



Om Vidyalakar Shikshan Sanstha's

2578 2467 | 2579 3120  
Fax : 022 2578 2466

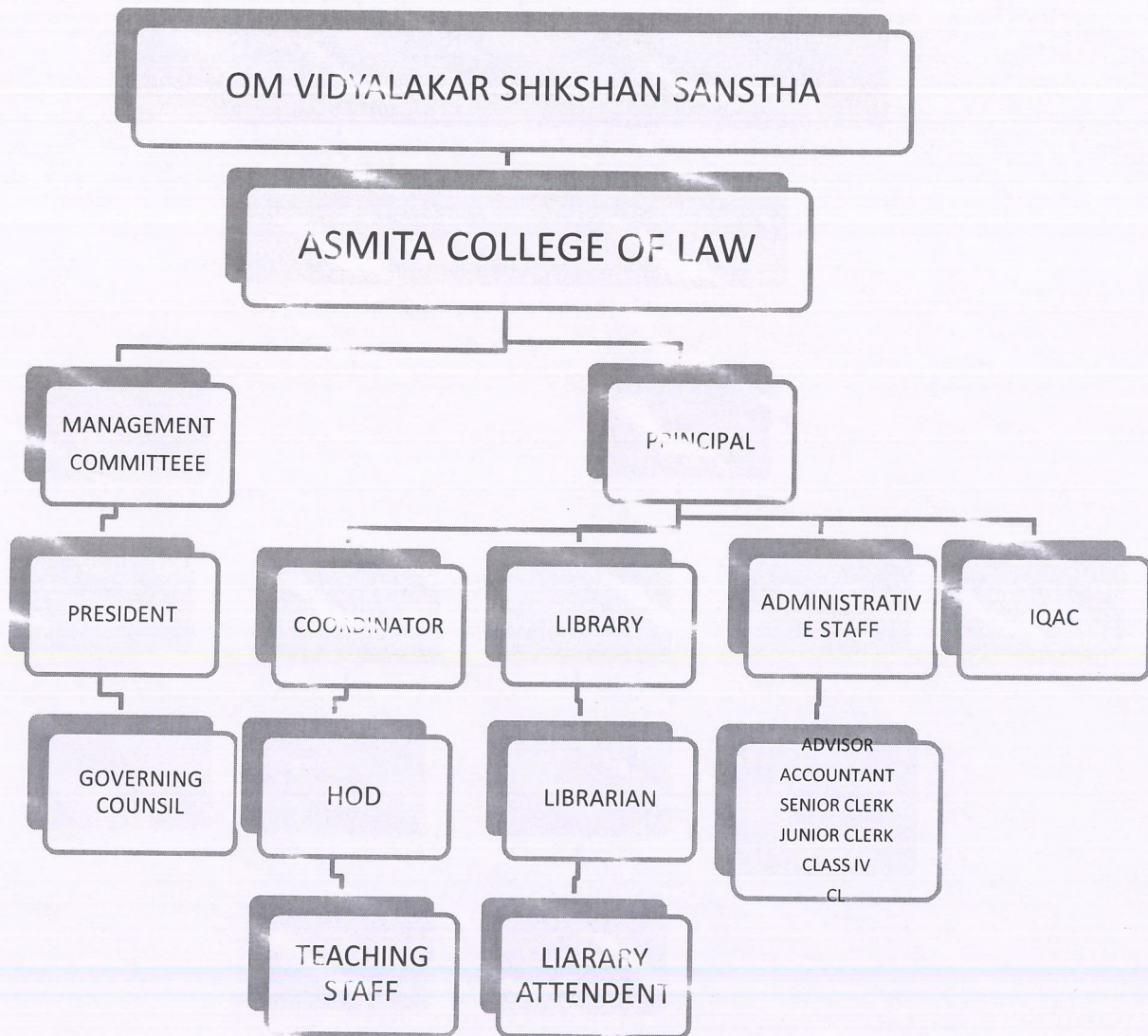
# ASMITA COLLEGE OF LAW


Affiliated to the University of Mumbai and Approved by the Bar Council of India

E-mail : [asmitacollegeoflaw@gmail.com](mailto:asmitacollegeoflaw@gmail.com) Website: [www.asmitacollegeoflaw.com](http://www.asmitacollegeoflaw.com)

Asmita College Chowk, Kannamwar Nagar 2, Vikhroli(E), Mumbai 400 083

## Asmita College of law organ gram



  
Incharge Principal  
ASMITA COLLEGE OF LAW  
Affiliated To University Of Mumbai  
Vikhroli (East), Mumbai-83.

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Asmita College of Law, established in 2009, offers legal education courses such as the 3-Year LLB program and the 5-Year BLS . LLB program. These courses are designed to provide students with comprehensive legal knowledge and skills necessary for a successful career in the field of law. Through rigorous academic curriculum, practical training, moot court competitions, internships, and other experiential learning opportunities, the college aims to equip students with a strong foundation in law and prepare them to excel in their professional endeavors.

**President (Covering Council):** The President of the Governing Council holds the highest authority in the college's management committee. They are responsible for overseeing and guiding the overall functioning and development of the college.

**Principal:** The principal is the academic leader of the college. They are responsible for setting academic standards, managing faculty, overseeing curriculum development, and ensuring the overall quality of education in the college.

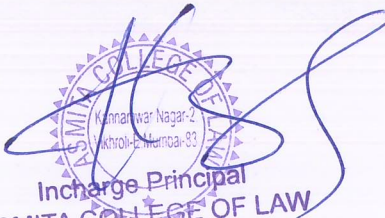
**Coordinator (HOD):** The coordinator, also known as the Head of the Department (HOD), oversees a specific department within the college. They manage the department's faculty, curriculum, research initiatives, and ensure the smooth functioning of academic activities.

**Teaching Staff:** Teaching staff members are responsible for delivering lectures, conducting seminars, mentoring students, evaluating assignments, and contributing to academic research and publications.

**Library Librarian and Attendant:** The librarian is responsible for managing the college library. Their duties include cataloging books, maintaining library resources, assisting students and faculty with research inquiries, and ensuring the smooth operation of library services. Library attendants assist the librarian in day-to-day tasks such as shelving books, managing check-outs, and maintaining library cleanliness.

## Administrative Staff:

- **Advisor:** Advisors provide guidance and support to the management and faculty on various administrative matters such as policy development, strategic planning, and institutional improvement initiatives.
- **Accountant:** The accountant manages the college's financial records, budgets, payroll, and accounts payable/receivable.

  
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- **Senior Clerk and Junior Clerk:** Clerical staff members handle administrative tasks such as record-keeping, correspondence, filing, and assisting with administrative processes.
- **Class IV Employees:** These are support staff responsible for tasks like cleaning, maintenance, and other miscellaneous duties as assigned.

**IQAC (Internal Quality Assurance Cell):** The IQAC is responsible for monitoring and ensuring the quality of education and institutional functioning. They develop and implement quality assurance processes, conduct internal audits, gather feedback from stakeholders, and facilitate continuous improvement initiatives.

Each of these functionaries plays a crucial role in the efficient operation and management of Asmita College of Law, Vikhroli, contributing to its academic excellence and overall development.

  
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