



HABIB EDUCATIONAL & WELFARE SOCIETY'S

M.S. COLLEGE OF LAW

Affiliated to University Of Mumbai & Approved By Bar Council Of India and Govt. of Maharashtra
At. Devghar, Post Khanivali Via Kudas Tal. Wada, Dist. Palghar - 421 312

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Value Added Course


“Certificate Course in Techniques of Mediation and Negotiation”

January 12, 2024 to February 21, 2024

Coordinated By - Department of Law

Faculty Name- Mr. Sagar Gala




Principal
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Value Added Course
Certificate Course in Techniques of Mediation and
Negotiation
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Ref. MSL/2023/CDC/01

Date: July 03, 2023

CIRCULAR

It is to inform all the members of College Development Committee (CDC) that there will be a meeting on July 07, 2023 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

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Ref. MSL/2023/CDC/02


Date: July 05, 2023

NOTICE

It is to inform all the members of College Development Committee (CDC) that there will be a meeting on July 07, 2023 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.


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MEETING MINUTES

Date: 07/07/2023

Time: 12:00 PM

Place: Seminar Room

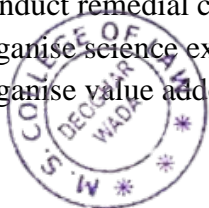
Attendees:

S.No.	Name	Designation
1.	Dr.Shweta Chaudhari	Principal
2.	Dr.Dipti Gala	Assistant Professor
3.	Mr.Shaikh Abdul Rasool	Assistant Professor
4.	Mr.Shrey S Bhise	Assistant Professor
5.	Mr. Abishek Singh	Assistant Professor

Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2nd Students

1. Submission of dissertation and projects by students.
2. To organise seminar by final year students
3. To conduct remedial classes for weak learners on difficult topics on Saturdays
4. To organise science exhibition, surveys etc.
5. To organise value added course for 1st, second and third year students



Shweta Chaudhari
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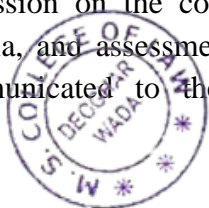
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Minutes:

The meeting was called to order by principal at 12 pm in seminar room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organise alumni, meet and farewell for the final year students:** The principal proposed organising an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experience. Additionally a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.
2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills training programs. These programs will focus on improving students' Communication Skill Programme, teamwork abilities, time management, and overall personality development.
5. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
6. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyse the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
7. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical



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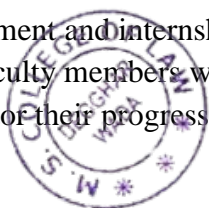
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examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.

8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.
9. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.
10. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
11. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
12. **To organize Value added courses for Semester 2nd Students:** The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2nd students. Suggestions included courses related to Communication Skill Programme, coding, financial literacy, and career development.

Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.



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6. Faculty members will discuss and plan the conduction of practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

Closing:

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

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Ref. MSL/2024/109

Date: January 5, 2024

CIRCULAR

We are pleased to inform all the students that the Value Added Course (VAC) – Certificate Course in Techniques of Mediation and Negotiation will commence from January 12, 2024 to February 21, 2024. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

Start Date: January 12, 2024


Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- **Mr.Sagar Gala**

CC –

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Ref. MSL/2024/111

Date- January 9, 2024

NOTICE

We are pleased to inform all the students that the Value Added Course (VAC) - Certificate Course in Techniques of Mediation and Negotiation will commence from January 12, 2024 to February 21, 2024. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

Start Date: January 12, 2024

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)


Faculty Coordinator- **Mr.Sagar Gala**

CC-

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Value Added Course

Certificate Course in Techniques of Mediation and Negotiation

COURSE OUTCOME

1. Understanding of Mediation and Negotiation:

- Gain a comprehensive understanding of the principles, processes, and practices of mediation and negotiation.
- Learn the differences and similarities between mediation and negotiation.

2. Conflict Analysis and Assessment:

- Develop the ability to analyse and assess conflicts, identifying underlying interests, needs, and positions of the parties involved.
- Learn to design appropriate strategies for conflict resolution.

3. Effective Communication Skills:

- Enhance active listening, questioning, and paraphrasing skills to facilitate better communication between parties.
- Improve verbal and non-verbal communication techniques to build rapport and trust.

4. Mediation Techniques:


- Master various mediation techniques, including caucusing, shuttle diplomacy, and joint sessions.
- Learn how to manage and resolve impasses during mediation.

5. Negotiation Strategies:

- Understand different negotiation styles and strategies, such as competitive, collaborative, and integrative approaches.
- Develop skills to create value and achieve win-win outcomes in negotiations.

6. Ethical Considerations:




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- Learn about the ethical responsibilities and standards in mediation and negotiation practices.
- Understand the importance of confidentiality, neutrality, and informed consent.

7. Practical Application:

- Engage in role-plays, simulations, and case studies to apply learned skills in real-life scenarios.
- Receive feedback and coaching to improve practical mediation and negotiation abilities.

8. Conflict Resolution Frameworks:

- Familiarize with various conflict resolution frameworks and models.
- Learn to integrate these frameworks into personal and professional practice.


9. Cultural Competence:

- Understand the impact of cultural differences on mediation and negotiation processes.
- Develop strategies to manage cross-cultural conflicts effectively.

10. Outcome Evaluation:

- Learn to evaluate the effectiveness of mediation and negotiation outcomes.
- Develop skills to document and report the results of conflict resolution processes.




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SYLLABUS: Certificate Course in Techniques of Mediation and Negotiation

Module 1: Overview of Mediation and Negotiation

- Definitions and key concepts
- History and evolution
- Differences and similarities between mediation and negotiation

Module 2: Stages of Mediation

- Pre-mediation preparation
- Opening statements
- Identifying issues and interests
- Generating options and solutions
- Reaching agreement and closure

Module 3: Mediation Techniques and Strategies

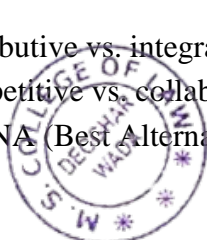
- Active listening and empathy
- Questioning and reframing
- Managing emotions and power dynamics
- Caucusing and shuttle diplomacy

Module 4: Stages of Negotiation

- Preparation and planning
- Opening and exploring
- Bargaining and problem-solving
- Closing and implementing agreements

Module 5: Negotiation Strategies and Styles

- Distributive vs. integrative negotiation
- Competitive vs. collaborative approaches
- BATNA (Best Alternative to a Negotiated Agreement)



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- ZOPA (Zone of Possible Agreement)

Module 6: Effective Communication Techniques

- Verbal and non-verbal communication
- Building rapport and trust
- Active listening and feedback
- Managing difficult conversations

Module 7: Cultural and Gender Considerations

- Understanding cultural differences in conflict resolution
- Gender dynamics in mediation and negotiation
- Strategies for cross-cultural and gender-sensitive mediation

Module 8: Ethics in Mediation and Negotiation

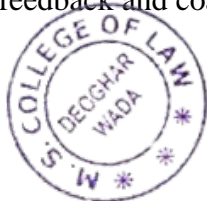
- Ethical principles and standards
- Confidentiality and neutrality
- Informed consent and voluntary participation


Module 9: Legal Frameworks and Agreements

- Legal aspects of mediation and negotiation
- Drafting and enforcing agreements
- Case studies and legal precedents

Module 10: Role-Plays and Simulations

- Mediation role-plays
- Negotiation simulations
- Peer feedback and coaching




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- Analysis of real-life mediation and negotiation cases
- Lessons learned and best practices

Module 12: Outcome Evaluation and Improvement

- Evaluating the success of mediation and negotiation outcomes
- Continuous improvement strategies
- Developing a personal action plan

Module 13: Mediation in Various Contexts

- Family and divorce mediation
- Workplace and employment disputes
- Community and public policy mediation


Module 14: Advanced Negotiation Techniques

- High-stakes and crisis negotiation
- Negotiation in international and cross-border contexts
- Use of technology in mediation and negotiation

Module 15: Review and Final Assessment

- Comprehensive review of course content
- Written and practical assessments
- Feedback and certification




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Time Table

Certificate Course in Techniques of Mediation and Negotiation

W.e.f.: January 12, 2024


Days	Subject	Time
Monday	Course in Techniques of Mediation and Negotiation	3 pm to 4 pm
Tuesday	Course in Techniques of Mediation and Negotiation	3 pm to 4 pm
Wednesday	Course in Techniques of Mediation and Negotiation	3 pm to 4 pm
Thursday	Course in Techniques of Mediation and Negotiation	3 pm to 4 pm
Friday	Course in Techniques of Mediation and Negotiation	3 pm to 4 pm
Saturday	Course in Techniques of Mediation and Negotiation	3 pm to 4 pm


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LECTURE PLAN

TIME - Monday to Saturday (3 pm to 4pm)

Introduction to Mediation and Negotiation

Lecture 1: Course Overview, objectives and structure

Lecture 2: Importance of mediation and negotiation in the Indian context

Lecture 3: Overview of mediation and negotiation processes

Lecture 4: Historical development and contemporary relevance in India

Basics of Mediation

Lecture 5: Definition and principles of mediation

Lecture 6: Types of mediation (facilitative, evaluative, and transformative)

Lecture 7: Role and qualities of an effective mediator

Stages of Mediation

Lecture 8: Pre-mediation: preparation and setting the stage

Lecture 9: Opening statements: establishing ground rules and setting the tone

Lecture 10: Exploration and negotiation stages: identifying interests and options

Techniques in Mediation

Lecture 11: Active listening and effective communication

Lecture 12: Questioning techniques to uncover interests

Lecture 13: Building rapport and trust with parties


Fundamentals of Negotiation

Lecture 14: Definition and principles of negotiation

Lecture 15: Types of negotiation: distributive vs integrative

Lecture 16: Phases of negotiation: preparation, opening, bargaining, closing




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Negotiation Styles and Strategies

Lecture 17: Identifying and understanding different negotiation styles

Lecture 18: Developing effective negotiation strategies

Advanced Mediation Techniques

Lecture 19: Reframing and summarizing statements

Lecture 20: Managing emotions and power imbalances

Lecture 21: Cultural considerations in mediation, including Indian societal norms

Advanced Negotiation Techniques

Lecture 22: Creating value and expanding the pie

Lecture 23: Negotiation tactics and counter-tactics

Lecture 24: Handling multi-party negotiations

Mediation Case Studies in India

Lecture 25: Analysis of real-life mediation cases in India

Lecture 26: Role-playing mediation scenarios

Negotiation Case Studies in India

Lecture 27: Analysis of real-life negotiation cases in India


Lecture 28: Role-playing negotiation scenarios

Legal Framework of Mediation and Negotiation in India

Lecture 29: Indian laws and regulations governing mediation and negotiation

Lecture 30: Role of mediation and arbitration centres in India




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Assessment: Certificate Course in Techniques of Mediation and Negotiation

Question Paper

Instructions:

Answer all questions.

Each question carries 10 marks

Question 1: Describe the mediation process in detail. Include each stage of the process and explain the key techniques used by mediators at each stage to facilitate conflict resolution. Provide examples to illustrate your points.


Question 2: Explain how you would analyse and assess a conflict situation before entering into mediation. What tools and techniques would you use to identify the underlying interests and needs of the parties involved? How would this analysis inform your mediation strategy?

Question 3: Discuss the different negotiation strategies that can be employed to achieve a win-win outcome. Compare and contrast distributive and integrative negotiation strategies, providing examples of when each would be most appropriate.

Question 4: What are the key ethical principles that mediators and negotiators must adhere to? How cultural differences impact mediation and negotiation can processes? Provide strategies for addressing ethical dilemmas and managing cross-cultural conflicts.

Question 5: Reflect on a mediation or negotiation exercise you participated in during the course. What did you learn about your personal strengths and weaknesses in conflict resolution? How will you apply these learnings to real-world situations in your professional or personal life?




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M.S. COLLEGE OF LAW

Affiliated to University Of Mumbai & Approved By Bar Council Of India and Govt. of Maharashtra
At. Devghar, Post Khanivali Via Kudas Tal. Wada, Dist. Palghar - 421 312

☎ : 8805395450 / 7770056227 ✉ : mslawwada@gmail.com 🌐 : http://www.hewscity.com

Sr. No	Name	Q1	Q2	Q3	Q4	Q5
1.	KHIRADE VISHAL RAMDAS	1	2	5	2	3
2.	WAKALE TUSHAR SITARAM	5	1	5	3	2
3.	PATIL KAVISHWAR SOPAN	1	4	5	2	2
4.	KAMBLE SANJAY SAHEBRAO	2	1	3	1	5
5.	GAIKWAD KSHITIJ VIJAY	1	2	5	2	4
6.	JADHAV BHARAT ROHIDAS	1	1	2	2	2
7.	BAGUL KALYANI VISHNU	3	3	2	4	4
8.	KANINDE MAYUR MILIND	1	4	1	4	3
9.	KARLE SHAILENDRA NARAYAN	2	3	2	3	1
10.	RAUT SHARVARI CHANDRAKANT	5	4	3	2	5
11.	WAGHMARE SAVITA SHRIRANG	2	1	5	4	5
12.	ANSARI ZIYAUDDIN ALAUDDIN	5	4	4	3	3
13.	KARLE YOGESH NARAYAN	2	4	4	5	5
14.	DHOPTTE VARSHA DILIP	2	3	2	3	4
15.	IDRISI GAUSIYA RAEES AHMED	1	4	2	5	2
16.	PATIL VRUSHALI RAMESH	1	3	4	4	3
17.	DHABEWALE HUSENSAB VLISAB	1	2	4	1	2
18.	BHALEKAR PRASHANT PRABHAKAR	2	3	2	2	2
19.	VISHWAKARMA RITIKA JAYNATH	5	1	2	3	5
20.	BHOIR SACHIN VITTHAL	1	5	2	3	5
21.	KHAN AYUB KAMRUDDIN	5	5	1	4	4
22.	DAS GOVINDA CHANAPPA	2	5	1	3	5
23.	PATIL SWAPNALI ASHOK	1	5	2	2	5
24.	SINGH AARTI JAYKISHOR	5	2	2	4	1
25.	JOSHI MIHIR SANJAY	2	4	3	4	2
26.	BHADANGE TUSHAR VISHWANATH	2	1	2	1	1
27.	RENUSE MAYUR RAMESH	1	4	3	1	2
28.	SHAH SURAJ JAYESH	4	4	1	5	2
29.	KSHATRIYA MALA SHIVAJI	3	3	5	3	3
30.	CHAUDHARI VIRAJ RAMESH	4	1	2	4	4
31.	CHODHARI SURAJ YASHWANT	4	5	3	4	2
32.	PANDEY SAURAB KUMAR NARADMUNI	3	5	5	1	2
33.	NICHITE SWATI EKNATH	2	1	1	1	2
34.	RAJOURIA PREETA KALYANSINGH	1	4	1	4	1
35.	JADHAV MAMATA SHRIRAM (PUSHPA)	1	1	4	2	5
36.	SUBHEDAR LATIF BADASHAHA	1	3	1	1	4
37.	MANSOORI MOHAMMED JUNEAD ALI AMJAD ALI MANSOORI	2	5	3	1	3
38.	KONDVILKAR HITESH DEVRAM (KUNDA)	1	4	4	3	2
39.	GOWARI SHUBHANGI RAMESH	5	3	3	2	4
40.	PANDIT NITIN CHANDRAMANI	4	3	2	1	3
41.	PATIL NISHIGANDHA DEEPAK	5	4	5	5	3
42.	PATEL MEHUL VISHNU	2	4	1	4	5
43.	KALANTRI NISCHAL AJIT	2	2	3	3	3
44.	MEHER PRIYA YASHVANT	1	3	5	4	2
45.	MORE AARTI SANTOSH	2	2	4	5	5
46.	KHAN ANAS UMAR	2	3	2	3	4
47.	MISHRA ASHUTOSH RAMCHANDRA	1	4	2	5	2
48.	FAROOQUI AZAR MOHD AHMED	1	3	4	4	3

Shandha
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50.	BHANDARI RAHUL RAMESH	2	3	2	2	2
51.	MUJAWAR CHANDABI NOOR	5	1	2	3	5
52.	MHATRE RAMESHWARI UMAKANT	1	5	2	3	5
53.	TARAL SUREKHA VASANT	5	5	1	4	4
54.	BHANUSHALI BHUSHAN CHANDRAKANT	2	5	1	3	5
55.	TIWARI HARIOM RADHESHYAM	1	5	2	2	5
56.	PAWAR NILESH LALCHAND	5	2	2	4	1
57.	RAUT PRADEEP JAYRAM ANANT RAUT	2	4	3	4	2
58.	KHAN ATHERKHAN PEER KHAN	2	1	2	1	1
59.	SHELAR RAMAKANT ANANT	1	4	3	1	2
60.	PANDIT JAGRUTI PRALHAD	4	4	1	5	2
61.	NIKAM RAJESH VINAYAK	3	3	5	3	3
62.	MALI DEVENDRA BUDHIYA	4	1	2	4	4
63.	INGLE VIVEK EKNATH	4	5	3	4	2
64.	KOLUGADE AMAY ANIL	3	5	5	1	2
65.	PATHAK SHUBHAM SUSHIL	2	1	1	1	2
66.	PATIL PRATHAMESH DILIP	1	4	1	4	1
67.	KADAV KISHOR TUKARAM	1	1	4	2	5
68.	NAMKONDE NILESH GANESH	3	5	5	1	2
69.	BHOIR SADANAND MAHADEV	2	1	1	1	2
70.	THAKARE PUNAM PADMAKAR	1	4	1	4	1




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APPLICATION FORM

Add on Course: - Certificate Course in Techniques of Mediation and Negotiation

January 12, 2024 to February 21, 2024

Student's Name :

Father's Name :

Class :

Percentage of Marks obtained in Last Qualifying Examination:

Date of Admission in this Institution:

Phone No. :

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature:

Student's Signature:

Date:

Date:

Reference

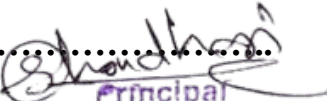
Signature of Counsellor: ...

Name of Counsellor:

Remarks of Counsellor :

Remarks of Principal




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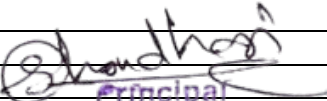
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Certificate Course in Techniques of Mediation and Negotiation

January 12, 2024 to February 21, 2024

Enrollment List:-

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1.	KHIRADE VISHAL RAMDAS
2.	WAKALE TUSHAR SITARAM
3.	PATIL KAVISHWAR SOPAN
4.	KAMBLE SANJAY SAHEBRAO
5.	GAIKWAD KSHITIJ VIJAY
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