned Date	Completed Date
1	Introduction to Syllabus	12/12	12/12
2	Statute - Meaning	13/12	12/12
3	Classification of Statutes	14/12	14/12
4	Commencement of Statute	15/12	15/12
5	Prospective & Retrospective Effect	17/12	17/12
6	"	18/12	19/12
7	Repeal of Statutes	20/12	20/12
8	Effect of repeal, GCA	21/12	21/12
9	Modes of Interpretation	22/12	22/12
10	Internal Aids	23/12	23/12
11	Internal Aids	24/12	24/12
12	External Aids	3/1	
13	External Aids	4/1	
14	External Aids	5/1	

External Aids will be in the form of questions

S. No.	Topic/Assignment/Practical Training DFC	Planned Date	Completed Date	Remarks
15	D. & B. v. U. of Bengal	6/1		
16	M. S. Akshar v. UOI	9/1		
17	Vishakha v. St. of Rajasthan	10/1		
18	Tajpal Shree v. UOI	11/1		
19	Chunjabhainy v. UOI	12/1		
20	Young Lawyers Association v. St. of Kerala	13/1		
21	Literal rule	14/1		
22	Narrow rule	15/1		
23	Golden rule	16/1		
24	Subsidiary rule	17/1		
25	Subsidiary rules	21/1		
26	Interpretation of different types of Statutes	22/1		
27	"	24/1		
28	"	29/1		
29	Presumption of territoriality	29/1		
30	Presumption of territoriality	30/1		
31	Presumption against ambiguity	31/1		



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WORK REPORT
Week From 11.7.22 To 16.7.22

WORK REPORT
Week From 12.7.22 To 18.7.22

Day & Date	Time	Class / Div	Subject	Work Report	Remarks
Monday 11/7/22	8:30-10:00 10:30-11:30	PGD A B	Cont. I Pols.	Ch. 13 Meaning & Definition	
Tuesday 12/7/22	8:30-10:00 10:30-11:30	PGD A B	Cont. I Pols.	Doctrine of Eclipse Meaning & Definition	
Wednesday 13/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols.	Elements of State Element of State	
Thursday 14/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols.	Doctrine of Severability Elements of State Element of State	
Friday 15/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols. Pols.	Right to equality Society & State State & Society	
Saturday 16/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols.	Right to equality State & Society	

Signature of Faculty
Date: 16/7/22

Signature of Faculty
Date: 18/7/22

Day & Date	Time	Class / Div	Subject	Work Report	Remarks
Monday 12/7/22	8:30-10:00 10:30-11:30	PGD A B	Cont. I Pols.	Right to equality State & Society	
Tuesday 13/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols.	Right to Freedom State and Government	
Wednesday 14/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols.	State and association State and government	
Thursday 15/7/22	8:30-10:00 10:30-11:30	PGD A B	Cont. I Pols.	Right to Freedom Sovereignty meaning State and association	
Friday 16/7/22	8:30-10:00 10:30-11:30	PGD A B	Cont. I Pols.	Right to Freedom Types of Sovereignty Sovereignty meaning	
Saturday 17/7/22	8:30-10:00 10:30-11:30	PGD A B	Pols.	Right to Freedom Types of Sovereignty Characteristics	

Signature of Faculty
Date: 18/7/22



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WORK REPORT
 Week From 20/7/22 to 30/7/22

Day & Date	Time	Class / Div.	Subject	Work Report	Remarks
Monday 25/7/22	9:30-10:30 10:30-11:30	PGS A	Genl 4 Felt 5	Right Against Exploitation Characteristics	Completed of A + B Absence by Mansingh M.A. Govil Not present Wahneema Lubiano
Tuesday 26/7/22	9:30-10:30 10:30-11:30	PGS A	Genl 1 Felt 5	Freedom of Religion Characteristics	
Wednesday 27/7/22	9:30-10:30 10:30-11:30			Outdoor legal Aid work	Working evening with Hoorsingh K.
Thursday 28/7/22	9:30-10:30 10:30-11:30	PGS B A	Genl 1 Felt 5 Felt 5	Freedom of Religion Austin's theory Austin's Theory	
Friday 29/7/22	9:30-10:30 10:30-11:30	PGS B A	Genl 1 Felt 5 Felt 5	Cultural and Educational Rights Criticism	
Saturday 30/7/22	9:30-10:30 10:30-11:30	PGS A+B A	Genl 1 Genl 1 Felt 5	Constitutional Remedies writ Parliamentary View	General Lesson on Parliamentary View M.A. Govil Mansingh M.A. Govil Not present

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 Date: 30/7/22

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 Date: 30/7/22

WORK REPORT
 Week From 1/8/22 to 5/8/22

Day & Date	Time	Class / Div.	Subject	Work Report	Remarks
Monday 1/8/22	9:30-10:30 10:30-11:30	PGS B	Genl 1 Felt 5	Small Introduction to Western Pol. Thought	Completed part of A + B Mansingh M.A. Govil Not present
Tuesday 2/8/22	9:30-10:30 10:30-11:30	PGS A	Genl 1 Felt 5	Global Core Jurisdiction Writ	Not present
Wednesday 3/8/22	9:30-10:30 10:30-11:30	PGS A	Genl 1 Felt 5	Fundamental Rights Plato's Philosophy	
Thursday 4/8/22	9:30-10:30 10:30-11:30	PGS A	Genl 1 Felt 5	Plato's Ideal State	
Friday 5/8/22	9:30-10:30 10:30-11:30	PGS A	Genl 1 Felt 5	Plato's Ideal State Aristotle's	Maximum part of A + B Mansingh M.A. Govil Not present
Saturday 6/8/22	10:30-11:30 11:30-12:30	PGS A	Genl 1 Felt 5	Cartesian Philosophy Aristotle's Philosophy	
Sunday 7/8/22	10:30-11:30 11:30-12:30	PGS A	Genl 1 Felt 5	Cartesian Principles of at. State Library lesson	

[Signature]
 Date: 06/08/22



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WORK REPORT

Week From 9-8-22 To 13-8-22

Day & Date	Time	Class / CN	Subject	Work Report	Remarks
Monday 8-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS B	Govt & Pol Sci	Federalism Aristotle's Classification of States	
Tuesday 9-8-22				Holiday	
Wednesday 10-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS A	Pol Sci	Machiavelli's views on State Aristotle's Classification of states	Proposed Feedback L
Thursday 11-8-22				Holiday (Rakshabandhan)	
Friday 12-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS A	Govt & Pol Sci	Federalism Suggestions to the Prince Machiavelli's views on State	
Saturday 13-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS A	Govt & Pol Sci	Federalism Suggestions to Prince Unitary form of Govt	

Signature of Faculty
Date: 13-8-22

Signature of Head
Date: 13-8-22

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WORK REPORT

Week From 14-8-22 To 20-8-22

Day & Date	Time	Class / CN	Subject	Work Report	Remarks
Monday 14-8-22				INDEPENDENCE DAY	
Tuesday 15-8-22				MARSH NEW YORK	
Wednesday 16-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS A	Pol Sci	Unitary Form of Government Unitary Form of Govt	
Thursday 17-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS A	Govt & Pol Sci	Indian Parliament - Structure Merits and Demerits Unitary Form of Govt	
Friday 18-8-22				GOPAL KALA	
Saturday 19-8-22	9:30-10:30 10:30-11:30	PHLS A PHLS A	Govt & Pol Sci	Indian Parliament - Structure Merits & Demerits Unitary	

Signature of Faculty
Date: 20-8-22



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WORK REPORT

Week No. 5 Week from 22.8.22 to 27.8.22

Day & Date	Time	Class / Co.	Subject	Work Report	Remarks
Monday	10:30-11:30	FY110 B	Parliament Privileges	Federal form	
23-8-22					
Tuesday	10:30-11:30	FY105 A	Britain	Parliament disqualification	
24-8-22					
Wednesday	10:30-11:30	FY110 A		Federal form	
25-8-22					
Thursday	10:30-11:30	FY110 B		Section of Cabinet form USA	1/2 hr for class
26-8-22				Federal form	
Friday	10:30-11:30	FY110 A		President	
27-8-22				Parliamentary form India USA	
Saturday	10:30-11:30	FY110 A		President	
28-8-22				Presi federal form; cancelled for guest lecture	

Signature of Faculty
 Date: 27.8.22

Signature of Principal
 Date: 27.8.22

WORK REPORT

Week No. 9 Week from 20.9.22 to 26.9.22

Day & Date	Time	Class / Co.	Subject	Work Report	Remarks
Monday	10:30-11:30	FY110 A	Coal I	Attorney General	
20-9-22				Parliamentary Form	
Tuesday	10:30-11:30	FY110 A	Coal II	Parliamentary form	
21-9-22				Attorney General	
Wednesday	10:30-11:30	FY110 A		Members of Lok Sabha	
22-9-22				Chattisgarh	
Thursday	10:30-11:30	FY110 A		Comptroller and Auditor	
23-9-22				General and Revenue	
Friday	10:30-11:30	FY110 A		Cancelled	
24-9-22					
Saturday	10:30-11:30	FY110 A		Holiday	
25-9-22					
Sunday	10:30-11:30	FY110 A		Holiday	
26-9-22					

Signature of Principal
 Date: 26.9.22



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THAKUR RAMNARAYAN COLLEGE OF LAW

WORK REPORT
Week from 5/9/22 to 10/9/22

Day & Date	Time	Class / Div	Subject	Work Report	Remarks
Monday				Non Instructional Day	
5/9/22					
Tuesday	8:30-9:30	F782 A	Pol.Sc	Supervision for test	
6/9/22	9:40-10:40	F782 A	Pol.Sc	Merits and Demerits	
	10:50-11:30	F782 A	Constitution	Cancelled for Teachers Day Celebration	
Wednesday	8:30-9:30	F782 A	Pol.Sc	Supervision	
7/9/22	9:40-10:40	F782 A	Pol.Sc	Presidential Form	
	10:50-11:30	F782 A	Pol.Sc	Issue taken by Justice	See to implement
Thursday	8:30-9:30	F782 A	Constitution	Indian Judiciary	
8/9/22	9:40-10:40	F782 A	Pol.Sc	Presidential Form	
	10:50-11:30	F782 A	Pol.Sc	100 Presidential Form	
Friday				Amant Chaturdash	
9/9/22					
Saturday	8:30-9:30	F782 A	Constitution	Supervision	
10/9/22	9:40-10:40	F782 A	Pol.Sc	Judiciary	
	10:50-11:30	F782 A	Pol.Sc	Social Contract	
	11:40-12:30	F782 A	Pol.Sc	Social Contract	

Signature of Faculty
Date: 10/9/22

Signature of Principal
Date: 11/9/22

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WORK REPORT
Week from 12/9/22 to 17/9/22

Day & Date	Time	Class / Div	Subject	Work Report	Remarks
Monday	9:20-10:20	F782 A	Constitution	Independence of Judiciary	
12/9/22	10:30-11:30	F782 A	Pol.Sc	Basic of Representation	
	11:40-12:40	F782 A	Constitution	Emergency	
Tuesday	9:40-10:40	F782 A	Pol.Sc	Basic of Representation	
13/9/22	10:50-11:30	F782 A	Constitution	Emergency case laws	
Wednesday	8:30-9:30	F782 A	Pol.Sc	Judiciary Role & Functions	
14/9/22	9:40-10:40	F782 A	Pol.Sc	Judiciary Role & Functions	
Thursday	8:30-9:30	F782 A	Constitution	Amendment of Constitution	
15/9/22	9:40-10:40	F782 A	Pol.Sc	Independence of Judiciary	
	10:50-11:30	F782 A	Pol.Sc	Independence of Judiciary	
Friday	8:30-9:30	F782 A	Constitution	Basic Structure	
16/9/22	9:40-10:40	F782 A	Pol.Sc	Rule of Law	
	10:50-11:30	F782 A	Pol.Sc	Rule of Law	
Saturday	9:40-10:40	F782 A	Constitution	Service under Union/Person	
17/9/22	10:50-11:30	F782 A	Pol.Sc	Separation of Powers	
	11:40-12:30	F782 A	Pol.Sc	Separation of Powers	Continued with A

Signature of Faculty
Date: 17/9/22



Signature of Principal

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WORK REPORT
 Week From 19-9-22 To 24-9-22

Roll No. 12

Day & Date	Time	Class / Div	Subject	Work Report	Remarks
Monday	7:00-10:00 10:30-11:30	F.Y.LL.B F.Y.B.A	Constitutional Law Pol. Sc.	Panchayat & Municipalities Separation of Powers	
Tuesday	7:00-10:00 10:30-11:30	F.Y.LL.B F.Y.B.A	Constitutional Law Pol. Sc.	Election Commission of India Separation of Powers	
Wednesday	9:00-10:00 10:30-11:30	F.Y.LL.B F.Y.B.A	Pol. Sc. Pol. Sc.	Proportional Representation Revision	
Thursday	9:00-10:00 10:30-11:30	F.Y.LL.B F.Y.B.A	Constitutional Law Pol. Sc. Pol. Sc.	Election Commission of India Proportional Representation Revision	
Friday	9:00-10:00 10:30-11:30	F.Y.LL.B F.Y.B.A	Constitutional Law Constitutional Law	Civil Rights Act Revision	
Saturday				SYLLABUS OVER FOR BOTH SUBJECTS	

Signature of Faculty
Date: 24-9-22

Signature of Principal
Date: 24-9-22

Thakur Educational Trust (Regd)
THAKUR RAMNARAYAN COLLEGE OF LAW
 Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (E), Mumbai - 400 068

WORK REPORT
 Week From _____ To _____

Roll No. _____

Day & Date	Time	Class / Div	Subject	Work Report	Remarks
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Signature of Principal
Date: _____



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Principal
 Thakur Ramnarayan College of Law
 S.V. Road, Dahisar(E), Mumbai-400068

EXAMINATION RESULT ANALYSIS

Class: _____ Section: _____ Semester: _____ Subject: _____

Examination	No. of Students					Percentage Performance			Remarks
	Absent	Present			A	B	C		
		40% - 50%	50% - 75%	75% & Above					
Absent	A	B	C	A	B	C			

Class: _____ Section: _____ Semester: _____ Subject: _____

Examination	No. of Students					Percentage Performance			Remarks
	Absent	Present			A	B	C		
		40% - 50%	50% - 75%	75% & Above					
Absent	A	B	C	A	B	C			

Class: _____ Section: _____ Semester: _____ Subject: _____

Examination	No. of Students					Percentage Performance			Remarks
	Absent	Present			A	B	C		
		40% - 50%	50% - 75%	75% & Above					
Absent	A	B	C	A	B	C			

Signature of Faculty
 Date: _____

Signature of Principal
 Date: _____

LEAVE LOAD ARRANGEMENT

Class: _____ Section: _____ Semester: _____ Subject: _____

Sl. No.	Date	Time	Class	Subject	Approved to attend		Date	Time	Class	Subject	Approved to attend	
					Name	Signature					Name	Signature
1	25/12/2022	10:00 AM	1001	Prd. Prd.	Mamun	[Signature]	25/12/2022	10:00 AM	1001	Prd. Prd.	Mamun	[Signature]
2	26/12/2022	10:00 AM	1001	Prd. Prd.	Mamun	[Signature]	26/12/2022	10:00 AM	1001	Prd. Prd.	Mamun	[Signature]
3	27/12/2022	10:00 AM	1001	Prd. Prd.	Mamun	[Signature]	27/12/2022	10:00 AM	1001	Prd. Prd.	Mamun	[Signature]



[Signature]
Principal
 Thakur Ramnarayan College of Law
 S.V. Road, Dahisar(E), Mumbai-400068



Thakur Educational Trusts (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF LAW**

ISO 9001:2015 Certified

Thakur Ramnarayan Educational Campus,
S.V. Road, Dahisar (East), Mumbai - 400 068
Tel.: 022 - 2828 1200 • Fax : 022 - 2828 1300
E-mail : admin@trcl.org.in • Website : www.trcl.org.in



TRCL/IP/02/FRM/01

Revision A

Academic Calendar for academic year 2022-23 (Term-I)
First/ Second Year LL.B. 5 Years, First/ Second Year LL.B. 3 Years
& First Year LL.M.

Sr. No.	Activity	Schedule	Date
1.	Resources requirement	At least 2 weeks before end of the previous semester	October 2022
2.	Faculty recruitment and resource allocation	1 month before the commencement of semester	October 2022
3.	Academic Calendar	2 weeks before the commencement of semester	18 th October 2022
4.	Subject allocation	2 weeks before commencement of odd semesters/ last week of even semesters for odd semesters	18 th October 2022
5.	Commencement of the term	As per University notification	November 2022
6.	Display of timetable	3 days before the commencement of semester	4 th November 2022
7.	Teaching plan validation by Principal	3 days before the commencement of semester	4 th November 2022
8.	Commencement of the lecture (SYBLS, SYLLB & FYLLM)	2 nd weeks the of Semester	7 th November 2022
9.	Guest Lecture/Webinar/Seminar		2 nd & 4 th Saturday of every month
10.	National Law Day celebration		26 th November 2022
11.	Syllabus coverage report for the month of November 2022	5 th of every month	5 th December 2022
12.	Monthly semester review for the month of November 2022	5 th of every month	5 th December 2022
13.	Defaulters list for the month of November 2022	5 th of every month	5 th December 2022



[Signature]

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Thakur Ramnarayan College of Law

14.	Question paper setting of periodical class test (SYBLS & SYLLB)	10 days before the first periodical class test	9 th December 2022
15.	Display of timetable (FYBLS & FYLLB)	3 days before the commencement of semester	9 th December 2022
16.	Teaching plan validation by Principal (FYBLS & FYLLB)	3 days before the commencement of semester	9 th December 2022
17.	Practical Training Examination (SYLLB)		10 th December 2022
18.	Commencement of the lecture (FYBLS & FYLLB)		12 th December 2022
19.	Printing of question paper of periodical class test (SYBLS & SYLLB)	2 days before the first periodical class test	16 th December 2022
20.	Conduct of periodical class test (SYBLS & SYLLB)	7 th week of semester	19 th - 22 nd December 2022
21.	Term work submission (SYBLS & SYLLB)		19 th - 22 nd December 2022
22.	First Students feedback (SYBLS & SYLLB)		22 nd December 2022
23.	Winter break	As per University notification	26 th - 31 st December 2022
24.	Syllabus coverage report for the month of December 2022	5 th of every month	5 th January 2023
25.	Defaulters list for the month of December 2022	5 th of every month	5 th January 2023
26.	Monthly semester review for the month of December 2022	5 th of every month	5 th January 2023
27.	Question paper setting of periodical class test (FYBLS & FYLLB)	10 days before the first periodical class test	18 th January 2023
28.	Attendance committee meeting (SYBLS & SYLLB)	14 th week of semester	21 st January 2023
29.	Printing of question paper of periodical class test (FYBLS & FYLLB)	2 days before the first periodical class test	28 th January 2023
30.	Practical Training Examination (FYLLB)		28 th January 2023
31.	Conduct of periodical class test (FYBLS & FYLLB)	7 th week of semester	1 st - 4 th February 2023
32.	Term work submission (FYBLS & FYLLB)		1 st - 4 th February 2023
33.	Students feedback (FYBLS & FYLLB)		4 th February 2023
34.	Syllabus coverage report for the month of January 2023	5 th of every month	6 th February 2023



Principal

35.	Defaulters list for the month of January 2023	5 th of every month	6 th February 2023
36.	Monthly semester review for the month of January 2023	5 th of every month	6 th February 2023
37.	Lex- Communique 2023		25 th & 26 th February 2023
38.	Attendance committee meeting (SYBLS & SYLLB)	14 th week of semester	1 st March 2023
39.	Syllabus coverage report for the month of February 2023	5 th of every month	6 th March 2023
40.	Defaulters list for the month of February 2023	5 th of every month	6 th March 2023
41.	Monthly semester review for the month of February 2023	5 th of every month	6 th March 2023
42.	Practice session / extra lecture for slow learners	As per requirement	
43.	Work- load and subject allocation of subsequent semester	14 th – 15 th week of semester	6 th March 2023
44.	End semester review	Last week of semester	
45.	Conduct of Second- Half 2023 examination.	As per University notification	
46.	Declaration of Second- Half 2023 examination result	As per University notification	

Prepared By

Name & Signature of Faculty: Ms. Moonam Kharat

Date: 18th October 2022

Approved By

Signature of Principal

Date: 18th October 2022



Principal

Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068



Indian Register Quality Systems
(A Division of IRCLASS Systems and Solutions Pvt. Ltd.)

IV IRQS FORM:102:16

Eff. Date : 16-03-2022

Developed by : NR

Approved by : HEAD-IRQS

Audit Report For QMS / EMS / OHS / IMS Scheme(s)

01)	Name of the Client	M/s Thakur Ramnarayan College of Law			
02)	Address of HO & Site(s)	Thakur Ramnarayan Educational Campus, Swami Vivekanand Road, Dahisar East, Mumbai-400068			
03)	File Number	T/7134/Q			
04)	Name of "Head of Organization" / Unit	Dr. A. K. Singh- Principal			
05)	Name of Organization Representative coordinating with CB	Ms. Urmila Chauhan			
	Names of the management legally responsible for occupational health and safety, personnel responsible for monitoring employees health and employees representative(s) with responsibility for occupational health and safety. (Applicable for OHSMS)	NA			
06)	Audit Criteria (strike out the standard not under audit)	QMS (ISO 9001)	QMS-EMS (ISO 22001)	EMS (ISO 14001)	OHS (ISO 45001)
		<ul style="list-style-type: none"> • Applicable legal & other requirement. • Organization's procedures & documented information in line with the respective standards. 			
07)	Date of Audit	28 th January 2023			
08)	Type of Audit (strike out the standard not under audit)	Stage-4/Renewal/ Surveillance #1 / Scope-extension / Scope-reduction / Follow-up / Transfer / Special Audit for a/b/c as referred under Audit Objectives "9d" Joint / Combined / Integrated / Remote- onsite			
09)	Audit Objective	c) Surveillance Audit : Is to evaluate the effectiveness for maintenance of the organization's implemented management system for the above criteria covering the following : <ul style="list-style-type: none"> • Internal audits and management review; • A review of actions taken on nonconformities identified during the previous audit; • complaints handling; • Effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system (s); • Progress of planned activities aimed at continual improvement; • Continuing operational control; • Review of any changes • Use of marks and/or any other reference to certification 			
	NOTE:	To verify the above audit objectives, in case of Remote audit carried out using ICT facility for gathering the audit evidences by utilizing the computer-assisted techniques such as MS Team, Skype, Video conferencing, webinar, information available in soft etc. as applicable.			
10)	Changes to the audit objectives, audit scope or audit criteria (e.g. physical location, organizational units, activities and processes), if any: Please attach "Notice of Change"	Nil			
11)	Comment on the confirmation of the information provided (by the organization, including "Pre-audit Information"/Auditor Allocation Form)				
	Scope of Certification	To Deliver Higher Education In Undergraduate Degree Programmes In The Faculty Of Law As Per Norms And Standard Of The University Of Mumbai			
	Number of sites	One			
	Travel Time between the sites	NA			



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Principal

Thakur Ramnarayan College of Law

	Number of employees associated with scope of certification (For Effective Number of Employees)	14												
	Current certification & its validity	IRQS/220100132 valid till 10 th Feb 2025												
	Design & development	Not Applicable												
	Working in shifts Regular working hours.	Single Shift.												
	Externally provided processes, products and services (Outsourced)	AMCs of ACs, Photocopying machines, Water purifiers, sound system, refrigerators, Fire fighting systems, Security system, Canteen												
	Pre-audit information	Audit carried out "ONSITE"												
12)	Audit Team Details (Team Leader, Team Member, Provisional Auditor, Provisional Team Leader, Evaluator, Industry Expert Any accompanying persons; e.g. Guides, Observers, Translator, Facilitator etc.)	<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Mr. V A Kamath</td> <td>TL+IE</td> </tr> <tr> <td>Mr. Nilesh Bhogare</td> <td>PA</td> </tr> </tbody> </table>	Name	Role	Mr. V A Kamath	TL+IE	Mr. Nilesh Bhogare	PA						
Name	Role													
Mr. V A Kamath	TL+IE													
Mr. Nilesh Bhogare	PA													
13)	Audit conducted at (Physical location(s) as applicable)	<table border="1"> <thead> <tr> <th>Address</th> <th>Date of Audit</th> <th>Functions/ Process(es) /Activities audited at the Location/Site</th> </tr> </thead> <tbody> <tr> <td>Head office: Thakur Ramnarayan Educational Campus, Swami Vivekanand Road, Dahisar East, Mumbai-400068</td> <td>28th January 2023</td> <td>Top Management, MR process, Admission, Teaching & Learning, Design, Examination, Placement, Purchase</td> </tr> <tr> <td>Permanent site(s)</td> <td>--</td> <td></td> </tr> <tr> <td>Temporary site(s)</td> <td>--</td> <td></td> </tr> </tbody> </table>	Address	Date of Audit	Functions/ Process(es) /Activities audited at the Location/Site	Head office: Thakur Ramnarayan Educational Campus, Swami Vivekanand Road, Dahisar East, Mumbai-400068	28 th January 2023	Top Management, MR process, Admission, Teaching & Learning, Design, Examination, Placement, Purchase	Permanent site(s)	--		Temporary site(s)	--	
Address	Date of Audit	Functions/ Process(es) /Activities audited at the Location/Site												
Head office: Thakur Ramnarayan Educational Campus, Swami Vivekanand Road, Dahisar East, Mumbai-400068	28 th January 2023	Top Management, MR process, Admission, Teaching & Learning, Design, Examination, Placement, Purchase												
Permanent site(s)	--													
Temporary site(s)	--													
14)	To comment:													
	a) Any deviation from audit plan and their reasons (if yes, please justify)													
	⇒ Nil													
	b) Upon any adverse conditions faced during the audit (e.g., power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities)													
	⇒ Nil													

Audit Findings

SEC A : Comments on the Effectiveness for the Closure of Previous Audit Findings:

No. of Previous audit NCs:	Nil	No. of Areas of Concerns raised during Stage 1:	NA
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Scheme & Clause No.	Findings	Comments on the effectiveness for the closure
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SEC B : Management System(s)

a) Scope of Certification: (if Multi-site audit, then scope as applicable at each site should be verified [for Stage 2 from Stage 1 Audit Report and for Subsequent audit against the issued Certificate] & reported)

⇒ General Scope as required on the final "Certificate of Approval"	To Deliver Higher Education In Undergraduate Degree Programs In The Faculty Of Law As Per Norms And Standard Of The University Of Mumbai
Scope of Head Office	As above
Scope of Site	NA




Principal
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 S.V. Road, Dahisar (E), Mumbai-400068

Scope Support Office(s) / Location(s), if any NA

Non-Applicability of Clauses & Justification for the same Cl. 8.3 - Design & Development- This is not applicable for Scope selected, since Mumbai University give all guidelines for each course.

Justification for the scope of certification (Brief description for scope verification highlighting on the process flow / activities involved for the scope. Provide at least one example for scope of certification.

THAKUR RAMNARAYN COLLEGE OF LAW, (TRCL) Swami Vivekanand Road, Dahisar (East), Mumbai 400068, India is a part of Thakur education Trust. It imparts a rigorous and multi-disciplinary legal education with a view to producing world-class legal professionals, scholars and public servants. TRCL offers 5 years B.L.S.LL. B, 3 years LL. B and 2 years LL.M program in addition to that TRCL also offers 6 months certificate program in corporate Law.
The status of TRCL is that of a 'Minority Institution' for the 'Hindi Linguistic Community'. The primary aim of the institution is to impart legal knowledge and prepare the students for various careers in law and moulding the overall personality of the students."

LLB - 5 Year course (After 10+2): Information brochure for Online Maharashtra Govt CET was issued, was given wide publicity and results were declared. Brochure specified all details such as eligibility, reservation, type of Category seats etc. Central Admission process (CAP) was introduced by MH Gov. Merit List was issued by MH. Gov. Classes online were conducted as per timetables. e.g. Ms. Tiwari Shreya Ramakant was admitted under minority quota. Application No. L 5221071129 admitted to FYBLS with roll no. B -097. All documents checked, including Anti Ragging policy and Attendance rule acceptance.

LLB - 3 Year Course- (after Graduation) Admission process - Information brochure for Online Maharashtra Govt CET was issued, was given wide publicity and results were declared. Brochure specified all details such as eligibility, reservation, type of Category seats etc. Central Admission process (CAP) was introduced by MH Gov. Merit List was issued by MH. Gov. Classes online were conducted as per timetables. Exams were conducted as per timetable issued between 19th to 22nd December 2022. Syllabus coverage was verified at intervals. First two years exams are conducted by TRCL while final year Exams are conducted by university.
TRCL followed similar procedure for conduct of classes, exam schedule etc.

Summary of Site Visits:
TRCL has Classrooms with each 60 seating capacity for each year of both 3 year and 5 year LLB courses. In addition, Moot Court of 100 seating capacity, replicated on Supreme Court of India, a Parliament, replicated on Lok Sabha with seating capacity of 150, conference hall, Seminar hall, digital library, Regular Library, Admission process area, Principal Office and other faculty rooms available. This College uses Trusts Ground Floor and 2 floors to conduct the teaching process out of Trust's 7 story building.

b) Process of understanding & review of the needs and expectation of interested parties

Interested Parties are : Statutory bodies - Mumbai University, Bar Council, Students, Faculty, Employees, Student's Parents and Society at large
Interested parties and their needs and expectations are identified and documented. Interested parties are Students, S & R bodies (Mumbai University, Bar council), faculty, parents, ext. providers, industry.
Student needs are quality education & placement after completion of course, regulating bodies expectation - transparency, timely completion of reporting and application for continuation of affiliation, Faculty - career prospects

c) Methodology of identification, access of compliance obligations [i.e. applicable Legal (Statutory / Regulatory & Other) requirements]

University of Mumbai - Approval -AFF/ICD/2016-17/195 dt 19.09.2016. Approval for 60 students L.L. B.-3 Years & 60 Seats for L.L. B. 5 Years. Initially one batch and later Letter from Joint Director, Higher Education, Mumbai Region /2019-20/1370 dt.03/07/2019 granting permission for intake of 120 Students each in L.L.B. 3 YEARS & L.L.B 5 Years. from Academic Year 2019-20 -Total 120 students per year for 3 years course and 5 years course each was issued. Approval for Each Academic year till 2022-23 was available.
College to run on non-Grant basis, self-Financed Institute.
-Initial Approval- Letter of Consent from BAR COUNCIL OF INDIA letter no. BCI:D 820:2017 (LE/STD17/18/19/6/2017) Dated 23/06/2017.

d) Methodology of determination of risk & opportunities related to

- the context of organization,
- Interested Parties
- management system and its processes/activities

 Give examples of determined risk & opportunities
 The commitment & determination towards the process-based management by the top management & team of Professors and various faculties are evident. Close monitoring of syllabus rollout has ensured no



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slippages. Many effective initiatives like adherence to the process for improved quality of students' intake, increased number of faculty pursuing higher studies, and visits by many highly qualified Bar council, High court /Supreme court lawyers to participate in College Moot court has beneficial effect on quality of students passing out from the institute.
End to end monitoring and control is effective. The adherence to the classrooms schedule is ensured, students' performance and progress is monitored and coaching and counselling is provided for weaker students. Effectiveness of faculty is obtained from students for their career growth and where required the are trained. Faculty development program is setup and pursued. Conduct of exams as per schedule is adhered to and results are declared as planned.

- e) A) Brief description of organization processes determined taking into account planning, Monitoring and control of the management processes, change control (management of change) needs to achieve the expected outcome
 ➔ Admission is given by Centralized Admission process by Maharashtra Govt. TRCL being a minority Institute, it has some percentage of reserved seats for minority community, which after clearing CET held by MH Gov. issued in CAP round.
 Final year Exams are conducted by university for 3 years course. TRCL conducts exams as per university norms for internal assessment and marks are added to overall marks in University exams
- B) Control over identified externally provided processes, products and services (Outsourced activities)
 ➔ Externally provided processes are canteen, visiting faculty, security, Pest Control & AMC of IT. Selection procedure/Contracts are available and used for selection of visiting Faculty, demo lectures conducted with students and other faculty. Other out services are monitored under contract terms & conditions, other monitoring systems are in place
- C) EMS Life Cycle Perspective (Input → Processing → Output)
 • An example of Environmental aspect / impact arising out of "Life Cycle Perspective" and any Operational Control measures Directly or influencing
 • Any objective set to minimize the impact of environment arising out of Aspect - Impact
 ➔ NA

- f) Process of establishment and monitoring objectives of management system (with few examples for respective management systems audited such as setting of Environmental objectives, target, programs)
 ➔ Ten objectives with measurable targets are set up. All were achieved. Examples of objectives are:
 1. To use student-centric methods for enhancing level of students' satisfaction - Target 90% of faculty attain more than 75% level of students' - Archived - 100%
 2. To provide placement for eligible students who enroll for the placement program - Target 30% - Achieved -100%
 Close monitoring is carried out of Objective and plans are made to achieve same.

g) The availability of resources, environment necessary to support the operations & monitoring of management process.
 ➔ Personnel interviewed, including workers / contract workers
 (The Personnel who will be interviewed during Audit. (Based on the Scope of certification and scheme).
 • Shop floor personnel / Operational Personnel involved in critical process / functions / Company workers / Contract workers / Personnel involved in or with Outsourced activity interested party representatives /
 • Personnel responsible for monitoring employees' health, for example, doctors, nurses and or any nominated / authorized representative of the organization
 • As felt appropriate, include any other personnel based on the organization being audited)

Name	Designation	Interviewed For	Conclusion Based on Interview
1. Dr. A K Singh	Principal	Top Management	QMS knowledge Satisfactory
2. Dr. Urmila Chauhan	Asst. Professor	Teaching & Learning-Degree, MR	QMS knowledge Satisfactory
3. Ms. Moonam Kharal	Asst. Professor	Law Faculty	QMS knowledge Satisfactory
4. Namrata Shetty	Asst. Professor	Law Faculty	QMS knowledge Satisfactory
5. Mr. Rajwant Rao	Asst. Professor	Law Faculty	QMS knowledge Satisfactory
6. Ms. Amrita Sanyal	Asst. Professor	Law Faculty	QMS knowledge Satisfactory
7. Ms. Shruti	Jr. Clerk	Admin/HR	QMS knowledge Satisfactory
8. Mr. Sagar Mistry	Librarian	Library	QMS knowledge Satisfactory

Summary of Health Performance including health objectives: (For all ISO 45001 - OHSMS AUDITS) NA

- h) Methodology of determination & maintenance of organization knowledge necessary for the operations of its processes to achieve conformity of product/service, environmental impact / prevention of injury for the respective management system.
 ➔ Regular Library, Digital Library. Regular meetings of legal aid society, encouraging faculty to achieve higher qualification is one of the objectives too.
- i) Demonstration of Leadership and commitment towards management system
 ➔ Top management commitment evident, verified through policy, objectives, MRM, R & O evaluation. Roles and responsibilities are well set at various functions, process level objectives and being monitored adequately.



(Signature)

Principal

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 Mumbai - 400088

j) Method / procedure for Corrections and Corrective actions, as applicable for respective scheme, with example
 No customer Complaints either from parents or students. Feedback is taken from Parents of 5year BL5 course and acted upon. Students have opportunity to approach directly to Principal, if they have any complaints, No NCs were generated in 2 IQAs conducted during year 2022.

k) Effectiveness of Internal Audit & Management Review
INTERNAL AUDIT:
 Briefly describe the process of conduct of IA, Comment on the competency of IA auditors, Number of internal auditors, Trained for internal auditors, Verification of audit Programme, Audit Plan.
 Findings of IA:
 Briefly Corrective actions and effectiveness of corrective taken for the NC's Observations etc. on the outcome of IA.
 Briefly on the Conduct of IA in an Impartial manger, Conclusion on the effectiveness of IA conducted.

MANAGEMENT REVIEW:
 Briefly describe the process of conduct of Management Review, Summary of the conducted and conclusion on the effectiveness of conducted Management review, Improvement, Output

IQA: Frequency Twice per year, Half yearly internal audits planned. Internal audit plan available. All departments and processes included in the internal audit plan as Procedure TRCL/MP/08. Internal audit last carried out on 22nd Aug 2022. Total auditees: 8, Auditor: 3- All trained by BV in Internal Audit process, e.g. Ms. Moonam Kharat was trained by "Knowledge management Centre" for 2 days course in " IA Training course on ISO 9001:2015" on 1st & 2nd Nov. 2018 and was issued Cert no. 1001/11/2018 . Auditors were independent and not involved in any processes which they are involved., Nil NCs were generated during audit.
 Auditors were trained. Top management was audited. Audit summary Report was available. Audit schedule was available, audit plan for next audit was available. IQA found effective.

MRM: Minimum Two MRMs conducted in a year. Last MRM was held on 14th Sept 2022. Physical meeting was held. Top management was present. Verified Minutes of the MRM conducted on 14.09.2022 prepared by Principal. Procedure TRCL/QMS/PM/02 – PM /09 was followed.
 The MRM chaired by the Principal and attended by all Asst Professors, Admin, Accounts. Minutes of the meeting indicate action to be taken and responsibility for actions.
 The issues discussed include the following: Action taken on the minutes of the last MRM conducted last year and customer satisfaction, customer complaints, vendor performance, dept wise performance was discussed, process performance, achievement of quality objectives, IQA & NCs, QP and changes requirements if any, review of risk, opportunities for improvement. Resource need was discussed, and adequacy of resources was discussed. MRM was effective.

l) Examples of improvement/s as a result of correction, corrective actions, break through changes, innovation and reorganization including continual improvement.
 TRCL following QMS, no complaints received and No NCs were generated in IQA. Observations were attended. For continual improvement – Performance of faculty was monitored on Students feedback and student's placement was monitored. Students' feedback on Placement organization was obtained to remove undesirable customers. Customers feedback on students is taken for improvement of syllabus, teaching methods.

m) Comments on the process of Organization's Management of Change
 Changes management is discussed by top management and approved after considering.
 a) Purpose of change
 b) Integrity of QMS
 c) Availability of resources
 d) Allocation or reallocation of responsibilities

n) Attached Annexure A for Summary of OHSMS | ISO 45001:2018 – Additional (New) Requirements & IAF MD 22 Requirements (IV IRQS-FORM:102-A:OHS) Yes / No / NA

SEC C : Current Audit Non-conformity

Sl	Scheme	NC No.	Clause No.	Statement(s)	Grading of NC
					(Major/Minor)
	--	--	--	--	--
b)	No. of Major NCs:		--		
c)	No. of Minor NCs:		--		

SEC D (a) : Maturity Of The Management System



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 SV Road, Dahisar(E), Mumbai-400088

Level of Integration in case of Integrated Management System: NA		<input type="checkbox"/> Yes <input type="checkbox"/> No
a)	Integrated Documentation (Manual, policy and objectives, procedures, work instruction etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b)	An Integrated approach to Roles & Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
c)	Conduct of Integrated / approach to Internal Audit	<input type="checkbox"/> Yes <input type="checkbox"/> No
d)	Conduct of Integrated Management Reviews considering the overall business strategy and plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
e)	An Integrated approach to systems processes	<input type="checkbox"/> Yes <input type="checkbox"/> No
f)	An Integrated approach to continual improvement mechanisms	<input type="checkbox"/> Yes <input type="checkbox"/> No
g)	Organization's personnel to respond to questions more than one management system standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii)	Comment on the maturity of the management system i.e. about the management system is fully established in the organization and the level of support that it has from senior and top management.	QMS is in Place, Top management supports QMS team, QMS well maintained.

SEC D (b) : Brief comments on Annexure to Questionnaire for Result of the review of the system (over period of certification), (applicable during renewal audits)

NA

SEC E: Comments on Usage of Marks / Logos (Accreditation / IRQS)

NABCB :

- The logo shall not be displayed on buildings and flags.
- The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement
- The logo shall not be used on the visiting cards
- Use of logo not permitted on laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.

Neither the IRQS's Logo nor the NABCB's Logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the IRQS or NABCB have certified or approved any product, process or services of the registered client

Not Used , Confirmed

RvA

- On reports and certificates of certified calibration-, testing and medical laboratories and inspection bodies;
- On business cards of the certified client's personnel.

Not Used.

Use of Marks / Logos (Common for both) : Comments on verification of website for Use of Marks / Logos, display of certificate for its appropriateness and validity on the Client's website, any social media, wherever is applicable look at the maximum.

Not used , Confirmed.

SEC F (a) : Any Unresolved Issues	Nil
SEC F (b) : Any Other comments / observations	Nil



Principal
Thakur Ramnarayan College of Law
 S.V. Road, Dabhoi - 400068

SEC G : Audit Program [To be filled for one cycle, up to Renewal]

Any Significant issues impacting audit program to be recorded

Type of Audit	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Plan	Actual	Plan	Actual	Planned	Actual	Planned	Actual	Plan	Actual
Date Of Audit			Jan 2022	28 th Jan 2022	Jan 2023	28 th Jan 2023	Jan 2024		Dec 2024	
No. of Mandays	-	-	01	01	01	01	01		TB	D

*Site(s) [covering Temporary /Permanent] / Department/ Functions / Processes [Please mark [✓] Tick Mark]	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Plan	Actual	Plan	Actual	Planned	Actual	Planned	Actual	Plan	Actual
Top Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MR / QMS performance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Core Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Customer related Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Examination	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
External Providers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
HR & Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Document Review	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Shifts audit (at least once in a cycle, if applicable, Processes to be audited in each shift)	NA	NA	NA	NA	NA	NA	NA	NA	TB	D

[*Sub-Division in the Department, Processes, Sub-Processes, Activities involved & audited under One heading to be specified in the "Site(s) [covering Temporary /Permanent] / Department/ Functions"]

Note:

- Stage 1 Audit Programme to be addressed the Number of Shifts & audit is planned for at least one of the shifts inside and one outside of regular office hours
- Stage 2 / Renewal / Surveillance Audit : as per the Stage 1 Audit Programme, audit is conducted for at least one of the shifts inside and one outside of regular office hours
- In case of Migration to ISO 45001:2018 : Audit outside of regular office hours, all shifts audits to be conducted during all audits during the cycle. In case of migration during surveillance, then during all subsequent for cycle to be covered, if migration done during-
 - Surveillance #1 – Then Surveillance #2, Renewal and Surveillance #1 after renewal.
 - Surveillance # 2 – Then during Renewal , Surveillance #1 and Surveillance #2.

NOTE:

- Processes required for verification of applicability of the Scope of Certification shall be audited in each visit.
- Dominant applicable clauses for respective Department/ Functions / Processes to be verified [Refer SEC B: Summary of Conformity.
- Information required in this Audit Programme is to be updated during First Assessment of the auditee organization in a given cycle i.e. Stage-1 / Transfer / Renewal Audits / Subsequent Audit if there is any modification of Scope (reduction / extension) / Site(S) / Department/ Functions if not audited as planned. (to be discussed)
- Information provided shall remain for guidance purpose only for the Audit Team: of subsequent audits in the cycle & hence, shall not be binding w.r.t. additional functions to be audited and / or clauses to be audited in each function to confirm compliance to the respective audit criteria



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Thekurl Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400088



SECH : Effectiveness of audit objectives achievement :
 [Please mark 'Tick - ✓' as applicable for Onsite audit and Remote Audit]

On-site and Remote Audit	Effectiveness		
	Achieved	Not achieved	Remarks on what is not achieved or raised it as NC
Demonstration of Leadership commitment	✓		
Determination of External & Internal issues	✓		
Needs and expectation of Interested parties	✓		
Access to Legal & other requirements and their compliance	✓		
Process of Setting of objectives and achievements.	✓		
For Operational control	✓		
Process of Performance monitoring and continual improvement.	✓		
Effective conduct of Internal audit and Management review.	✓		
Process of addressing any changes, Management of change.	✓		

REMOTE AUDIT (USING ICT)

The Below Ticked ICT has been used in carrying out audit/assessment and the effectiveness of ICT in achieving the audit/assessment objectives are as noted below:

Based on the input received in IV IRQS:REC-52 A the following ICT were used: (Tick ✓ which were used), any other means if used please include the same for comments on its effectiveness for achieving the objectives).	Used to gather objective evidences.	Effectiveness	
		Achieved for	Not achieved or Not fully achieved: for
<ul style="list-style-type: none"> • Micro Soft Team Meeting • ZOOM • Go-To Meetings • Video conferencing • WhatsApp Video call • Skype. • Use of Drone 	Virtual-site visit – Based on respective scheme requirements.	NA	
	Operational activities (EG: Process parameters, Operational control etc.)	NA	
	Sharing of Documents, Documented information, Records on Screen	NA	
	Interview with personnel	NA	
	Uninterrupted connectivity throughout audit duration.	NA	
	Overall Audio / Video clarity.	NA	
	Sharing of photos	NA	
	Documents through mails in time.	NA	
	Maintain Integrity of the audit / assessment process.	NA	
	Usage of Drone	NA	
	Objectives of Current Type of audit as noted above under Section 9 of this report.	NA	
	Any other additional information from FORM 52 A / observations.	NA	

Based on the above:		
Additional Manday required to cover the processes for which objectives not fully achieved	YES (Please mention the audit duration that would be required)	NO ✓
Audit Programme amended.	YES (Please amend the audit program accordingly with appropriate justification)	NO ✓



(Handwritten Signature)

Principal
 Thakur Ramnarayan College of Law
 (Dahisar(E), Mumbai-400088)



A handwritten signature in blue ink, consisting of stylized initials and a horizontal line.

Principal
Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068

SEC I - Recommendation:

[Please mark 'Tick - ✓' as applicable]

01)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <ul style="list-style-type: none"> - the audit objectives as identified under <input type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d); have been fulfilled - the effectiveness of the management system has the capability to meet applicable requirements and expected outcomes. - Certification Scope is appropriate - Satisfactory conduct of internal audit and management review process <p>NOTE: *In case, if absence of objective evidence for all activities of Scope of certification*, on a case to case basis conditional grant of certification or reduction of scope will be undertaken in consensus with Operations-Head/Head-IRQS (Top management), to be communicated accordingly under recommendation.</p> <p>And recommend for:</p> <p>(If a situation arise as noted under the note then the conditional recommendation to be made as given above & not recommend for issuance / continuation of the certificate)</p>	✓
	a) the issuance "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	NA
	b) the issuance "Certificate of Approval" with continuation for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	NA
	c) continuation for "Certificate of Approval for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018"	YES
	d) revocation of suspension and continuation of "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	NA
02)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <ul style="list-style-type: none"> - the audit objectives as identified under <input type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d); the effectiveness of the management system could not be evidenced for the noted non conformities, hence, recommend for :- 	NA
	a) the issuance "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018 , subject to satisfactory closure of non-conformities on or before	
	b) the continuation for "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018, subject to satisfactory closure of non-conformities on or before	
03)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <ul style="list-style-type: none"> - the audit objectives as identified under <input type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d); effectiveness of the management system could not be evidenced for the noted Major / Minor non conformity(ies), hence recommends for the 	NA
	a) follow-up visit for closure of major NC(s)/ minor NC(s) requiring closure based on the site visit, before	
	b) follow-up of audit before	
04)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <ul style="list-style-type: none"> - the audit objectives as identified under <input type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d); effectiveness of the management system could not be evidenced for the noted Major non conformity(ies) (indicating breakdown of management system or major impact on environment or high potential of an incident which may result in injury/illness). 	NA
	<p>- In case, if absence of objective evidence for all activities of Scope of certification*, on a case to case basis conditional grant of certification or reduction of scope will be undertaken in consensus with Operations-Head/Head-IRQS (Top management), to be communicated accordingly under recommendation.</p> <p>Hence recommends fast track review (may lead to suspension or withdrawal of certification).</p>	



[Handwritten Signature]

Principal
Thakur Ramnarayan College of Law
 S.V. Road, Dahisar(E), Mumbai-400088

Instructions for Corrective Action Plans Submission:

Responsibility: It is IRQS's client's responsibility to provide complete and timely responses to finding reports.

Non Conformance submission:

- For the date of NC the following to be completed by the client:
 - Correction, Root Cause & Extent Analysis, Evidences of Implemented Correction & Corrective Action, for Verification of effectiveness of implemented Correction / Corrective Action.
- Time Frame of the same:
 - For Major NC – within 30 Days, for Minor NC – within 60 Days

NOTE 1 : If not submitted within the above time frame then the certificate will be intended for Suspension Process.

NOTE 2 : The Close-out of the following :

- Major NC to be completed within 60 Days from the date of audit
- Minor NC to be completed within 90 Days from the date of audit.

NOTE 3 :

- Major nonconformities typically require on-site verification of corrective action unless specified by the Auditor. Follow up audit shall take place within 60 days from the last day of the audit activity to IRQS.
- All findings shall be closed before a recommendation for certification can be made.

NOTE 4: In case of issuance of any Major NC or any other situation during surveillance audit(s) and/or re certification audit(s), team leader requires to recommend a fast-track review by IRQS which may lead to suspension or withdrawal of certification.

Disagreement with an audit finding/s:

IRQS Appeals and Control procedure is to be used by the clients for resolving the issue.

Disclaimer:

Audit methodology was sample based. Random Samples were chosen from the areas covered in the scope. This is to assess suitability and effectiveness of Management System. Any sampling carries certain amount of uncertainty in auditing. Whenever the ICT facility used for gathering audit evidences the risk associated with poor connectivity of audio / video are taken into the account for uncertainty in auditing. Audit recommendations are subject to an independent review prior to a decision concerning the awarding, renewal of certification or follow-up / re-audit.



Confidentiality:

We assure that the information obtained during the audit will be maintained with utmost confidentiality.

Appeal: Our system has a provision of appeal with regards to audit process, difference of opinion and audit report. The client has every opportunity to appeal, dispute or complain against the decision of the auditors.

Should you wish to Contact IRQS in relation to any queries

Indian Register Quality Systems
 Head Office: 2nd Floor, New Building, 52 A, Adi Shankaracharya Marg,
 Opp. Powai Lake, Powai, Mumbai - 400 072.
 Website : www.irqs.org
 Tel. No.:+91 22 30519800/ 71199600 Fax No. : + 91 22 2570 3611

Team Leader Name	Mr. V A Kamath	Signature & Date  29.01.2023
Auditee Representative Name	Dr. A K Singh	Signature & Date 





Principal

Thakur Ramnarayan College of Law
 S.V. Road, Dahisar(E), Mumbai-400068