



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **VIDYA VIKAS MANDAL'S GOVIND RAMNATH KARE COLLEGE OF LAW**

**VIDYA VIKAS MANDALS GOVIND RAMNATH KARE COLLEGE OF LAW,  
TANSOR-COMBA,  
403601**

**[www.grkarelaw.edu.in](http://www.grkarelaw.edu.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The seeds of Vidya Vikas Mandal (VVM), an educational Trust, were sown in the year 1971 by visionaries, with the objective of facilitating the requirements of Commerce education in South Goa. Having a strong sense of social commitment towards the noble cause of education, the founding fathers of VVM felt a pulsating need to bring education to the door steps of the people of South Goa. This noble step was taken by the Trust through its first institution, the Shree Damodar College of Commerce and Economics in the year 1973. Thereafter, due to the necessity of providing Legal Education, especially to rural masses of South Goa, the Govind Ramnath Kare College of Law took birth in the year 1979. This milestone proved to be a thoughtful step to aspirants seeking Legal Education, as it bridged the yawning gap between the need and the availability of it in South Goa, and it saved them of hardships and expenses involved in travelling to the capital city of Panaji in North Goa.

Thereafter, there was the establishment of other institutions, viz. Ramakrishna Mahadeva Salgaocar (RMS) Higher Secondary School, offering Commerce and Vocational streams, under the Goa Board of Secondary and Higher Secondary Education; the Vidya Vikas Academy, a school with a Higher Secondary Section in the Science stream, the Institute of Management Training and Research (IMTR) and the Indira Gandhi National Open University (IGNOU) Study Centres, at both - the Shree Damodar College of Commerce and Economics and at the Govind Ramnath Kare College of Law.

This institution was earlier affiliated to the Bombay University and with the commencement of the Goa University under the Goa University Act, 1984 (Act No.7 of 1984), the institutional affiliation was accordingly granted by the Goa University. The institution is recognized by the University Grants Commission under Sec. 2(f) and 12(b) of the U.G.C. Act, 1956 (Act No. 3 of 1956). Further, the Bar Council of India (BCI) has granted recognition to both the undergraduate law programme. The institution also offers a 2-year postgraduate LL.M. Programme and the Ph.D. Doctoral programme, through its Research Centre.

### **Vision**

The vision statement of the Institution is *“To be Centre of Excellence providing Quality Legal Education and to develop Professionalism with Social Commitment.”*

The Institution boasts of well-qualified and experienced teaching faculty who provide quality Legal Education to the learners. Towards this end, the Trust ensured that good infrastructure is made available in the form of spacious and ICT enabled classrooms and a well-equipped library, besides other facilities required for the overall betterment of the student community.

The Professional 5-year undergraduate Law programme was introduced in order that students can avail of Legal Education upon completion of XIIth Std., in keeping with the curriculum being promoted by the BCI and join the mainstream of leading institutions that provide learners with this wholistic experience. The Institution also took large strides by commencing the 2-year postgraduate LL.M. programme, in order to provide higher Legal Education avenues. The Institution also commenced a Research Centre through which it offers the Ph.D. Doctoral Programme.

In addition, the Institution offers the 'Certificate Programme on Comparative Legal Studies in India And Europe' in association with the University of Lisbon, Portugal, under a Memorandum of Understanding (MoU) and 'Certificate Course in Portuguese Language with Legal Inputs', offered by its 'Centre for Lusophone Culture and Legal Studies' giving an opportunity to learn the language and translate portuguese documentation, which is the need of the hour in the State of Goa. The Institution also facilitates the students to pursue Diploma and Certificate Programmes at the IGNOU Law Study Centre. It is noteworthy that several students successfully completed the 'Post Graduate Diploma in Labour Law and Labour Welfare' and the 'Post Graduate Diploma in Corporate Law', which were offered by the Institution.

Professionalism among the students is built by development of a culture of practical and experiential learning and by offering a bouquet of optional subjects/courses in addition to the compulsory subjects/courses from the curriculum. An important dimension of professionalism is visible from a well-equipped library having enough reference and text books with legal databases and legal periodicals, in print as well as in e-formats as also its independent library website.

### **Mission**

It is the mission of the Institution *"To Lead the way in Legal Education through Innovative Teaching and Learning Experiences and to Create Legal Professionals with Qualities of Commitment towards Society, Social Justice and Ethical Values"*.

For this purpose, the Institution has adopted innovative teaching and learning methods for creating legal professionals with social commitment. The students are required to prepare assignments on allotted topics within the syllabus of the concerned subjects/courses and make classroom presentations, to supplement classroom teaching. The students have to undertake socio-legal projects/dissertations, with empirical research.

The Institution provides state-of-the-art infrastructure by providing ICT enabled class rooms, a dedicated Moot Court Hall, a Research Centre, a well-ventilated Activity Hall, an Air-Conditioned Auditorium and a Library with a spacious reading hall, discussion room, study carrels, good internet connectivity with laptops/desktops.

For a conducive learning environment, the campus provides ample amount of facilities like organized parking place, a gymnasium, a cafeteria and large play grounds. Special emphasis is given to the requirements of girl students, who are provided with a furnished Girls' common room also equipped with sanitary pad dispensers and incinerators. Security of all students is of concern and the institutional premises are under CCTV surveillance.

The Institution has adopted mix and match teaching methodology by using lecture method along with group discussion, case studies and cooperative teaching. For this purpose, the institution believes in the optimal utilization of technology and use of e-learning resources.

In order to develop and sharpen advocacy skills, the students are taken through Moot Courts, Mock Trials, Mediation and Negotiation techniques, in addition to debating and elocution activities, including through intra-class competitions. The use of guest lectures by renowned personalities, practicing professionals and experts from the field and industry, called 'GRK Talks' and 'GRK Master Classe's and Students' Seminars have further contributed to the holistic growth of a student.

The Library of the Institution serves as a means for learning experiences of the students by providing access to

the e-resources like Online Legal Database, N-List for e-books and e-journals. Book Bank facilities are provided for all students of the Institution.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **Introduction**

The Institution is 41 years old, recognized under Sec. 2(f) and 12B of the UGC Act, 1956 with affiliation from Goa University and recognition from BCI. The five-year Integrated B.A.LL.B. grant-in-aid programme has permanent affiliation.

#### **Infrastructure**

It is located on a spacious campus in the city, suitably disconnected from chaotic environment in an independent disabled-friendly building with AC Auditorium, spacious activity hall, Moot Court Hall, self-contained Girls Common Room, well-equipped library, spacious playground, etc. in addition to ICT enabled classrooms. There is electronic surveillance for safety and security of the staff and students.

#### **HR Management and Administration:**

There is a vibrant and involved Board of Management of VVM for decision making through its Governing Council.

The faculty constitutes a large majority of women. Most of regular teachers have also recognition as Post-Graduate Teacher of Goa University. The Principal of the College is the Dean of the Faculty of Law of the Goa University. Many regular teachers are members of Board of Studies(BoE), Board of Examinations and various Committees of Goa University. Technology is widely used for financial and other management of the Institution.

#### **Add-on Programmes and Academic Linkages**

The Institution has entered into 20 MoUs with organizations and other Institutions at State, National and International Level and offers certificate programmes, eg. Certificate Programme in Portuguese Language with Legal Inputs. It also facilitates enrollment for Diploma and Certificate add-on programmes through the IGNOU Law Study Centre on campus.

The Institution provides opportunity to publish research work in Kare Law Journal – a well-circulated Research Journal with ISSN No.

### **Student Strength and Welfare:**

Students from rural/backward areas, particularly girls and first generation learners are enrolled in the Institution. The Institution enrolls foreign students. Wide co-curricular exposure through active involvement in Legal Aid Cells, Clubs, etc. is given. They are also provided with book-bank facility, scholarships, freeships, awards and other incentives/facilities for their welfare. Students excel at University Examination securing awards.

### **Alumni:**

Alumni occupy prominent positions in the judiciary, civil administration, academics, corporate bodies etc. Active involvement of members of Alumni Association in the development of the Institution.

### **Institutional Weakness**

The enrollment of students is not at maximum capacity and the number of students enrolled and employees at the institution from the other States is negligible. The medium of Instruction is solely in English disabling expression of students who have greater communication ability in vernacular medium.

There is no transport facility provided by the institution for students. There is no hostel facility for students and no quarters for the staff. The institution has not provided Common Room facility for boys, and does not have a stationery store on campus. A health Centre is also not available for students.

The institution does not have an independent library building and is housed adjacent to the administrative office and the Principal's cabin. There is a requirement of Radio Frequency Identification (RFID) to be used in the library. The Research Centre has only one Research Guide and there is moderate temperament for research and formal funded minor and major research projects are not being undertaken.

Government grants are not extended to a majority of the programmes offered at the Institution, thereby leading to teachers being in contractual or temporary employment. The undergraduate law programmes are not placed under the Choice based Credit System (CBCS).

The state of Goa, being small in area, job avenues to graduates and Post-graduates in the corporate sector and academic institutions are limited.

## **Institutional Opportunity**

Being the only institution imparting Legal Education in the district of South Goa, there is an opportunity to increase the number of divisions in view of gradual increase in the number of students. Consequently, a larger intake of students can be made. Likewise, there is scope to introduce other integrated degree as well as diploma programmes in the area of law, and also attract more students from other States and foreign countries.

Considering the availability of space on campus, infrastructure expansion for conference facility, independent office space for an Arbitration and Mediation Centre and larger/independent library premises with reading and discussions rooms can be identified.

There is scope to increase the number of Guides for Ph.D. programme in due course, after the faculty members/scholars complete their doctoral studies thereby increasing the enrolment of Ph.D. scholars and also undertaking funded minor and major research projects alongside the regular curriculum, including joint research projects with bodies having MoU with the institution.

Increasing of the extension of library services to practicing lawyers and researchers can be explored and research projects undertaken with law practitioners, many of whom are also members of the Alumni Association. There is ample scope for research work in civil law unique to the Legal systems in the State of Goa.

Playground facilities and services of Physical Education trainers can be utilized to commence with training modules for the institution and for the public.

## **Institutional Challenge**

Higher Education avenues are on the increase and there is a wide choice of other professional and job-oriented courses of lesser duration, within the State of Goa which is an attractive alternative. Even for Legal Education, there is a phenomenal growth of autonomous and private law Universities and Colleges and large number of National Law Schools. This is particularly applicable for the five-year B.A.LL.B. programme

It is a difficult to bring the syllabus of the law curriculum which is as per the Legal Education Rules, 2008 of the Bar Council of India in tune with the practical requirements of the job market

It is not easy to manage the frill expenditure of the self-financed programmes at the Institution since the fees for these programmes are determined by the Fee-Fixation Committee of the Government. The meritorious students of the Institution who are economically backward, may not be able to be funded in cases of students' exchange thereby not being able to explore their full potential.

Since foreign students often hail from different systems of law, the curriculum in the Institution does not always serves the needs of such students. Likewise, in cases of students' exchange, local students may hesitate to take up courses in foreign Universities having MoUs with our Institution.

### **1.3 CRITERIA WISE SUMMARY**

#### **Curricular Aspects**

In the quest for excellence in legal education and with the mission of providing quality legal education through innovation and creativity, the Institution functions in an organized manner and ensures effective all-inclusive curriculum development and implementation.

Senior faculty members analyze the changing needs and demands of the profession and provide valuable inputs by participating in academic bodies such as the Board of Studies and Academic Council, responsible for the development and expansion of the curriculum. They are also an integral part of the Examination System of the University as Paper Setters and Examiners.

The institution is actively involved with its MoU partners in planning and designing of content for certificate programmes, such as Certificate Programme in Portuguese language with Legal Inputs and Certificate Programme in Comparative Legal Studies in India and Europe. By ensuring introduction of new courses/subjects across all programmes offered, academic flexibility is ensured. The institution has introduced the CBCS/elective system in the LL.M. programme, which provides for core courses/subjects and a wide choice of elective courses/subjects. Legal Education has been strengthened with the commenced of the Research Centre that offers the Ph.D. programme.

The objective of curriculum enrichment is fulfilled by facilitating Diploma and Certificate programmes through the IGNOU Law Study Centre of the campus. The students across all programmes are encouraged to undertake projects of socio-legal importance with focus on development of knowledge and skills thereby striving towards student-centric learning methodology,

The institution is an ardent advocate of professionalism with social commitment and addresses cross-cutting issues like gender, environment and sustainability, human values and professional ethics through the curriculum as well as institutional initiatives. It organizes seminars, workshops and rallies on themes of environmental issues and human values, gender justice, professional ethics and IPR laws. In addition, the Institution conducts legal aid programmes, ADR programmes, moot court exercises, visit to NGOs, Internships, jail visits and street plays in order to provide the students with practical platforms.

Transparency being the cornerstone of the academic process, a system of structured feedback of stakeholders

like students, teachers and alumni is obtained.

### **Teaching-learning and Evaluation**

Being the only Institution offering Legal Education in South Goa, it is proud to have set high quality standards. The routine updation of its website reflects institutional commitment, conveying different programmes offered, eligibility, procedure and general rules regarding admission, syllabi, fee structure, discipline and other necessary information. In addition, the institution annually makes available a prospectus carrying important institutional information. The programmes offered by the Institution are made known through advertisements in dailies, notices in places of religious worship, Panchayats, through the Alumni Association and Parent-Teacher association. The eligibility for admission and the curriculum are as laid down by the Bar Council of India and the Legal Education Rules respectively, which fruitfully achieve programme and course outcomes.

Pre-admission counseling for prospective candidates from the merit list is undertaken by the Admission Committee to evaluate their suitability for enrolment. The Institution strictly abides by the reservation policy of the State Government and undertakes an induction/orientation programmes for all admitted candidates which ensures conditioning of curricular, co-curricular and extra-curricular requirements.

A well-qualified and experienced teaching faculty with good communications skills and undertaking of ICT enabled teaching make teaching-learning effective. The Institution also believes in drawing expertise from qualified and competent teaching faculty who hail from outside the State of Goa. Almost all teaching faculty have been enrolled for a Ph.D. degree for their career advancement.

A robust mentoring system to addresses academic and related issues, undertaking of remedial measures to assist slow learners, facilitating needs of differently-abled students and availability of the services of a full-time Counselor are characteristic features of the Institution. Innovation through collaborative teaching, participative learning, providing of synopsis and reading material, problem solving sessions, non-secrecy mode of internal evaluation and such other student-centric measures enrich learning experiences and enhance student performance while practical learning by participating in Court proceedings develop professionalism. Mechanisms for time-bound redressal of all grievances, sharing of feedback from stakeholders and related measures give the teachers and learners an opportunity to constantly improve and a sense of confidence and security. Importantly, the preparation and implementation of the institutional academic calendar results in efficiency.

### **Research, Innovations and Extension**

The institution encourages research, innovations and extension. Consistent efforts are being made by the Management and faculty of the Institution to encourage research activities in the campus. The Institution has a recognized Research Centre for doctoral studies and presently four research scholars are pursuing their Ph.D. under one Research Guide.

It is mandatory for the students of the Post-Graduate LL.M. programme to conduct empirical research on topics of the dissertation component for 8 credits. The students of the undergraduate 5-year B.A.LL.B. and the 3-year LL.B. degree programme are also actively conducting research through field studies on socio-legal problems as project work and submitting the same as a curriculum requirement.



During the last five years, the faculty members of the Institution have published research articles in various ISSN Journals and have written books/chapters having ISBN. Besides, they have also participated and presented papers at Workshops and Seminars organized at State, National and International Level.

The Institution encourages extension activities through its various committees like NSS, Red Ribbon Club, Red Cross Society, Human Rights Cell, Child Rights Cell, Women's Cell and such other units.

N.S.S. has contributed immensely through volunteering in creating awareness drives, beach cleaning initiatives etc. It also attempts to sensitize the students and the public on issues related to voter's right, women's rights, environmental issues and anti-ragging by regularly organizing public rallies in South Goa. It has also conducted blood testing and donations camps, in association with the Rotary club, Indian Red Cross Society and the Goa Medical College for helping the needy and sensitize youth on the importance of blood donation.

The Institution has entered into Memorandum of Understanding (MoUs) with various institutions for the purpose of joint collaborations and knowledge exchange. This has encouraged faculty and students to involve in research work and thereby contributed towards extension activities. MoUs with foreign Institutions has resulted in jointly organizing seminars and conferences at the international level. The Protocol of the International Lusophone Law Research Network, to which the Institution is a signatory, shall involve comparative research related to common socio-legal problems at the international level.

### **Infrastructure and Learning Resources**

The educational campus of VVM spreads over 12,345 sq. metres in an atmosphere conducive for learning. The Institution occupies a spacious premise with sufficient ICT enabled classrooms, state-of-the-art moot court hall, AC Auditorium and also has canteen providing wholesome snacks and meals; both Indoor and outdoor sports facilities; a waste management unit, enough parking slots; a power generator to cope up with electricity failure. The Institution is equipped with CCTV surveillance for safety and security, Network attached storage (NAS) which is Wi-Fi enabled to have access to e-content across the campus. All classrooms are equipped with LCD projector with audio facilities. The institution is using *Fedena* - Campus Management Software to automate admission process of the students, attendance recording, generation of reports, fees management, submission of online assignments, sms/e-mail notifications, leave management, Calendar, News, etc. The office has *Tally* Enterprise Resource Planning (ERP) for accounting and *Eduqfix* for online fee collection. There are digital displays for communication to the students.

The institution has well equipped Library with spacious reading room, discussion room and study carrels to enable individual study. It has over 16000 bar-coded books and 30 subscribed Magazines/Law Reports/Journals. Library holds 13 computers, 5 laptops, 13 laptops, 1 kindle to access e-content. Library is automated using NGL (NewGenLib) Library Management Software with active modules such as Technical Processing, Administrative Module, Serial Control, Acquisition, Reports, OPAC etc.. Besides, it regularly subscribes to N-List for students access to e-books, e-journals. To access High Court/Supreme Court cases, library has AIR Infotech offline database. Library has reprography facility at subsidised rates. Users access NAS to store their academic content.

The campus has a Multipurpose Hall wherein students play Table-tennis, Badminton, Chess, Judo, Taekwondo, Power-lifting, Weight lifting, etc. The institution excel in many Sports at the University Level events.

The institution is equipped with fire extinguishers and maintains its computers/devices through database

maintenance and software maintenance with Annual maintenance contracts (AMC). It also maintains infrastructure using electricians, plumbers, etc. and has insured its premises and infrastructure through various policies. secures its infrastructure through different policies, which are updated regularly.

### **Student Support and Progression**

The Students' Council of the institution is a vibrant contributor in striving for excellence in Legal Education. It is instrumental in organizing State, National and International level seminars, conferences and competitions which are a regular feature. This Council also assists in conducting legal awareness programmes to reach out to citizens to empower them, to assert their rights and assist them in legal issues.

The institution facilitates the eligible students to avail of the various State Government scholarships which thereby encourages aspiring and deserving students belonging to socially and economically backward communities. In addition, there are awards and scholarships in all its academic programmes instituted by the College and by prominent citizens. There are also awards and Gold Medals instituted by the University for the benefits of the meritorious student community.

The Institution conducts orientation to final year undergraduate students in respect of higher education avenues and encourages them to pursue the same. For the benefit of such students, the Institution offers the LL.M. Programme. The institution also motivates its students by facilitating capability enhancement programmes like career counseling, soft skill development, remedial coaching classes, language courses, personal counseling, bridge courses, yoga and meditation.

The institution considers the welfare of the students as paramount. In this endeavor, it has given due care to ensure that a mechanism for redressal of students' grievances including related to sexual harassment and ragging is in place.

The Placement Cell of the institution is active and enables the pass-out students to be recruited in prestigious legal firms or assists them to join chambers of Senior Counsels.

The students of the institution are with brains and brawn as they participate in various sports and cultural activities at the institutional and state level and excel.

There is rapport developed with its brand ambassadors through an active registered Alumni Association which routinely meets to familiarize itself with various developments in terms of legal and paralegal fields. This association takes the lead in organizing debates and moot court competitions and has organized National Law Festivals called *Juris Open* and *Festival of Ideas* with a remarkable financial support.

### **Governance, Leadership and Management**

VVM is an education society that has duly elected Board of Management (BoM) in accordance with bye-laws. The Principal is the permanent invitee at regular meetings of the BoM. Each of the Institutions of the VVM has a Governing Council (GC) chaired by the member of the BoM in which the Principal is the Ex-Officio Member Secretary and representation is given to senior teaching faculty. The teaching faculty of the Institution are In-charge of different Committees required for the functioning of the Institution. This ensures Quality Legal Education through decentralization.

The Institution strategizes its academic and financial plan and the same is effectively implemented regularly. All appointments of teaching and non-teaching staff are in accordance with the rules and regulations of the Government of Goa, Goa University and other Statutory Bodies, for which the Principal in consultation with the BoM takes decisions in the interest of the Institution. Service Rules meant for the employees are also duly followed. For the effective implementation of administrative decisions regarding administration, Finance and Accounts, Student Admission and Support and Examinations, e-Governance is adopted.

The Institution has effective welfare measure for teaching and non-teaching staff. It provides necessary financial support for the teaching faculty to participate in workshops, conferences, seminars etc. and encourages effective participation at the same. In addition to the teaching faculty being supported for the purpose of attending Orientation and Refresher Courses for the purpose of career advancement, the administrative staff is also well-trained for use of *Tally*, MS-Office and other tools for e-Governance. The performance of the teaching and non-teaching staff of the Institution is monitored by the Principal, about which the Management is informed.

A Budget is prepared by the Institution and spending is carried out through the various Committees of the BoM. This ensures optimum utilization of funds received and the consequential benefits to the Institution. All accounts of the Institution are duly audited in accordance the statutory rules.

The IQAC significantly contributes for the academic and administrative development of the Institution for maintaining quality for which proper initiatives are taken.

### **Institutional Values and Best Practices**

The Institution has always been proactive in undertaking sensitization programmes for the protection of women, gender sensitization and safety and security of women. For this purpose, the Institution routinely organizes various programmes like street plays, awareness lectures, rallies, etc. through the Committees of the Institution, in particular Women's Cell.

Protection of the environment is a priority of the Institution for which certain measures are taken like use of LED bulbs and disposal of wastes in appropriate manner. Likewise, there is ban on usage of plastic and encouraging the use of soft copies rather than print and encouraging the upkeep of greenery on campus.

The infrastructure of the Institution is disabled-friendly. It has ramp and rail facility, elevator with necessary signages for this purpose. Likewise, it has the facilities of *Balabolka*, a text to speech software for the blind and it also scribes' (writers) facilities at the examination.

The institution is taking efforts providing environment for communal harmony and tolerance towards cultural, regional, linguistic, communal, socio-economic and other diversities. For the purpose of inculcating human values, the Institution conducts Constitutional Week, Celebrate National Festivals, Creates Awareness on Fundamental duties and rights of the citizens by conducting rallies, street plays and other various activities.

The Institution maintains a prescribed code of conduct for students, teachers and the staff and takes proper measures for the effective implementation of the same.

The Institution focuses on skill development of the students through the Legal Awareness Programmes by encouraging them to do research and present on various socio-legal topics to develop professional abilities

among the students. For the practical learning institution organizes special lectures on practical subjects and encourages students to visit Courts, Police Stations, Jails and also work as para legal volunteers for other institutions. The Institution trains its students to enable them to address students of Higher Secondary Schools and disseminate information on various rights and duties, civic responsibilities etc.

The College has signed an MoU with South Goa Collectorate, enabling the establishment of *Jana Suvidha Kendra*, a Citizens' Facilitation Centre, to provide legal assistance to the public.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIDYA VIKAS MANDAL'S GOVIND RAMNATH KARE COLLEGE OF LAW
Address	Vidya Vikas Mandals Govind Ramnath Kare College of Law, Tansor-Comba,
City	MARGAO
State	Goa
Pin	403601
Website	<a href="http://www.grkarelaw.edu.in">www.grkarelaw.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Saba V.M. Da Silva	0832-2713736	8275540890	0832-2732661	principal.grkcl@vvm.edu.in
IQAC / CIQA coordinator	Shreeharsha N. Inavalli	0832-2715510	9421744493	0832-2738990	sreeharsha.inavalli@vvm.edu.in

Status of the Institution	
Institution Status	Private , Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	20-06-1979

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Goa	Goa University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	25-09-2003	<a href="#">View Document</a>
12B of UGC	27-03-2014	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
BCI	<a href="#">View Document</a>	11-11-2019	36	with effect from the coming academic year onwards

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Vidya Vikas Mandals Govind Ramnath Kare College of Law, Tansor-Comba,	Urban	3.05	1725.92

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA LLB, Law	60	XII th Std. and Equivalent	English	300	227
UG	LLB, Law	36	Graduation or Equivalent	English	180	126
PG	LLM, Law	24	Graduation in Law	English	80	45
Doctoral (Ph.D)	PhD or DPhil, Law	60	Post Graduation in Law	English	4	4

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				7			
Recruited	1	0	0	1	0	0	0	0	2	5	0	7
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				15
Recruited	12	3	0	15
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0



<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	4	0	6

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	5	0	7

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	10	0	11

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	2		1		3

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	1	0	0	1
	Female	3	0	0	0	3
	Others	0	0	0	0	0
UG	Male	103	1	0	4	108
	Female	235	7	0	3	245
	Others	0	0	0	0	0
PG	Male	11	0	0	0	11
	Female	33	1	0	0	34
	Others	0	0	0	0	0
Certificate / Awareness	Male	21	0	0	0	21
	Female	38	0	0	0	38
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	3	4	2	1
	Female	4	6	5	1
	Others	0	0	0	0
ST	Male	12	14	6	5
	Female	23	14	14	17
	Others	0	0	0	0
OBC	Male	9	10	8	6
	Female	33	28	23	12
	Others	0	0	0	0
General	Male	85	95	91	105
	Female	195	216	197	214
	Others	0	0	0	0
Others	Male	0	1	1	0
	Female	1	1	1	1
	Others	0	0	0	0
<b>Total</b>		<b>365</b>	<b>389</b>	<b>348</b>	<b>362</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
117	119	106	105	101
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

#### 3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
369	393	352	363	392
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
256	256	256	256	246
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
85	97	67	99	114
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	12	11	10	12
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	13	12	11	13
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 14**

#### Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
65.93793	90.73202	48.56655	61.26261	28.99611

#### Number of Computers

**Response: 36**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

The Institution is affiliated to Goa University which provides the structure of the curriculum. The Institution focuses on both major aspects of planning and delivery. The senior faculty members of Institution through participation are directly involved with planning/revision of curriculum through the instrumentality of BoS. The curriculum is available in advance to the learner in the library and is published/posted on prospectus and College website.

Before commencement of academic year, sessions/meetings of faculty members are conducted to devise the academic action plan which involves *inter alia* setting timeline for syllabus completion, marking of the dates to enhance curriculum delivery through field visits and projects, conduct of curricular, co-curricular and extra-curricular activities through Academic Committees. Workload is distributed in advance by maintaining the balance of theory and practical papers and teachers are to submit teaching plans standardized on academic terms devised by the University. The teaching plans are vetted by the HoD upon thorough analysis of the syllabus and periodically checked for adherence. The HoD sets and communicates the timetable in advance to plan the teaching schedule with greater flexibility.

Any doubts/ambiguities in the syllabus are clarified by discussing the same with students. The structured student feedback helps to keep a tab on the pace and quantum of syllabus completion and extra lectures are requisitioned in case of paucity. Students weak in communication and grasping ability are supplemented through remedial measures.

The faculty of the Institution take a pro-active role by supplementing teaching efforts with seminars/conferences and classes are made interactive and lively by engaging in application-based lectures, video tutorials, discussion on current affairs, case-study method, collaborative teaching etc.

The curriculum also includes role plays, mock trials, simulation activities and moot courts. Through legal aid activities of Institution, the student assumes the role of an educator of the masses and thus becomes an active learner through observation and self study of the relevant/applicable provisions of law.

A Mentor, assigned to each class, guides the students in their academic pursuit and encourages them to be members of the various clubs/cells of the Institution to strengthen the practicality of the subject.

The highly reputed Alumni of the Institution vastly contribute *pro-bono* to effective curriculum delivery through special lectures titled 'GRK Master Class' and 'GRK Talks'.

Frequent meetings of faculty members of the both law institutions affiliated to Goa University take place on behalf of the BoS to discuss extended syllabi and/or need for introducing new syllabi.

A large repository of resource like reference books, e-resources, journals, web links, ICT enabled learning as also enabling undertaking of field trips, internships, projects etc. contribute immensely in effective curriculum delivery.

The IQAC collects prompt feedback from the stakeholders and creates a vital connection in ensuring not only the efficacious designing, development of curriculum but also delivery and implementation. The Action Taken Reports are drawn and necessary amendments/revisions are made in the curriculum, academic planners and teaching plans after due deliberations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The Goa University designs and develops the structure of the curriculum for the various programmes. The institution conducts Continuous Internal Evaluation and provides comprehensive professional legal education, thereby catering to Masters and Doctoral studies.

The academic term/year commences as notified by Goa University and is incorporated in the academic calendar. At commencement, the academic calendar is devised to schedule the activities of the committees/cells, orientation, subject expert lectures, seminars, workshops and conduct of Internal Evaluation, through faculty meetings.

The Academic calendar is synchronized in the google calendar and updates are received by stakeholders. Under instructions of the Principal, the HoD conducts periodic meetings to adhere to the academic calendar.

The students are the centre of the teaching-learning and evaluation process. At the start of every academic year, an orientation programme is conducted by the Principal for the new academic batches.

The evaluation system comprises Intra Semester Assessment (ISA) and Semester End Examination (SEE). The Institution conducts ISA for the B.A.LL.B. Programme. The Practical Papers of 5 years B.A.LL.B. and 3 Years LL.B. (Degree) programmes are evaluated internally by the faculty of the Institution in accordance with the Ordinances of the Goa University.

The B.A LL.B programme has an internal component of 25%, evaluated by the concerned subject teacher and includes submission of an assignment and presentation on the allotted topic and a written test from an identified portion of the syllabus.

The performance in ISA is communicated to students and improvement tests are conducted for weaker students. ISA marks are scrutinized by a Committee of Senior Faculty headed by the Principal. There is a



facility for revaluation of answer scripts of SEE as also personal verification of answer scripts. The student earns Entitlement marks for activities like NSS/Sports, in addition to grace marks which is for shortfall of passing or higher class.

A course Coordinator is appointed for every course/subject under CBCS of LL.M. The evaluation system comprises Intra Semester Assessment (ISA) and Semester End Assessment (SEA), except the course of Legal Education and Pedagogy which is 50%, the assessment of all courses/subjects comprises continuous ISA by the subject teachers which constitutes 30%. In theory courses, the ISA is divided into three components from the syllabus:

1. Internal test on specified syllabus.
2. Submission of assignments and presentation with the aid of PowerPoint.
3. Article writing on allotted theme.

The course of Legal Education and Pedagogy consists of the following components in addition to the above.

1. Preparation of a model teaching plan.
2. Delivery of a model lecture to the undergraduate students on an allotted topic under the guidance and supervision of the respective Course Coordinator.

There is a requirement of an individual head of passing of 40% in ISA, to be eligible to appear for SEA.

The symbiotic relationship between teacher and the learner is reinforced by the HoD who maintains record and adherence of the academic calendar, time table, syllabus, teaching plans, assignments, test question papers.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**E. None of the above**

**D. Any 1 of the above**

**C. Any 2 of the above**

**B. Any 3 of the above**

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 25

**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

**Response:** 01

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 53

**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
12	11	10	10	10

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 15.86

#### 1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
89	57	28	16	111

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

**Response:**

Such issues find ample space in applying and implementing them positively into the curriculum, in consonance with the mission of the institution, to lead the way in legal education through innovative teaching and learning experiences and to create legal professionals, with qualities of commitment towards society, social justice and ethical values.

**University Syllabi:**

PROGRAMME	SEMESTER	SUBJECTS
B.A.LL.B.	I & V	Environmental Studies & Environmental Law
	III & IV	Constitutional Law I & II
	X	Women & Law/Humanitarian & Refugee Law

	VII	Human Rights/Child & Law
	IX	Professional Ethics
	IV & V	Family Law I & II
	VIII	CrPC
<b>LL.B. Degree</b>	I & II	Family Law I & II, Law of Crimes, Constitution & Law Women & Law
	III	Human Rights/Children & Law
	IV	Environmental Law
	V	Professional Ethics
	VI	CrPC
<b>LL.M.</b>	I, II, III, & IV	Law, Society & Legal Thought, Research Methodology, Legal Education & Pedagogy, Human Rights, CSR, J & Law

**Institutional Initiatives:**

Various institutional Committees, Clubs/Cells deal with cross-cutting issues.

*Human Rights Club* addresses human values through Legal Aid awareness and NSS

*Environmental Club* sensitizes on environment protection and sustainability by conducting poster making, quiz, essay writing, talks and seminars.

*Internal Complaints Committee* works as redressal grievance forum and *Women's Cell* addresses gender issues. The Institution mandatorily prescribes a proper dress code which instills the sense of professionalism amongst the students.

The institution celebrates Human Rights Day, International Women's Day to inculcate moral and ethical values amongst the students. It conducts various legal aid and ADR programmes, moot courts, visit to NGOs and jails, street plays, environmental study trips to enable students to apply the same in a practical. The College recognizing its duty towards the environment conducts, tree plantation drives, health awareness, Vanmahotsava celebrations through its NSS Unit.

Sr. No.	Initiative	Topic
	Talks and Skits	'Sexual Harassment & Legal Remedies' 'Ethical issues under Consumer Protection Act' 'Domestic Violence Act' 'Save a girl child' 'Eve Teasing & Child Sexual Abuse' 'Importance of Environment Cleanliness & Importance of safety of child'

		<p>'Menstrual Exclusion'.</p> <p>'Professional Ethics'.</p> <p>Government Schemes for MahilaMandal Group</p> <p>Women Entrepreneurs'</p> <p>'Human Rights of Trafficked Victims</p> <p>'Matrimonial Property Regimes</p> <p>'Changes in rape law'</p> <p>'Professional Ethics of the Advocates'.</p> <p>'Socio-Legal Aspects of abuse of Girl Child'.</p> <p>'Etiquettes of working in an institution'</p> <p>'PCPNDT'</p> <p>'Emotional intelligence'</p> <p>'Communal Harmony &amp; National Integration'</p> <p>'Impact of Coal Hub and Nationalization of Rivers'</p>	
II.	Facilitation Counter	Permanent <i>Jana Suvidha Kendra</i>	
III.	Screening	Screened short films on domestic violence	
IV.	Awareness Programmes	<p>'Rights of girl child'</p> <p>'Understanding HIV/AIDS'</p> <p>'Prevention of Sexual Harassment at Workplace'</p> <p>'Criminal Law and Women'</p> <p>'Women and law'</p> <p>'Human Rights perspective'</p> <p>'PCPNDT'</p>	
V.	Seminars	<p>State Seminar on 'Transforming Women's Lives'.</p> <p>Student Seminar on "Sustainable Development".</p> <p>International Seminar on Victimization and Justice Administration on Criminal La</p>	

		National Seminar on Human Rights of Children & Release of Kare Law Journal.	
		Paper presentation on 'Right to dignified death'	
VI.	Rally	'Healthy youth for healthy society'	
VII.	MOUs	Goa State Bio-diversity Board	
		<i>Sangath</i> - Goa	
		Sanjeevan Society	
		All Goa Senior Citizens' Federation	
		<i>Sakhi</i> - One Stop Centre.	

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 4.58

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	5

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 10.57

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 39

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**E. None of the above**

**D. Any 1 of the above**

**C. Any 2 of the above**

**B. Any 3 of the above**

**Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 85.09

##### 2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
135	131	133	157	128

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
160	160	164	160	160

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years ( exclusive of supernumerary seats)

**Response:** 10.56

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	28	30	15	28

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

In order to assess the learning level of students, the Institution conducts an Entrance Examination at the entry level. The performance of the candidates is considered to gauge the level of understanding basic logical questions, with additional focus on ability for creative writing. Thereafter, the learning levels of students are assessed through interaction with prospective candidates through pre-admission counselling. Admitted students are allotted to Mentors appointed for every class who continue to remain mentoring the same class of students till they complete their respective programmes.

The Mentor interacts with each student and with the concerned subject teachers to find out strengths and weaknesses of individual students and this is preliminary manner in which slow learners and advanced learners are identified. The slow learners are assisted at all levels for their academic needs in order to supplement their learning ability. They are provided with additional guidance to overcome their academic difficulties. In addition to regular lectures they are provided with Remedial classes beyond instructional hours to explain and make them to understand difficult concepts and thereafter analyse the same in the context in which they learn. They are provided with synopsis on topics of each subject in order to facilitate their study. The subject teachers also administer preparatory tests before the semester end examinations.

The students who score low marks in the Intra-Semester Assessment are allowed to improve their scores by conducting improvement tests. Slow learners with communication difficulties are required to participate in communication skills workshops organised by the Institution. The institution also provides opportunities to slow learners to enhance their learning capabilities. These students are also counselled by the in-house Counsellor to enable them to overcome any emotional or learning difficulties. If required, the Counsellor informs the concerned Mentors about the need for special attention of specific students. Likewise, Mentors also request concerned students to approach the Counsellor. While carrying out these special initiatives for slow learners, the institution encourages and ensures that they participate in all the activities and competitions of the institution and inter-collegiate events such as moot court with allied activities, literary activities like essay writings, general knowledge tests, debate, elocution, poetry, poster competitions, street plays, etc. along with the advanced learners. This ensures a feeling of inclusiveness and in course of time helps slow learners overcome their academic weaknesses, thereby fulfilling the objective to have identified them.

The advanced learners are encouraged to participate in Inter-collegiate, National and International competitions such as Negotiation/Mediation, Client Counselling, Moot Court, etc. These students are motivated to take up special internship in law firms, companies, Government departments and Courts. They are also provided additional guidance by the faculty members to conduct research, write and present

papers at various State, National and International level competitions or seminars. There are success stories of students' participation and publication of work, including at international level. They are also encouraged to undertake cases on behalf of complainants before District Consumer Redressal Fora.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 26.36

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

The Institution aims at providing quality Legal Education to students using its well-qualified faculty and student-centric approach in the teaching-learning process. The students undergo blended learning whereby they blend traditional learning with ICT-enabled learning.

#### **Experiential learning:**

The Institution believes in learning through experiences. To achieve this, students are given opportunities to visit jails, courts, Police stations etc. to gain first-hand information and knowledge about functioning of various components of criminal justice system.

In addition, the Institution has established Legal Aid clinics in *talukas* of Goa, to inculcate the values of social service and to create professionals with social commitment. Through these clinics, students provide legal assistance to general public and create legal awareness on socio-legal issues. Students are allotted specific activities, wherein they interact with the public which develops their knowledge and practical understanding of legal issues. The Institution has a permanent Legal Aid clinic called *Jana Suvidha Kendra* established at the South Goa Collectorate, wherein students provide legal assistance to the public to avail of various benefits/schemes of the Government.

#### **Participative learning:**

The students are taken through participative learning which involves team projects, simulation exercises,

Mock Parliament, Mock trials, Client Counselling, brain storming exercises and role play. There is also direct interaction with individuals who share their first-hand experiences related to anti-human trafficking, violation of women and child rights, conservation of biodiversity, which further enhances such participative learning. In addition, students engage themselves in educational environmental field trips in respect of their concerns towards protection of the environment. They also undertake research and carry out surveys on various socio-legal issues, which enable them to understand the depth of the problem and provide appropriate remedial measures.

#### **Problem solving methodologies:**

To the maximum extent possible, the teachers undertake solving of problems in subjects where it is possible to formulate a problem requiring a solution to be stated by making reference to the relevant substantive or procedural law. The students write solutions and get the same discussed in the class. This methodology enhances their learning experience to a great extent.

#### **Practical learning:**

The students are professionally trained in Legal Drafting as also Client Counselling, Negotiation/Mediation/Arbitration and Moot Court through its Moot Court and ADR society, whereby students enhance advocacy skills. The Institution also organises Mock trials to enable the students to understand the nuances of court procedure in which students participate and gain experiences about court proceedings.

The students are also trained to acquire knowledge in various para-legal activities and serve as Para-legal volunteers. This is helpful to them in their professional career.

Opportunities are given to students to provide free legal assistance to vulnerable/underprivileged sections of society, especially women and children through its Women's cell, Child rights cell and Legal Counselling and Facilitation Centre for Senior Citizens. Through these, students create awareness about the rights of women, children and senior citizens. These cells also inculcate moral values in the students and make them realise that lawyers also have social responsibility.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

##### **Response:**

The institution is technologically sound with sufficient number of computer systems using a robust broadband connectivity which facilitates ICT-enabled teaching-learning. Teachers and students are optimally and efficiently using this facility for conducting research on various curricular topics. This helps in imparting up-to-date knowledge to students. The students also make use of online modes for sharing

academic information.

Every class is equipped with LCD projectors and with audio facility. This helps in imparting knowledge effectively by making use of educational videos, documentaries, and PowerPoint presentations on various topics and enables the teaching of difficult concepts in a way which can be easily understood by the students. The students also make use of audio-visual facility to present the topics allotted to them as a part of assessment.

In addition, the Institution has a Network Attached Storage (NAS) which allows the teachers to store synopsis, outlines of lectures, videos and other study materials which are made available to the students for their study purpose.

The teachers also prepare video and audio tutorials which are made available to the students through email and which are uploaded on YouTube channels so as to make it available to the student community at large. The teachers are also connected with the students through various online student groups in order to resolve their academic difficulties.

In addition to the institutional website which is up-to-date and provides students with all necessary notices and circulars, the library of the institution also has a dedicated website which serves as a knowledge portal containing links to publicly accessible e-books, e-journals, videos, study materials, assignments, blogs, memorials, articles, legal search engines, legal databases and a repository of all the question papers of past examinations and syllabus of all the subjects, etc. on a single platform.

The Online Public Access Catalogue (OPAC) facility is also available making it easy to locate books in the library. The Institute also has a digital library which includes research articles, dissertations from various journals

Various e-resources such as AIR Privy Council Software, Offline access to High Court and Supreme Court Judgment through AIR InfoTech Pvt. Ltd., Manupatra, CDJ Law journal, Digilegal, Legal Database, The Indian Law Institute's Database of Annual Survey of India Law Reports and Database of Journals of Indian Law Institute, N-LIST and an e-book management software, e-Caliber. Android tablets are available in the library, which are equipped with V-App providing important reading material to the students. The students access internet through Wi-Fi and Local Area Network (LAN), which is available in the library. These e-resources assist teachers and the students in conducting legal research on various topics.

Thus, the Institution provides a very conducive environment for ICT enabled teaching-learning.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### 2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed

academic year )

**Response:** 41

2.3.3.1 Number of mentors

Response: 9

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**Response:** 8.69

**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b>	
<b>Response: 11</b>	
<b>2.4.3.1 Total experience of full-time teachers</b>	
Response: 143	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

<b>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</b>
<b>Response:</b>
<p>Internal assessment is a continuous process and the mechanism for which is transparent. This assessment in the BA LL.B and LL.M programmes has three components which include written tests, assignments and seminar presentations. It also involves article review, case analysis, group discussion, library activity and projects on specific topics. In the case of B.A.LL.B, this assessment is for 25% and in the case of the LL.M (CBCS pattern) this component is for 30%, except the course/subject of Legal Education and Pedagogy, which is 50%.</p> <p>These modes are informed to the students well in advance and each component of the assessment is scheduled at regular intervals so as to uniformly distribute them throughout the semester. The question paper for the written test is on an identified portion of the syllabus and is set to ensure that it is robust and effectively covers that portion. Every answer script is shared after evaluation and the student is made to note the shortcomings, if any. Likewise, in the case of assignments, feedback is given to the student for the purpose of improvement and for effectively presenting the same before the class. On completion of the presentation, the student is informed of the level of their performance. There is an Internal Grievance committee to redress issues pertaining to Continuous Internal Evaluation.</p> <p>As regards the practical component, there is a continuous comprehensive evaluation at every stage of</p>

compliance by the student, which evaluation is communicated on a regular basis. There is a record of all practical work undertaken by the student and the same is presented at the time of viva voce examination.

All semester end Examinations are conducted by the University, assessment of which is done by a panel of examiners. There is an opportunity for the candidate to have personal verification of answer scripts.

The dissertation component for the LL.M programme is of 200 marks for 8 credits. For conducting research, a Guide is allotted to students at the beginning of the year as per the relevant Ordinance of the University. The student is required to consult the Guide on a regular basis and discuss the course work in this regard. The final submission of the content is also screened for similarity/plagiarism through *Urkund*, a UGC approved software. The evaluation of this component includes a viva voce examination for 50 marks which is conducted by a panel of three examiners, duly constituted by the University which examines the content and performance of the candidate and awards marks accordingly. The average of marks awarded by each of the three examiners is considered as the final score.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

#### Response:

The Institution follows a defined mechanism for redressal of students grievances in the internal and external examinations. At the commencement of the academic year, Committees for conduct of Examinations and redressal of grievances are constituted for internal examinations, while external examinations have Committees of the University.

#### Internal Examination Grievances

Sufficient care is taken to ensure that the Institution adopts non-secrecy mode of evaluation and such mechanism is adopted and followed in a transparent and time bound manner. Upon assessment, answer scripts are shared with students who get an opportunity to go through the scores awarded by the assessor, shortfalls of content in answers and verification of total marks scored. Students who have not performed well, have scope for improvement of performance in repeat tests. In case of seminar presentation, and practical papers, assessment is done in presence of the student wherein marks scored are informed upon completion of the exercise.



A complaint/grievance by a student who is dissatisfied with assessment can, within 15 days from declaration of results, approach the principal in writing, who may refer the same to the College Grievances Committee. The committee, after giving both the parties a reasonable opportunity to present the case, may recommend to the Principal, action to be taken. The findings of the Committee will be communicated to the student and action in the form of reassessment of the said answer book may be taken.

### External Examination Grievances

External examinations are conducted by the Institution on behalf of University, rules pertaining to grievance redressal are being followed. In case a student claims 'out-of-syllabi' questions, a representation by such student has to be made to the University within three working days, through the Principal stating the nature of grievance and Principal is required to forward it with necessary remarks. Upon the receipt of the representation, a meeting of the concerned paper setter, Chairman of Board of Studies and the Dean of the Faculty is convened by the Controller of Examination for recommendations which is then communicated to the Vice Chancellor for further action.

Upon declaration of results by the University, a candidate who is aggrieved with the marks in external assessment may apply for personal verification of the answer script in accordance with rules of university within a short period of time. At this stage, candidate is able to know whether an answer was assessed, the break-up of marks awarded for an answer and totaling errors, if any.

The introduction of double evaluation of answer scripts, for external assessment provides an additional facility to candidate as per the relevant university Ordinance, in the form of '*challenge evaluation*' which can be availed by making an application in respect of answer script where candidate desires a re-assessment and is carried out by an examiner not below the rank of Associate Professor.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

### Response:

The institution regularly participates in Educational Fairs where programme outcomes are made known to the public in general, and to the prospective students in particular. The Institution ensures that both, teachers and students are made aware of the programme and course outcomes periodically. At the commencement of each academic year, there is a staff meeting, followed by a programme for the beginners wherein the Principal and the senior faculty members orient the students on the various programme outcomes and course outcomes.

Thereafter, every subject teacher explains the course outcomes with the students to highlight the importance of the content being taught in the course/subject in order to facilitate teaching-learning. The teacher also communicates the course outcomes by explaining the objectives of the subject/course and periodically re-visits these outcomes as and when necessary.

**The five year LL.B (Hons.)/ B.A.LL.B course outcomes can be categorized into different components :**

**Knowledge of languages** - These are important to improve and increase vocabulary and ensure that the language used in communication is grammatically correct and influences the proficiency for purposes of advocacy.

**Social science course outcomes** - Social science subjects like history, economics, political science, are an integral part of governance and public administration and help the learner to analyse and understand changes taking place in the society, rule of law, economic reforms, human rights of the disadvantaged /marginalized segments, etc.

**Course outcomes of Substantive laws** - A wide range of substantive laws under the categories of civil laws, criminal laws, labour & industrial law and constitutional law & administrative law, etc. to understand *inter alia*, the implementation and application of laws.

**Course outcomes of Procedural laws** – A study of procedural laws such as the Code of Civil Procedure, Code of Criminal Procedure, and Law of Evidence helps in the sound knowledge of the procedure to be followed in the field of legal practice.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The institution regularly participates in Educational Fairs where programme outcomes are made known to the public in general, and to the prospective students in particular. The Institution ensures that both, teachers and students are made aware of the programme and course outcomes periodically. At the commencement of each academic year, there is a staff meeting, followed by a programme for the beginners wherein the Principal and the senior faculty members orient the students on the various programme outcomes and course outcomes.

Thereafter, every subject teacher explains the course outcomes with the students to highlight the importance of the content being taught in the course/subject in order to facilitate teaching-learning. The

teacher also communicates the course outcomes by explaining the objectives of the subject/course and periodically re-visits these outcomes, as and when necessary.

**The five year LL.B (Hons.)/ B.A.LL.B course outcomes can be categorized into different components :**

**Knowledge of languages** - These are important to improve and increase vocabulary and ensure that the language used in communication is grammatically correct and influences the proficiency for purposes of advocacy.

**Social science course outcomes** - Social science subjects like history, economics, political science, are an integral part of governance and public administration and help the learner to analyse and understand changes taking place in the society, rule of law, economic reforms, human rights of the disadvantaged /marginalized segments, etc.

**Course outcomes of Substantive laws** - A wide range of substantive laws under the categories of civil laws, criminal laws, labour & industrial law and constitutional law & administrative law, etc. to understand *inter alia*, the implementation and application of laws.

**Course outcomes of Procedural laws** – A study of procedural laws such as the Code of Civil Procedure, Code of Criminal Procedure, and Law of Evidence helps in the sound knowledge of the procedure to be followed in the field of legal practice.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 79.91

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
77	65	53	74	75

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
116	77	63	91	90

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 2.76</b>	
File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 7.69

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

The institution encourages innovation and creates a conducive environment for knowledge enhancement. It has conceptualized a unique 'trial of personalities in public life, titled Prime *Rajkaran* which is aired on local television channels, which enables the public know of issues and views related to governance and gives the students an opportunity to interact with such personalities.

Further, it encourages innovation through research and makes it mandatory for the students to conduct empirical studies on their topics of projects in undergraduate programmes, dissertation in the Post-graduate programme, in addition to doctoral research. Teachers encourage research based study on various socio-legal issues and guide students at different levels to inculcate research culture.

The institution organizes and conducts seminars, workshops, and symposia on various legal problems by inviting experts in their respective fields for the benefit of students as well as the faculties. It also conducts seminars, workshops at State, National and International Levels inviting delegates from within and outside the state and country.

The institution creates an environment for students to participate in other research activities through its cells like NSS, Red Ribbon Club, Human Rights club, Child Rights cell, Women's cell etc. The institution organizes programmes to enhance the knowledge of students in different areas, in addition to regular teaching. The students are encouraged to present research papers at seminars/workshops. Required guidance is given by the faculty members at different levels in this regard.

The students are required to make presentations at school and college level for knowledge sharing and to enhance understanding of basics of law and its application. To understand the basic rights and civic responsibilities students also conduct activities like street play, skit etc. in prominent places of the locality for general public.

The institution has taken an initiative of sharing knowledge on subjects like Intellectual Property Rights by conducting programmes like seminars and workshops in other HEIs in the State of Goa by providing faculty members of the Institution as resource persons for sharing knowledge among teachers and students of other colleges.

The Institution has entered into a Memorandum of Understanding (MoU) with the Collectorate of South Goa District for assisting the public by creating a Citizens Facilitation Centre at the Collectorate called *Jan Suvidha Kendra*. The students provide legal assistance to the public to avail of the services of the Collectorate thereby giving them an opportunity to further learn about the nuances of the procedures involved.

It has entered into MoU with the Lusophone Society of Goa in relation to Legal and cultural studies. The institution offers a Certificate Programme in Portuguese Language with Legal Inputs and it organizes guest lectures on the language, culture, etc. The Institution has also entered into MoU with University of Lisbon, Portugal for knowledge exchange, under which Certificate programmes are offered on Indo-European Comparative Legal Studies to give an opportunity for students to enhance the knowledge through add-on programmes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

**Response:** 6

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 4

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 4

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

#### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

##### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

#### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.03

##### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years



2018-19	2017-18	2016-17	2015-16	2014-15
7	1	3	0	1

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

##### Response:

The Institution conducts extension activities to inculcate professionalism and make students responsible students of the society by sensitizing them with socio-legal issues.

The Institution has a Legal Aid Society which conducts several activities for the purpose of creating awareness among the students on socio-legal issues. The students visit villages and conducts legal awareness programmes and interact with the public on issues like consumer awareness, women's rights, environmental awareness, civil rights and duties, human rights etc.

Students also visit colleges, higher secondary/high schools to sensitize students of those institutions on educational rights, human rights, constitutional rights, anti-ragging, laws relating to information technology etc.

It has a NSS unit and volunteers carry out awareness activities for the benefit of the community. To achieve this end, it holds awareness activities/rallies on themes such as 'save the girl child', *swatcch bharat*, 'road safety', voters rights/duties, human rights etc., within and outside the city of Margao. It also conducts competitions like poster, slogan, essay, etc. on topics such as *beti bachao beti padao*, 'evils of open defecation' etc. for students of high school and higher secondary schools with the objective of sensitizing the participants and students on these issues. Paper bags are made and distributed to vendors and public in market places with an objective of encouraging the use of biodegradable material and discourage the use of plastic. Collection of used milk packets is also undertaken and sent for recycling.

NSS Volunteers also assist senior citizens in the making of Senior Citizen's Cards by liasoning with the Collectorate of South Goa. Students also volunteer and assist senior citizens at medical camps, like *Rastriya Vayoshri Yojana*, which caters to distribution of medical aids to needy senior citizens. The unit in association with the Goa Entertainment Society visits and conducts entertainment programmes at orphanages, homes for aged and destitute. To create consciousness and carry forward the mission of *Swatcch Bharat*, the NSS unit regularly organizes beach cleaning drives in South Goa in association with Village Panchayats.

The institution associates with the Rotary club, Margao, the Goa Medical College and the Indian Red Cross Society and conducts blood testing and donation camps to sensitize public and students through NSS volunteers on the importance of blood donation and to help the needy.

The Red Ribbon Club of the Institution organizes various programmes in association with the government departments, NGOs to create awareness about the ills of HIV/AIDS and students participate in workshops on related topics. The students get enlightened on these evils and the measures to be taken for the eradication of the same. The students take the responsibility of creating awareness among the public on health and ethical behavior.

The institution also conducts seminars, workshops on women's rights, child rights, human rights. Seminars on theme such as Euthanasia and Rights of Persons with Disabilities, in association with NGOs, like *Sanjeevan Aarogyadham* and *Sangath*, Ponda Goa held for the benefit of the student community and public at large.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 5**

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. ) and / or those organised in collaboration with industry, community and NGOs

during the last five years.

**Response:** 33

**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	6	7	4

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**Response:** 78.65

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
300	325	258	279	310

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response: 5****3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	1

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 6****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	1	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

The infrastructural development of the Institution is focussed to promote overall growth and conducive educational atmosphere with the objective of catering to the present and future needs of the students and staff, as per norms.

**Classrooms:** The Institution has eleven ICT enabled well-ventilated classrooms with multimedia projector, display screen, audio facility, wi-fi internet connectivity to access e-learning resources etc. and proper comfortable seating arrangement. These have proper lighting arrangement, fans, windows, wall-clock, notice boards, white-boards, table and podium to facilitate effective learning atmosphere.

**Library :**It is of 200 sq. mts, automated with NewGenLib software, collection of textbooks, reference books, journals, following open access. It has spacious reading room to accommodate over 25% of students enrolled and study carrels for individual usage. It has all the requirements as laid down by BCI and sufficient number of laptops with internet connectivity for e-resources. Reprography services made available.

**Research Centre:** A dedicated space is provided to the research scholars to produce a conducive environment for research.

**Moot Court Hall:**Astate-of-the-art Moot Court Hall is used to train students for advocacy, mock-trials, Negotiations, etc. Institutional level and national level moot court and allied competitions are also being organised in it. The set-up is also used for *PrimeRajkaran* – a unique mock trial series of eminent persons in public life, which is telecast on local channels.

**Legal Aid Centre:** Institution has identified a unit on the ground floor for the purpose of providing free legal aid and legal assistance to the needy sections of the society.

**Counseling Centre:** Institution has counselling centre wherein there is a full-time Counsellor to look after psychological needs and concerns of the students.

**Activity Hall:** There is a spacious and airy activity hall with adequate seating capacity to conduct co-curricular and extra-curricular activities.

**Ganesh Daivajna Auditorium:** Institution has an 200 sq.mts., air-conditioned auditorium for conducting programmes such as seminars, conferences, workshops, yoga sessions and other cultural activities.

**Seminar Room:** Institution has an air-conditioned Seminar Room with smart furniture equipped with modern facilities such as ceiling-mounted LCD Projector, sound system, podium and other fixtures.

**Elevator and Ramp/Railing:** For the physically challenged/*Divyangjan* Visitors, the Institution has an

elevator with power-backup facility(DG) and Ramp/Rail for providing barrier-free environment.

**Centre for Lusophone Cultural and Legal Studies:** A dedicated space for the functioning of the Centre is made available for the purpose.

**Girls' Common Room:** Institution has a self-contained girl's common room for the privacy and utilization of girl students.

**CCTV Surveillance:** The entire Institutional premises as well as the campus is covered under CCTV for security and safety of the staff and students.

**Power Generator Unit:** A Generator of 125 KVA is installed for uninterrupted power supply and back up.

**Canteen:** Institution has spacious Canteen within campus with separate seating room for staff where hygienic food is served.

In addition, the Institution has Examination Strong Room, Staff Room, Principal's Cabin with Administrative Block, Store Room, Filtered drinking water facilities and ample Parking Space.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.

##### Response:

##### Facilities for Cultural Activities:

The Institution has provided sufficient facilities to the students for the purpose of organizing cultural and other events for the students such as Debate Competition, Elocution Competition, Talent Search Competition, Dancing, Singing, Fashion Show, Food and Dessert Making, etc. and other Institutional Programmes. It has auditorium facilities with stage, podium, sound system, wireless mike, etc. for maximum utilization by students.

It also has a dedicated Activity Hall meant for providing space for activities/events. Musical instruments are also brought when necessary in addition being available on campus. Necessary stationery required for conduct of competitions like poster making, such other is also provided by the Institution. All cultural and related activities are conducted under the guidance/training of faculty in-charge in-charge and wherever required, services of professional trainers are taken.

The Institution ensures that all cultural activities are duly recognised by awarding prizes at competitions, particularly during Literary and Cultural Week, titled 'Fun Week' of the College, conducted annually in

the Month of December for which all facilities are provided and expenses borne by it.

### **Sports, Games and Gymnasium Facilities:**

The Sports Policy has been formulated by the Management to encourage and promote students to inculcate strong sportsmanship and participate in various sports competitions organised at the University and State level.

The Institution has Indoor as well as Outdoor Sports facilities available within the campus. For Indoor activities, the Institution uses a Multipurpose Hall which is 740 sq. mts. wherein students play and practice sports like table Tennis, Badminton, Chess, Judo, Taekwondo, Power-lifting, Weight lifting, tennikoit etc. It is also housed with Gymnasium facilities with area of 65 sq. mts for the physical fitness of the staff and students.

In addition, the Institution owns a spacious ground of 14096 sq.mts which is utilized for outdoor sports like football, volleyball, cricket and athletics events such as Shot Put, Javelin, Discuss, Running are practiced.

The Institution has provision for Annual Budget related to sports. The Department of Sports conducts Sports Meets to provide opportunities for students to participate in sports and games as well as competitions, wherein all facilities are provided by the Institution. Students are provided with Travelling Allowances (TA)/Dearness Allowances (DA), Kit Allowances, practice allowance etc and also rewarded for outstanding performance in sports. The Department of sports is also equipped with sports accessories for the use of staff and students.

To facilitate different sports, the Institution has sports equipments/kits for football, cricket, carrom, badminton, table tennis, etc. The Institution also has First Aid facilities for students in case of injuries.

### **Yoga:**

The Institution gives importance to Yoga and encourages the students to practice it as often as possible. This helps the students' physical, mental and social well-being, indirectly benefitting them academically as also develops confidence and helps in personality development. It celebrates 'International Yoga Day' every year involving the students and staff to enhance their physical and mental fitness, guided by a trained Yoga Instructor.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.51

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
17.33755	40.95674	2.66921	14.56786	1.97760

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

**Library is automated using Integrated Library Management System (ILMS)**

**Name of the ILMS Software**

The library of the Institution is automated with an integrated library management software NewGenLib (NGL).

**Nature of automation :**



The library is partially automated with its housekeeping operations such as student database, issue-return and renewal of books, member logins etc. are made functional. Besides, its acquisition, technical processing, serial control, report generation modules are active.

**Version :**

The software version of NewGenLib is updated to 3.0.3

**Year of Automation :**

The Library of the Institution started its automation in the year 2007.

**Description:**

All the bibliographic records are entered in the software when the document is procured in the library. Students have access to OPAC (Online Public Access Catalogue) of NewGenLib through the computer terminals in the campus wherein users can search the availability of books of their choice with bibliographic details such as title, author, subject, keywords, publisher etc. The new arrival of books is shown in OPAC for a period of 15 days, as per the practice of the library.

Software has the facility to generate email alerts for issue-return, renewal, due date, and general notifications. All the books are bar coded and the users are given unique barcode ID to facilitate the issue-return of books and to avail of library facilities. The barcode reader has enabled to speed up the circulation process due to this automation. Penalty/Fine management system is implemented for overdue books in the software.

The Library facilitates the e-resources of N-LIST(part of e-shodhsindhu consortium of INFLIBNET), wherein the users have access to browse and download the e-content such as e- books, e-journals from remote locations. 'ILI Law Journal database' and 'Annual Survey of India' database is also available in the library in CD form. Library uses the facility of EBC Reader of Eastern Book Company to purchase e-books and e-journals. Reprography facility is made available to the users at subsidized rates.

The Library maintains an independent website [www.grkarelawlibrary.yolasite.com](http://www.grkarelawlibrary.yolasite.com) as an additional information resource to help students to access syllabus, students' assignments, repository of dissertations, Kare Law Journal and question papers. This website also provides various useful links which are accessible to law portals.

Important notifications, events etc. are digitally displayed in the reading room of the library. Newspaper clipping of important events, articles, etc. related to the Institution are scanned converted into e-resource. The Library is under electronic surveillance for security and safety. Carrels are placed for individual study and also provided with systems having wifi internet connectivity for the benefit of the users.

The Library provides additional services such as Book Bank facility, online and offline legal database search, reference service, referral service, newspaper and periodicals, New arrival display, collection of rare and special books, e-question papers, internet /multimedia facility, important/landmark case laws database.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 6.24

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
5.14949	9.35993	6.25077	6.39992	4.02683

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

**Response:** 10.18

##### 4.2.4.1 Number of teachers and students using library per day over last one year

Response: 39

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

**IT Facilities:**

The Institution has a well-developed system to integrate IT facilities for effective teaching-learning experience which is maintained as under:

The Management has an IT Policy for the purpose of overall administration. For this purpose, the Management has created the post of System Administrator for the campus. Accordingly, upkeep of IT equipments/software and other related peripherals as also any other IT related issues are effectively managed. In addition, the Institution has also appointed a System Administrator in its Centre for Information Technology, who is entrusted with the tasks of day-to-day maintenance of IT Infrastructure.

The Campus is wi-fi enabled with internet speed of 35 MBPS. The need of additional routers/amplifiers is periodically assessed and accordingly fixed by System Administrator to ensure that the campus has a proper coverage/range of wifi.

All classrooms, Auditorium, Activity Hall, Seminar Room etc. are updated with multimedia LCDs with audio systems and screens. Subscription of antivirus Quick Heal is updated regularly.

The use of open source software such as *Libreoffice*, *NewGenLib* software, *VLC Media* player etc. are installed and are available.

Computers systems, printers and scanners of the Institution which are under warranty period are maintained by the respective vendors. Laptops with latest configurations are purchased at regular intervals. UPS batteries are also replaced on regular intervals as per requirements.

Electronic Surveillance systems are regularly checked and updated, and repaired, if required through Annual Maintenance Contracts (AMC).

An Intercom facility connects all the departments of the Institution for better communications.

The Diesel Generator (DG) which supplies electricity uninterruptedly at the time of electricity failure is maintained by the vendor on call basis and routinely operated/looked after by MTS. This assists in the uninterrupted usage of all electronic gadgets.

Library Softwares such as *NewGenLib*, *e-calibres* are updated regularly and *newgenlib* software is updated by Verus solutions as a part of AMC. Besides, All India Reporter offline database is maintained.

*Fedena*: College Management Software is used to automate the process like admission of the students, Attendance, Reports, Notifications, Alerts, etc. *Tally* is installed for accounting of the financial transactions and *Eduqfix* - fees Management system is used to collect the online fees.

IT Facilities		
Sr.No.	Specifications	Quantity
1.	Setup of wi-fi	For full campus
1.	Desktop Computers	20
1.	Laptops	19
1.	Kindle	1
1.	Laptabs	15
1.	Firewall to restrict access to undesirable websites.	For full campus
1.	Quick heal Antivirus Subscription	40
1.	Projectors	13
1.	Printers	3

1.	Bar Code Printer	1
1.	Bar Code Readers	3
1.	Scanners	2
1.	Routers	8
1.	CCTV Cameras	40
1.	Interactive White Board	1
1.	NAS (Network Attached Storage)	2TB
1.	External Hard Disk	1TB
1.	Internet Speed	35 MBPS
1.	NewGenLib Software	Open Source Software with AMC of Verus Solutions
1.	<i>Fedena</i> Software	Ferodian Technologies

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 9.46

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**E. < 05 MBPS**

**D. 05 MBPS – 10 MBPS**

**C. 10 MBPS – 30 MBPS**

**B. 30 MBPS – 50 MBPS**

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 47.55

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
35.61160	27.45383	26.07287	29.68997	14.88238

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

**Response:**

To maintain the infrastructural facilities and utilize them to its optimum, the Institution has formulated

mechanisms, plans and policies. Various committees such as IT Committee, Library Committee, Website Committee, Building Committee etc. are constituted to ensure proper maintenance and upkeep.

### **General Infrastructure:**

The entire superstructure along with all assets is insured towards any untoward eventualities. CCTVs are installed at all its strategic locations for security and surveillance. Security Guards are also deployed at the entry check points of the campus. Institutional parking facility is also well organized.

The maintenance and upkeep of the Institution building is ensured by Building Committee to see civil maintenance and Pre-monsoon maintenance of the same. A site engineer has been appointed to oversee the ongoing construction and civil maintenance works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing etc. Pre-monsoon maintenance is undertaken during May every year, or after exams are over. The entire building, including both halls is outsourced to housekeeping agencies for its cleanliness. Dustbins are placed on each floor to collect dry and wet waste which is cleaned and disposed off every day.

Institution Canteen Facility is given on contract basis and is responsible to provide quality and hygienic food to the students and staff. Canteen Committee is formed for Periodic inspection to ensure its cleanliness. Filtered drinking water facilities are available for students and staff, which is cleaned and serviced regularly.

The Institution is well equipped with Fire extinguishers for safety measure and are checked and refilled periodically. MTS Staff are trained to use the same in emergencies.

Facilities such as the auditorium, sports ground, etc. are shared with other VVM institutions and a Google calendar is used to utilize these shared facilities.

Signages on campus are maintained to identify and locate the infrastructural facilities. Digital Display Board is used to notify important events and activities. Elevator, Ramp and rail facility is well-maintained for barrier free access to the institution.

### **IT Infrastructure:**

BoM has appointed System Administrator in the campus that ensures the upkeep of the IT infrastructure which includes maintenance and minor repairs of computers. For major glitch in IT-related equipment; vendors are called.

Outdated and non-repairable equipment are sent to Purchase and Disposal Committee to scrap the asset as per the IT Policy. Institution is maintaining the 35 Mbps leased line which is looked after by the ISP. Licenses of all software are including anti-virus quick heal is renewed regularly.

### **Biometric:**

Staff attendance and exit is monitored by fingerprint identifying biometric machine of which digitized records are maintained.

### **Library:**

Books are issued on loan for 14 days for the students and book bank books are issued to each one till the semester end examinations.

The finalized list of books to be purchased is duly approved and signed by the members of the Library Committee. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee. The Library has *Balabolka*: text to speech software facility for visually challenged students. Suggestion box is installed to take users feedback. Photocopy facility is provided at minimal charges.

Loss/damage of any book has to be immediately informed to the library staff and to be replaced with a new book. Library website [www.grkarelawlibrary.yolasite.com](http://www.grkarelawlibrary.yolasite.com) is maintained by the library for questionpapers, syllabus, digitized content, useful links and other notifications. NewGenLib- its automation related issues are solved by Verussolutions with whom library has Annual Maintenance Contact (AMC). Online Public Access Catalogue (OPAC) is made available to each computer nodes in the campus network to access library resources.

Computers: desktop computers and laptops are made available in the library for the students to browse the internet and to access other educational resources.

### **Class rooms:**

Classrooms are assigned to courses at the beginning of the academic year. With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.

### **Automated Bell:**

Automated electrical bell is set as per the lecture hours in the beginning of each semesters.

### **Plagiarism Policy:**

It is compulsory to verify LL.M. Dissertations for similarity through *Urkund*, a plagiarism detecting software, which is provided by the Goa University.

### **Fedena - College Management Software:**

To manage the financial, academic, and administrative activities of the institution, Fedena software is deployed to facilitate online admission, student database, attendance marking, report generation, sending alerts, etc. Fedenaenterprise also provides the training to teaching and non-teaching staff to gain expertise in it and solves the Software related issues.

### **Website:**

College website [www.grkarelaw.edu.in](http://www.grkarelaw.edu.in) is well-maintained by ymslab and is regularly updated



**Sports:**

Sports Director with the help of Sports Committee consisting of students, monitor and manage various sports related activities. Sports Policy is formed by VVM Sports Council, headed by one of the members of Board, who is designated as a Chairman; Principals of all institutions of VVM as its members and senior most Sports Director as a Member secretary on rotational basis. Gymkhana stock is maintained and new equipment are added as per the need, under the guidance of Principal, old wear and tear material is disposed off under the committee headed by Office staff.

Besides Annual Maintenance Contract(AMCs) of NGL software, *Fedena* Software, College website, Antivirus, other repair and maintenance work is also done on regular basis for Photocopiers, Scanning devices, Air Conditioners, DG Sets, Fire Extinguisher, CCTVs, UPS etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 11.04

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
52	53	28	39	35

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 11.38

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
43	40	43	44	42

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 28.88

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
195	99	54	112	79

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 12.48

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
17	9	12	9	7

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 115.29

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 98

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

**Response:** 27.05

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	17	1	6	9

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government

**examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
10	35	12	18	20

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3 Student Participation and Activities**

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 3

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student**

**council, students representation on various bodies)****Response:**

The motto of the Institution is achieved to a great extent with the involvement of the Students' Council. The students, represented by this Council form the pillar on which the institution at large stands. The Institution follows a duly established process for appointing the members of the Council. The nominations of class representatives giving due representation to genders are made by the concerned Mentor in co-ordination with the Principal and the Program Co-ordinator, based on several criteria like academic performance, active participation in extracurricular activities, attendance, general discipline etc. The Student Council comprises the General Secretary, Legal Aid Representative, Moot Court society representative, Ladies Representative, Sports Secretary, Cultural Secretary, which are elected within the nominated representatives.

The views of the General Secretary, who represents the Council are considered by the Institution in most of the matters related to student welfare. The representative of legal Aid Society liaisons with the Faculty in-charge for the conduct of legal aid activities, like legal aid and legal awareness programs, street plays etc. all across Goa and enable the identification of Para-legal volunteers. The Moot Court society representative takes decisions, in consultation with the Faculty in-charge and members of the society, for the conduct of all programmes, including competitions and team compositions for institutional participation at moot court related activities. Adequate representation is given to ladies to effectively address their issues and concerns for which the Institution takes necessary steps. The Sports Secretary is empowered to take decisions for sports activities and the conduct of Sports Meet. Other than the above stated responsibilities shouldered by the Student Council, the Cultural Secretary enables the conducting of the 'Literary cum Cultural Week' in the month of December every year and other literary and cultural activities, wherein different activities are planned and executed.

The Institution ensures the representation of students in its societies, cells, clubs like Moot Court and ADR Society, Literary Society, National Service Scheme (NSS), Criminal Law Club, Human Rights Club, Women's Cell, Child rights Cell, Environment and Bio-Diversity Cell etc. which empowers them to take decisions for the purpose of conducting various programmes and activities.

In addition, the University Class Representative (UCR) represents the Institution at the University level and is a part of the larger body that likewise assists the University administration in matters concerning decision making for student-centric issues.

The Internal Quality Assurance Cell (IQAC) of the institution has a system of inviting student representatives to attend the meetings as and when required. This enables the involvement of the student community in decision making at the institutional level. Gender champions are nominated from among the students to sensitize the student community on gender equality and rights of women. These gender champions therefore assist the institution in policy making for gender equality.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)****Response:** 4.8**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	6	3	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

In its quest to maintain cordial relationship and to develop professional rapport with its brand ambassadors, the Institution is privileged to have an active alumni association which routinely meets to familiarize itself with various curricular and co-curricular needs of the Institution. The members of the Alumni Association are routinely involved in programmes by way of talks or lectures and related aspects and this Association was formally registered as G. R. Kare College of Law Alumni Association Margao on the 6th of August, 2018.

The Alumni Association was responsible for initiating an inter-class debate competition titled 'Battle of Brains' and the competition was also judged by its members. Additionally, these members have devoted considerable amount of time with the students for training and conducting moot court competitions, students' parliament competitions, negotiation and mediation competitions and allied activities of intra-collegiate and inter-collegiate level.

The members of the association are strongly bonded with the Institution and facilitate the internships of students in their chambers and also assist by getting pass out graduates placed as junior lawyers with them



and in some cases there is financial contributions. Prominent alumni are members of the Governing Council of the Institution which takes major decisions for its functioning. Likewise, some members of the association contribute academically in the IQAC of the Institution.

The Institution organized a National level law festival in 2017 known as *Juris Open 2017*, which had a remarkable contribution of the alumni of the Institution. The Alumni in particular helped for drafting and editing of problems for the various competitions such as Moot Court, Trouble-shoot, Legal Drafting and Law quiz for the Law festival and were instrumental in judging the competitions.

Another edition of National Level law festival *Juris Open 2019* witnessed the inclusion of a Negotiation Competition which was also due to the involvement of the Alumni. The 'Festival of Ideas' was a new addition to the "Juris Open 2019", which was an integral part of the event, funded by the alumni association of the Institution. Remarkable personalities were invited as guest speakers for these programmes, which included Atmaram Nadkarni, Assistant Solicitor General of India, our star alumnus.

Prominent alumni have also been key note speakers for various other programmes. Likewise alumni of the Institution who are office bearers of bodies like State Legal Service Authority, South Goa District Legal Service Authority, South Goa Advocates Association have facilitated the conduct of various competitions and student seminars.

Overall the alumni of the Institution are very active in arranging guest speakers and visiting professionals to address the students in platforms like GRK Master classes and GRK Talks due to affinity to their *alma mater*.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**E. <1 Lakhs**

**D. 1 Lakhs - 3 Lakhs**

**C. 3 Lakhs - 4 Lakhs**

**B. 4 Lakhs - 5 Lakhs**

**Response: E. <1 Lakhs**

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Response:

The vision and the mission statement of the institution are reflective of the institutional aspirations and ethical ethos. Policies and practices adopted and executed cater to the wholesome and holistic development of quality legal education, allied learning and ethical refinement of students. The Management focuses on the overall development of the students with special reference to the execution of the co-curricular design of the institution, which helps infuse, inculcate and build a strong sense of professionalism with social commitment.

The Board of Management is a duly elected body in accordance with the Constitution of Vidya Vikas Mandal and the Core Committee of the Board is the decision making body. The Principal of the Institution sends a report periodically to the Management and share information on the progress and developmental plans of the institution. This is taken up by the Management for appropriate decisions.

A Governing Council (GC) is constituted for the Institution in accordance with the Bye-Laws of the institution, which comprises eleven members who include members of the management, Principal, IQAC Coordinator, faculty, alumni and experts in legal field, which meets on a monthly basis. The guidance of the GC with the participations of faculty members in it helps foster participative management to attain the vision and mission of the Institution.

The GC invites all teachers to present proposals before it, which are discussed and studied and accordingly approved. In addition, there is an institutional Governing Council Liaison Committee comprising faculty members to facilitate this process. Enrichment programmes such as, GRK Talks and GRK Master Class, Law Festivals, Competitions, Seminars, workshops etc as well as infrastructural up-gradation are outcomes of the participation of faculty in the governance and management. The successful implementation and execution of various programmes and activities for the purpose of providing quality legal education are the result of this.

Effective participation of teachers is also managed through various committees. All Committees comprise faculty members who have assigned duties in relation to the functioning of the institution. These are constituted at the beginning of the academic year. This enables members to proactively strategise the plan of action and make preliminary preparation. Proposals in respect of in-house and external programme/events meant to infuse professionalism amongst the students are made and placed before the Principal who places them before the Governing Council. Upon approval, they are meticulously planned by conducting regular meetings and the detailed execution of the activities is worked under the guidance and supervision of the Faculty In-charge and the Principal.

Thus, the Institutional policies and practices favour maximum participation of the teachers in the decision making bodies of the Institution and at every level of its working.

In addition, there is the involvement of faculty members of the Institution in decision making in the

Committees under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the Goa Prohibition of Ragging Act, 2008.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

#### Response:

The Governing Council takes keen interest in the development of the institution and believes in decentralization and participative management in its administration. The Institution has taken initiative in respect of knowledge exchange and add-on enrichment programme beyond the curriculum for which the Principal has been authorized by the Management to deal with other Institutions/Organizations. The need for quality initiatives have always been encouraged by the GC and one such has been with respect to liaising with Institutions and other bodies for knowledge exchange.

Towards this endeavour, the Institution established a Centre for Lusophone Culture and Legal Studies, considering the historical background of the State of Goa and the uniqueness of the system of Civil Laws. It commenced with the signing of the two Cooperation Agreements/Memorandum of Understanding (MoU), one with the University of Lisbon, Portugal for knowledge exchange and faculty and student exchange and another with the Lusophone Society of Goa for language and culture exchange in Lusophone Countries.

In order to effectively implement the terms of the MoU and for running of the activities of this Lusophone Centre, a faculty member has been appointed as the Coordinator. A unique 6 months Portuguese Language Course with Legal Inputs intended to develop knowledge of the Portuguese Language and its communication and more importantly ability to translate legal documents is offered for which the Coordinator is required to liaison with the concerned faculty member, who is qualified in law and the Portuguese Language. The institution also offers a Certificate Programme in Indo-European Comparative Legal Studies, for which the entire conduct of the Programme is managed by the Coordinator by inviting suitable resource persons, including from foreign institutions for the different sessions. The role of the Coordinator also includes creating awareness through publicity and overseeing the admission process.

The Coordinator decides the nomenclature and structure of the Certificate Programme, identifies the syllabus and topics in accordance with the themes, finalizes the study material. Besides, the Coordinator

identifies suitable resource persons, including from foreign institutions and the effective implementation of the programme including assessment and declaration of results. The Coordinator also arranges for interactive sessions by foreign academicians and artists, screening of films with the objectives of the exchange of culture and language.

The commencement of the Lusophone Centre and in particular the effective leadership through the Institutional practice of decentralization served as an encouragement for liaising with other Institutions/bodies for knowledge exchange. Therefore it served as a stepping stone for the Institution to enter into MoUs with other institutions like the University of Minho in Portugal, University of Fortaleza in Brazil, the Protocol of the International Lusophone Law Research Network, Modern Law College in Pune-Maharashtra, all of which served to be mutually beneficial to the Institutions.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The Institution has developed on its existing infrastructure for co-curricular activities. It has strategised through meetings/decisions of IQAC and successfully implemented the plan for the same. Following are the infrastructural augmentations carried out for this purpose:

#### **STATE-OF-THE-ART MOOT COURT HALL:**

Since one of the requirements of the Institutions of legal education is to have activities like Moot Court, Mock Trial, ADR and other allied activities and since the students are enthusiastically participating in such activities, the need was felt to improve the existing moot court hall and provide professional ambience in this regard.

This hall is one of a kind and is a replica of a Court Room. Inter and intra collegiate moot court competitions, mock trials are conducted in the hall to give the students as well as participants a court room experience. Till date several in-house and external competitions like Selection as well as Inter collegiate moot court and trial advocacy competitions have been conducted for the benefit of students. *Prime Rajkaran* – a mock trial for personalities in public life a programme, which is telecast on local channels is videographed in this hall.

#### **DEDICATED ROOM FOR CO-CURRICULAR ACTIVITIES:**

The institution created an air conditioned room with use of smart furniture and modern interiors so as to upgrade the facility used for seminars, talks, training sessions, ADR activities, debates, quiz and other co-

curricular activities which is also ICT-enabled.

#### **ACTIVITY HALL:**

The new(annexe) wing of the institution, as seen from the architectural plan, has an airy, spacious, ICT-enabled Activity Hall on the fourth storey with green room facility on its fourth floor for practicing presentations, skits, street plays, etc. related to Legal Aid programmes .

#### **DISCUSSION ROOM:**

A discussion room in close proximity to the library was identified to enable students to assemble for interaction/discussions/practices for co-curricular activities.

#### **SOUND SYSTEM:**

For the purpose of amplification and other acoustics the Institution has purchased a sound system with microphones and high capacity speakers, which is used for practice sessions by the students for most of the co-curricular activities.

Every proposed activity is successfully implemented based on a strategic plan which is deliberated upon at the meetings of the Management. Strengthening of infrastructural up-gradation for co-curricular activities was one such outcome with the sole objective of enabling students with better facilities and ambience.

These proposals were placed before the GC which received supported of members and approval was granted by the Board of Management. Expert opinions were sought towards the design and suitability in case of the Moot Court Hall and the plan was finalized. Accordingly the civil work was undertaken and the Moot Court Hall was suitably furnished in accordance with actual court room standards and began functioning from the month of August 2015. For all such infrastructural augmentation, provisions were made for the availability of funds.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

##### **Response:**

The faculty department comprises Teaching Faculty, the Department of Library and Information Science, the Department of Physical Education and Sports, Centre for Counseling and Wellness Management and Centre for Lusophone Culture and Legal Studies. The Teaching Faculty includes the Head of Department

and the IQAC Coordinator. In addition, Coordinators are appointed by the Principal in consultation with the Management for the smooth running of programmes, including self-financing programmes.

The Internal Quality Assurance Cell (IQAC) comprises the Chairperson, Coordinator, Management representative, subject expert, industry representative, alumni, faculty and administrative staff. The Committee is responsible for undertaking qualitative measures necessary for maintaining standards in teaching, learning and evaluation and also to initiate, plan and supervise activities necessary to increase the quality of education through conduct of various activities and programmes.

For the purpose of conducting of different activities and programmes, different Committees are constituted for the academic year. The Principal is *ex-officio* Chairman of all the Committees which also comprise an In-charge faculty and other members. Each have terms of reference and are responsible towards the planning and conduct of curricular, co-curricular and extra-curricular activities for the concerned academic year. They meet on regular basis to undertake the detailed planning of activities, are responsible for the implementation and execution of it. The various committees are as such the Students' Council and Cultural Committee, the Moot Court Committee, Literary Committee, NSS and Institutional Upkeep Committee, Discipline Committee, Examination Committee, Library Committee, Placement and Entrepreneur Cell, the Alumni Liaison Committee, Governing Council Liaison Committee, the Website and Digital Content Committee, the Press and publicity Committee, the Book Bank Committee, the Infrastructure Committee, the Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013, the Anti-raging Committee under the Goa Prohibition of Ragging Act, 2008, Parent-Teacher Association, the MOOCs Creation and Implementation Committee, Fedena Implementation and Monitoring Committee, Teaching Staff Secretariat Committee.

In addition, the Institution has Cell/Club/Society such as the Women's Cell, the Child Rights Cell, the Red Ribbon Club, Legal Aid Society, who are committed towards championing the cause of society through the conduct of awareness activities.

The department of Library and Information Science consists of Librarian, Assistant Librarian and support staff.

The department of Physical Education and Sports has a Director of Physical Education and Sports.

The Centre for Counseling and Wellness Management has a full-time College Counselor.

The Centre for Information Technology has a System Administrator to handle all IT related issues.

The hierarchy of the Administrative Staff is as follows: Head Clerk, Accountant, Upper Division Clerk (UDC), Lower Division Clerk (LDC) and Multitasking Staff(MTS)

The procedure for recruitment of teaching and non-teaching staff is in accordance with the rules and regulations of the Government of Goa/ Goa University/Directorate of Higher Education as the case may be. All career advancement and promotions/conditions of service are also accordance with the Rules.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

The institution values its staff and makes all possible attempts to enhance their physical, intellectual, emotional and economic well-being. Every faculty is given adequate opportunities to participate in seminars, workshops, conferences etc.

Faculty members are encouraged and motivated to pursue higher studies and are relieved to attend faculty development programmes and training like Refresher Courses, Orientation Course, FIP, Workshops as



well as to pursue Diploma and Certificate courses etc. within and outside the State, even during working days of the academic calendar and Duty Leave is sanctioned for such purposes. Travelling allowance and dearness allowance are paid for attending such faculty development programmes. Faculty members of the Institution are permitted to pursue doctoral studies.

The institution as a practice hosts felicitation and farewell for retiring employees. It also felicitates achievers on the successful completion of Doctoral degrees and for other meritorious accomplishments.

Non-teaching staff are provided with opportunities for performance enhancement. Workshops and Seminars are organised by the Management for their benefit of the employees and attendance and participation is encouraged in this regard.

In accordance with the Statutes of the Goa University, Rules of the Govt. of Goa and the Central Civil Service(CCS) Rules, all the teaching and the non-teaching staff respectively, in the aided programmes are provided benefits such as maternity leave, paternity leave, child care leave, leave travel concession, bonus as per entitlement, festival advance, medical reimbursement, children's allowance, study leave, extra-ordinary leave etc. in addition to regular leave structure.

In the case of self-financed programmes, the Management has on its own, bestowed benefits like maternity leave and vacation salary/continuation of service to qualified contract teachers having not less than three years of continuous service as also to the non-teaching staff, as special welfare measures.

As a policy decision, the Management pays salaries of its staff in the event of any delay in receiving government approval after appointments or in case of a delay in disbursement of salaries by the Government.

The employees of the Management-run institutions have formed themselves into an Employees Credit Cooperative Society, which offers facilities like loan at nominal interest rates with minimum formalities and speedy procedure to its members. Many employees have availed of various deposit and loan facility and have benefitted. In addition, Madgaon School Complex Cooperative Credit Society has various institutions as its members. It also offers membership to teaching and non-teaching staff of educational institutions and many employees of the institution are the members of the Society and offers similar facilities. Branch of a Nationalised bank operates on the campus to facilitate banking requirements of employees

The staff room is self-contained and has individual seating arrangement for each faculty. It is equipped with facilities of air conditioning, refrigerator, oven, electric kettle, sanitary napkin dispenser and incinerator, etc.

A Cafeteria and Canteen facility is also available within the campus. Cleanliness of the eatery is ensured through routine inspections. Tasty and hygienic snacks and meals are served at reasonable rates.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years****Response:** 77.44**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15	9	9	9	3

**File Description****Document**

Upload any additional information

[View Document](#)

Details of teachers provided with financial support to attend conference, workshops etc during the last five years

[View Document](#)**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 3.4**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	9	2	3

**File Description****Document**

Upload any additional information

[View Document](#)

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff

[View Document](#)**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 13.71

#### 6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	1	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

#### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

**Response:**

As per requirements the institution maintains a system of performance appraisal for its staff teaching as well as non-teaching. Standard forms of confidential reports for lower and upper division clerks and reports on work and conduct for Class IV staff are maintained by the institution.

##### **FACULTY:**

The Principal and a senior faculty attend a lecture of a faculty member for observation as it is in progress in order to review the performance and class control of the faculty engaging it. This enhances the teaching and improves quality and competencies of the teacher. The institution also follows a system of taking students' feedback of each subject teacher in each semester. The parameters on which a teacher is assessed are self-confidence, punctuality, subject command and preparedness, class control, rapport with students, delivery and effective communication. The feedback is perused by the Principal. Favourable as well as adverse remarks in the feedback are discussed with the concerned subject teacher by allowing them the opportunity to inspect the forms

In addition, there is are also a Self- Appraisal (API) proforma for Professors, Associate Professors and Assistant professors which has academic performance indicators and which are to be filled annually. Based on the teacher's self assessment, API scores are proposed by the teacher for various indicators in the category of teaching, learning and evaluation related activities, co-curricular, extension and professional development related activities and research and academic contribution. This self assessment scores are then verified and finalized by the screening/selection committee.

The observation of lectures of teaching staff, the self appraisal reports and feedback from students helps the Principal in the preparation of confidential reports. Adverse findings, if any, are required to be

intimated to the Management through the Governing Council.

#### **ADMINISTRATIVE STAFF:**

The confidential reports on upper and lower division clerks contain a component for remarks on work and conduct, which are made by the reporting officer (Head Clerk). These are reviewed by the Reviewing Officer (Head of the Institution) annually and filed in personal files of the concerned employee. Likewise there are forms of Report on the work and conduct of class IV staff. The content of these forms include, Personal Date and brief statement of the work handled by the employee during the year/period under report. The report contains questions pertaining to the health of the employee, proficiency of work, keenness to learn, punctuality in attendance, amenability to discipline, integrity, maintenance of relations with fellow colleagues and any outstanding pr notable work meriting commendation. The remarks put by the Reporting Officer are further reviewed by a Reviewing Officer

There is self assessment report for Principals. It has self-assessment pertaining to the academic growth and contributions. Various indicators relating to new teaching methods, contributions to course development, guidance rendered to research scholars, participation, and service to community are included.

The appraisal of the Principal is also carried out by the Management.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

#### **Response:**

The institution annually prepares a budget to assess its needs and prepares the expenditure heads accordingly. The expenses are largely in accordance with the budget and with respect to the grant-in-aid pattern of assistance care is taken to see that the admissibility of expenses fits into this pattern.

Our Institution also has an Accountant who along with clerical staff undertakes the process of reconciliation of payments by examining vouchers, receipts, bills, invoices, compliances, etc. and prepares balance sheets to make them available for the perusal of the Auditor. Further, Management also has appointed a Chief Accountant for all institutions on campus, to oversee the process. Recently, The Management has also further strengthened this mechanism by appointing a team of teachers, headed by seniors faculty member from one of the sister institutions to act as 'internal auditors'.

Every year, a Chartered Accountant is duly appointed by the Management for the purpose of auditing the accounts of the Institution. The staff of the office of the Chartered Accountant visits the Institution to inspect the necessary records and settle queries from the Accountant after which the Chartered Accountant,

upon being satisfied about the genuineness of records pertaining to expenses, issues necessary certificate of utilization. The Principal of the Institution along with the Chartered Accountant, President of the VVM, Treasurer, Hon. Secretary are signatories to the Statement of Accounts.

The following are the preceding five Financial Years and the dates of return filed

Sr. no.	Date of Financial Years	Dates of Return filed
1.	31st March 2015	2nd July 2015
2.	31st March 2016	14th July 2016
3.	31st March 2017	20th July 2017
4.	31st March 2018	24th July 2018
5.	31st March 2019	18th September 2019

The Government Audit takes place periodically wherein a team of Auditors assesses the admissibility of expenses under the different heads. As regards grants towards salaried expenses, this team examines all documentation related to salaries/allowances/claims, including by perusal of bank account details of the recipient and their receipts in Acquaintance Rolls. In case of inadmissible payments, e.g payment of travelling allowance to teachers on maternity leave or child care leave etc. the same is placed for recovery from the Institution. As regards grants towards non-salaried expenses, the team likewise places for recovery any inadmissible expenditure which is adjusted towards reimbursement of payment in the subsequent financial year. The last Government audit for the Institution was conducted in January 2013 for the financial years till 2011-12.

For the self-financing programmes, a similar procedure of reconciliation of accounts and certification by the Chartered Accountant is carried out. The staff of the Chartered Accountant, visit the Institution to inspect necessary records of the programmes and settle queries from the Accountant after which the Chartered Accountant, upon being satisfied about the genuineness of records pertaining to expenses, issues necessary certificate of utilization. The Principal, Chartered Accountant, President of the VVM, Treasurer, Hon. Secretary are all signatories to the Statement of Accounts.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

**Response:** 16.73

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during

the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.4194896	0	7.35758	6.95	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Response:

The Institution aims at providing excellent infrastructural facilities and requires to incur major expenditure. The Management takes steps to mobilize resources beyond the purview of the grant in aid system of the Government.

**FEES:** The institution runs aided as well as self-financing programmes. The fees collected from the students are utilized for welfare of student community and facilities such as book bank scheme etc are made available.

**GRANTS:** The grant-in-aid assistance from the government includes salaried and non-salaried grants and grants for related matters like NSS. The institution makes efforts to obtain additional funds like grant-in-aid assistance from the Government for development of playground and sports complex, which have been received.

**INFRASTRUCTURE LOAN:** The Government provides interest-free loan for maintenance and up-gradation of infrastructural facilities. The Institution has availed of such a facility towards construction of class rooms.

**FUNDS FOR OUTREACH ACTIVITES:** In its endeavor to effectively organize outreach activities, the Institution liaisons with bodies like State Aids Control Society, Red Ribbon Club, Taluka Legal Service Authority, Directorate of Extra Mural Studies and Extension Services of Goa University, Sanjeevan Youth for Development, Sanjeevan Aarogyadham etc aids the institution toward the conduct of programmes for benefit of staff and students and makes efforts detailed proposal with budget requirements for different heads of expenditure

**FUNDS FOR EVENTS:** Letters of Appeal are made and potential contributors/philanthropist are approached with a proposal for contribution whenever the institution organises National level inter-

collegiate mega-events, like Juris Open and Festival of Ideas. Many generous donors have contributed towards the support of such cause. The donors are duly acknowledged for their generosity in the programme souvenir. Likewise the Alumni has also monetarily contributes on some occasions.

**FUNDS FOR INFRASTRUCTURAL AUGMENTATION:** The Management takes efforts to arrange for funds to enable it to improve infrastructural premises by writing to philanthropists. In this connection, there is a Naming Policy prominently inscribing the name/s of the donor to acknowledge the contribution and give due recognition to the generous contributions made. G.D. Daivajna Auditorium and Bhagvati Trust Seminar Room are such examples

**GENERATION OF FUNDS FROM CSR:** The Management has taken effective measures to tap potential resources and generate additional reservoirs of funds, for which it has appointed a CSR Committee which approaches industrial houses with a proper and detailed proposal for funding. Generous contributions have been received by the institution from Corporate Houses and Industries in the name of Corporate Social Responsibility (CSR). Such funds received have been utilized for areas identified by the donors

**FUND FOR INSTITUTING SCHOLARSHIPS/ENDOWMENTS:** The institution has a system for receiving funds for scholarships and endowments to reward meritorious/deserving students. There have been several beneficiaries from such funds over the year

The Institution ensures that maximum efforts are taken for mobilization of funds and their optimal utilization.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

### 1. Maximum elective courses in all programmes:

The IQAC is instrumental to ensure that maximum elective courses in its programmes are offered and the Institution supports students' choices, permitting enrollment even if the number opting is small and it involves a financial burden.

At the stage of pre-admission counseling for each year of the programme at the under-graduate level students are explained about the importance of the electives offered. They are Right to Information & Law or Women and Law, Human Rights or Children and Law, Interpretations of Statutes or Insurance Law or

Health and Law, Law of Banking or Legislative Drafting or Competition Law, Penology and Victimology or Patent Rights: Creation & Registration, Land Laws or Air & Space.

The availability of electives enables the exercise of a choice depending upon area of interest. Eg. Students interested in Women's Studies can enroll for the course, Women & Law. Likewise, those with a background of Science/Technology may opt for Competition Law/Patent Rights: Creation & Registration which equips them to pursue practice/specialization in IPR and/or take up professional roles as Patent Officer/Agents.

Likewise, in the LLM(CBCS) post-graduate programme, the IQAC ensured that there is maximum availability of elective courses in each specialization. This enables students to acquire specialized knowledge towards career goals set by them. The electives offered for the specialization of Criminal law are International Criminal Law/Human Rights & Criminal Justice/Juvenile Offenders and the Law/Indian Constitution & the Criminal Justice System, for the subject of Intellectual Property Rights are Information Technology & IPR- Law and Practice/Biotechnology & Intellectual Property Rights/International Trade Law/Economic Development & Intellectual Property Rights Law, for the subject of Corporate and Commercial Laws; Investments & Securities Law/Corporate Governance & Human Rights/Corporate Social Responsibility/Business & Trade laws(IPR), for the subject of Constitutional & Administrative Law are Constitutional Reviews & Adjudication/Freedom of Expression, Religious Pluralism & Minorities/Disadvantageous Groups & Constitutional Framework/Comparative and Global Administrative Law and Labour & Industrial Laws are Law Relating to Service Regulations/Agricultural Labour Law/Dispute Resolution in Labour Management Relations/Law Relating to Wage Determination & other Benefits.

## **2. Organizing of Students' Seminars:**

The institution commenced the practice of conducting Students' Seminars to provide students exposure to research and paper presentation and enable the improvement of confidence and public speaking skills and prepare them for the outside world.

A State level Seminar was organized on the topic 'Euthanasia' in which three students and two faculty presented papers

A seminar, "Freedom in Independent India: Issues and Concerns" was organised, where the response of students was screened and seven students were selected to present papers, moderated by faculty members.

A State Seminar/Paper Presentation Competition on the topic 'Right to a Dignified Death: Need of the Hour', was organized wherein eight students' presented papers

A seminar, "Sustainable Development: Concerns and Challenges" was organized wherein twelve students presented papers, moderated and judged by academician.

A National Seminar, "Human Rights of Children - Legal and Social Perspectives" was organized wherein five students presented papers.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

Two examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC are Practical Oriented teaching-learning and Special Lectures

**1. Practical oriented teaching-learning**

It is integrated into the curriculum with the objective of developing professionalism. Different methodologies are adopted to strengthen the quality of teaching and enhance the learning experience of students. Students are required to undergo exercises like moot court, mediation, negotiation, client counseling, mock parliament, mock trial, simulation, role play etc. Field study trips like visit to jails, police stations, Legislative Assembly, lower courts and High Court for observation of court proceedings and extension services through Legal Aid Clinics of the Legal Aid Centre are also carried out to provide students with the exposure to the practical aspects of the profession, thereby ensuring the IQAC initiative of quality legal education.

The In-charge faculty of committees/clubs/societies regularly conducts curricular and co-curricular activities for the benefit of students and special efforts are taken to create a learning- friendly atmosphere. Orientation and training sessions are held wherever necessary by inviting experts from related fields. This helps hone skills, build confidence and prepares the students to participate at state and national level competition.

The Moot Court Society selects students to constitute its members and conducts in-house intra-collegiate Moot Court Competitions for students of both under-graduate programmes. These are judged by lawyers and academicians. Such exercises give the participants live experiences and valuable inputs and guidance from the judges enrich practical knowledge and refines their advocacy skills. This activity enhances their preparedness for inter-collegiate competitions as well as for the legal profession. Many students have with such exposure and encouragement, participated at Moot Court competitions at State and National level and have won prizes.

The ADR Society creates awareness to sensitize students about the modes of alternative dispute resolution. Orientation is held to inculcate within the student the skills of mediation, negotiation and conciliation. Accredited Mediators and experts are invited to engage to share their experience and the intricacies of these methods of settlement. In addition the society train and prepares the students to participate at competitions at the State, National and International level. This has enabled the students to pursue ADR in

their legal profession.

Client counseling which is a role play method is also employed for suitable topics within the curriculum. A case problem is provided to students in advance and roles are identified to help them to resolve issues by a counsel in chamber practise.

In the area of Criminal Law, the method of Mock Trial is employed for specific topics and proper guidance is given by the faculty in-charge in this regard. A case problem is provided to the students, who research the topic and enact the characters in a Court scene. It gives the participants an opportunity to deeper understand the substantive and procedural laws and the court practice involved. It also helps students familiarize with court-room decorum and etiquettes.

## 2. Special Lectures:

Renowned academicians, legal luminaries, members of the Bar and Bench, bureaucrats etc are invited to deliver special lectures on topics within the curriculum or other socio-legal topics of importance/relevance. Such experiences enrich the knowledge of the students and the committed and determined life journey of these stalwarts inspires them to the focused goal. Numerous such special lectures have been regularly arranged as an IQAC initiative for further enhancing the knowledge of students.

**GRK Master Classes:** Academicians, lawyers, persons working for NGOs, experts in the subject of Law and having practical knowledge and experience in related fields are invited to engage lectures on a topic from the curriculum. The speaker shares ground realities related to the topic as also gives live examples and discusses case study. This gives students an insight into the finer details of procedural law and enables them to understand the practical aspects of the Law. It enables the student to supplement the contents of study. Lectures delivered by prominent speakers broadened students perception and facilitated deeper understanding of the topics.

‘Constitution as an Instrument of Social Change’ by Mr. Justice Mahesh Sonak, Bombay High Court gave students’ an insight into the activist role of different Organs of the State in bringing about socio-economic transformation through the Constitution.

‘Matrimonial Property Regimes under Family Laws of Goa’ by. M.S. Usgaonkar, Senior Advocate, Bombay High Court, enabled students to appreciate the uniqueness of the matrimonial and property structure of Laws in Goa and the safeguards attached to each regime in matters of purchase and disposal of joint assets.

‘Death Penalty in the European Legal System’ by Dr. Mário Ferreira Monte, Professor, University of Minho, afforded students the unique opportunity to compare two different legal systems and evaluate their merits.

**GRK Talks:** People of eminence from varied walks of life are invited by the institution as resource persons/speakers to share knowledge and experiences related to their field of expertise. This gives the students an exposure beyond the curriculum.

‘Do Court Room Battles Resolve Civil Disputes Satisfactorily?’ by Mr. Justice Mohit Shah, then Chief

Justice of Bombay High Court, drew students' attention toward the immense importance of peaceful means of dispute resolutions, namely arbitration, mediation, conciliation and negotiation in today's fast paced life in comparison to litigation.

'Is there a need for political reforms in India?' by Mr. Atmaram Nadkarni, Additional Solicitor General of India, appraised students of the democratic setup of the Indian polity and the significance of The Representation of Peoples' Act in the conduct of fair election.

'Can we Respect Human Rights and Counter Terrorism?' by Mr. Ujjawal Nikam, Special Public Prosecutor, emphasized the duty of the State and role of the Judiciary in preserving the Rule of Law as a measure toward protecting Human Rights.

'Forensic Science and the Anatomy Act' by Dr. Madhu Ghodkirekar, Faculty, Goa Medical College, provided students an insight into how intricately Law and Science are interwoven and how indispensable law is to every field in today's world.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

One of the core values of Institution is to sensitize people towards civic rights and duties through Legal Aid and other awareness programmes/activities. The Institution has promoted the cause of gender equity and has avoided gender discrimination/preference, through its Students' Council and various cells/committees as well as during the conduct of programmes. There is equal participation of female and male members in the Students' Council.

During the conduct of programmes, the Institution avoids stereotype roles to students/staff on the basis of gender and even encourages male students to decorate *rangoli* and other such roles traditionally undertaken by females. Student Male and Female Gender Champions are nominated and a Nodal Officer (faculty member) for Gender Champions is appointed, in addition to a Ladies' Representative.

The Institution strives for safe environment for the staff and students. For this purpose, it conducts various activities for sensitization on women related issues. The Statutory committees like Internal Complaints Committee (ICC) constituted under Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Anti-Ragging Committee constituted under Goa Prohibition of Ragging Act, 2008, hold meetings on regular basis for the effective implementation of the provisions of the legislations.

Safety and security measures are taken by bringing the institutional premises under electronic surveillance. Security guards round the clock are appointed on the institutional campus.

Women related issues and concerns are discussed in the curriculum designed for various programmes. Subjects/courses like Women and Law, Criminal Procedure Code, Constitutional Law, Labour Law, Family Law, Law and Medicine, Law of Crimes, Health and Law, Human Rights and the subject/course of Criminology, Victimology and Penology contain chapters related to rights and privileges of women. Students of final year of under-graduate programme and students of post-graduate programme are encouraged to take up women related issues for their research projects and dissertation respectively.

The Institution liaisons with NGOs like *Bailancho Ekvott*, *Anyay Rahit Zindagi (ARZ)* and *Sanjeevan* to conduct/organize activities for promotion of gender sensitization and awareness. Self-defence classes are conducted to train the students in skills of martial arts. Girl students are working as volunteers with *Sakhi-One Stop Centre for Women*, with which the Institution also has MoU.

Co-curricular activities like street plays, poster and poetry competitions, debates, elocutions etc are organized on Gender Equity.

A professional Counselor renders services at the Centre for Counseling and Wellness Management. Counseling sessions are undertaken for students of all classes, in addition to one-on-one sessions, as per requirements. The Counsellor also conducts special sessions for the female staff/students.

The Mentor of each class sensitizes mentees about gender equity and takes special care of female students. They are encouraged to actively participate in curricular, co-curricular and extracurricular activities. This helps them to also excel in academic and other activities.

The Institution has an exclusive, well-ventilated common room with required facilities for their comfort. It also provides facilities like incinerator and automatic sanitary pad vending machine, which is available at subsidized price.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management

- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

The Institution has systematic and meticulous facilities for solid, liquid, biomedical and e-waste management.

**Solid waste management**

The generation of solid waste in the Institution is minimal. The premises of the Institution and the surrounding area inside the campus are cleaned at regular intervals each day. Students are required to use separate bins for dry and wet waste, and it is ensured that food waste is effectively disposed.

The Institution focuses on reusing printed paper and is committed to use electronic forms for communication, viz. email, SMS, *Fedena* (software installed by the Institution) WhatsApp, and digital display notice board, thereby generating minimal solid waste.

There is strict adherence to the rules regarding minimal usage of plastic. The Institution adopts the practice of using paper for wrapping the souvenirs or prizes for celebrations/programmes and usage of steel ware/durable plastic etc., instead of disposable items. The NSS unit creates awareness programmes in the society against single-usage of plastic and carries out activities for use of old newspapers for making paper bags.

The library takes appropriate steps for discarding/weeding of old newspapers by giving for '*Raddi*' in order that paper can be recycled.

Sewerage of the institutions on campus is treated within the campus as per norms.

**Liquid waste management**

The Institution provides for separate garbage bins for wet and dry waste so that both the wastes can be easily discarded. Proper steps are taken so that this endeavour is fulfilled for effective disposal of waste and to keep the surroundings of the Institution and the campus clean.

**Bio-medical waste management**

Since the staff and students visit nearby dispensaries whenever required as there is no healthcare centre on the campus, there is no generation of bio-medical waste.

In case of disposal of sanitary pads by girl students, Institution has incinerators installed in the washrooms of the Office, Staffroom and Girls Common room. The female staff and students are required to make optimal use of this facility and thereby ensuring disposal of sanitary pads by avoiding pollution caused due to non-biodegradable waste. Guidance has been provided with respect to use of the incinerator facility and disposal of sanitary pads in dustbin is strictly prohibited. For this purpose, the Institution has appointed a

faculty member as a Nodal Officer as per the directions of the concerned Government authority.

### **E-waste management**

The Institution has the practice of collection and further depositing such materials for necessary recycling. The NSS Unit of the Institution carries out E-waste drives wherein students are asked to pool the discarded electronic wastes (batteries, power banks, remote controls, mobiles, CDs, floppies, chargers etc.) and it is deposited at the designated E-waste collection centre.

### **Waste recycling system**

Waste composting facility is available on the institutional campus for all sister institutions under the management of Vidya Vikas Mandal.

### **Hazardous chemicals and radioactive wastes management**

The Institution does not generate any kind of hazardous chemicals or radioactive wastes.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### **7.1.4 Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

**D.1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response: B. 3 of the above**



File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

E. None of the above

D.1 of the above

C. 2 of the above

**B. 3 of the above****Response:** D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**E. None of the above****D.1 of the above****C. 2 of the above****B. 3 of the above****Response:** A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).****Response:**

The Institution strives towards creating cultural, regional, linguistic, communal and socio-economic

harmony by conducting various activities and programmes.

Students from all regions are enrolled in the Institution irrespective of their religious, cultural and regional backgrounds. The Institution imparts legal education and specially caters to rural areas of the State with its motto of excellence in legal education. The curriculum emphasizes on cultural, regional, linguistic, and communal harmony by organizing various special and class room lectures, rallies and competitions.

One such initiative in the direction of imparting tolerance and harmony was provided by the Institution by conducting an essay writing competition on the topic 'Communal Harmony and National Integration' in association with Salcete Taluka Legal Service Authority supported by Goa State AIDS Control Society. It was organized to commemorate National Youth Day.

The Institution has conducted many activities with the same objective such as- 'Values, Ethics and Attitudes: HIV/AIDS', awareness programme on Rights of Girl Child, National Seminar on 'Human Rights of Children: Legal and Social Perspective' State Level Seminar/Paper presentation on 'Sustainable Development: Concern and Challenges', poster competition on the topic 'Right to Life: Womb to Tomb'. To inculcate the values of environmental consciousness, activities such as poster competition, 'Swatchata Abhiyan Drive' and paper/cloth bag making are conducted in order to create awareness on pollution caused due to use of plastic.

To create health consciousness among youth; a talk was organized on the topic 'Say No to Drugs' by the Superintendent of Narcotic Control Bureau.

Another initiative in this direction was achieved by organising a talk by Swami Siddhesananda of Chinmaya Mission. Students and staff participated and the importance of cultural and regional harmony was highlighted in the talk.

The Institution believes in social and communal integrity. Hence regular visit to orphanages, old age homes are organized to inculcate in students idea of togetherness and supporting the community of the society who require mental and emotional care and support. In this direction, a State-Level Seminar on Euthanasia was organized in association with the NGO *Sanjeevan*, Society for Youth Development as an initiative towards inclusive environment. A talk by senior programme manager of the NGO *ARZ* on 'Human Trafficking' was also organized to highlight; the impact of evil practice of human trafficking on society. The Institution has also been part of the Relief Campaigns like Kerala Flood Relief Campaign by generously donating essential utilities.

The Institution celebrates National Festivals, National and International Days with enthusiastic participation of students and staff members. Cultural activities are conducted during such programs wherein students are given a platform towards cultural, regional and communal equality. The Institution, in addition to celebrating National Days, also celebrates Goa Liberation Day, Goa Revolution Day and Statehood Day with vigour and enthusiasm. On this occasion the students showcase the Goan culture and heritage through various events/activities.

Institutional activities have a positive impact on the cultural and communal thoughts of the society.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The Institution strives towards inculcating values enshrined in the Constitution of India among the students and employees of the Institution. It celebrates National Days to inspire the students and staff to protect the dignity of National Flag and National Anthem and cherish the noble ideals of our National Freedom Struggle.

Law Day is celebrated at the Institution to commemorate the adoption of the Constitution of India. The Institution observes National Voters Day and the voters pledge is administered to the staff and students.

Programmes are also organised to educate/create awareness among the new voters. Womens' cell, Child Rights Cell and N.S.S unit organises programmes like screening of documentaries, elocution competition, poster competition, essay writing competition, rallies etc. for the students to make them aware about various derogatory practices against women and girl child and highlighting the need for protecting the dignity of women.

To abide by Fundamental Duty to protect and improve the natural environment, the Institution has entered into a M.O.U with the Goa State Biodiversity Board and has also set up Biodiversity Cell in the Institution with the motive of making people aware about the importance of conservation of biodiversity and its impact on human wellbeing. The Institution also conducts various training programs, seminars, awareness drives, rallies, street plays and such other activities to create environmental awareness. One such programme was a talk on 'Impact of Coal Hub and Nationalization of Rivers in Goa'. The students and teachers are encouraged to conduct research in the field of biodiversity.

In order to make the students responsible citizens with Constitutional values the Institution encourages them to spread knowledge about Constitution among the public at large. To achieve this end the Institution participated in the State Level 'Constitution Week Celebration' from 19th January to 25th January, initiated by the then Hon`ble Governor of Goa. As a part of this event; students and faculty members delivered awareness talks on 'Importance of Constitution of India' for students in Secondary and Higher Secondary Schools and colleges and also created awareness among the general public.

The Institution also organizes rallies, street plays, awareness campaigns, skits etc highlighting the essential features of Constitution of India. One such event was a rally organized in association with the Assistant Director of Transport, South Enforcement, Goa to commemorate the 'Constitution Day', wherein the students distributed pamphlets to the public relating to Constitution of India.

The Constitutional values also reflects through class room lectures on certain subjects like, Constitutional

Law, Human Rights, Environmental studies, Environmental Law, Women & Law, Political Science. In addition to this to encourage students and staff to conduct research and present papers on areas pertaining to Constitution of India, the Institution organizes State and national level seminars on various socio-legal topics.

All these activities show that the Institution is instrumental in inculcating among students and the employees, the Constitutional obligations, values, rights, duties and responsibilities of the citizen as reflected in the Constitution of India.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

To instil spirit of harmony and feeling of oneness, nationalism and patriotism among the students and staff, the Institution celebrates various International, National, and State days, events and festivals.

**INTERNATIONAL DAYS**

Among the International Days the Institution observes Womens' Day, Yoga Day, Coastal Cleanup Day, Persons with Disabilities Day, Environment Day, Human Rights Day, AIDS Day, World Autism Awareness Day, World Senior Citizens Day, World Elders Day by organizing National and State Level Seminars/ Paper presentation, awareness talks, competitions and other cultural and literary programs.

**NATIONAL DAYS**

Independence Day and Republic Day are celebrated in the campus by hoisting the National Flag, organising various cultural programmes and encouraging students to give public speeches and monologue presentation on the importance of the day.

Birth anniversary of Mahatma Gandhi is celebrated by organizing competitions on the theme relating to life of Mahatma Gandhi.

National Girl Child Day is celebrated by organizing, seminars, talks by guest speakers, essay writing competition, poster competition etc.

Institution celebrates National Voters Day, where students and staff are administered Voters Pledge and talk on awareness and importance of voting is organised. *Matru Bhasha Diwas*, *Rashtriya Ekta Diwas* are celebrated to inculcate national values and spirit of brotherhood and highlight the importance of Official language.

National Sports Day is celebrated by following Fit India Plogging/movement and has organized clean up drive and sports activities like running, skipping etc.

*Kargil Vijay Diwas* and Surgical Strikes Day are celebrated by screening documentary to witness the story of the martyrs. It is done to create and instil among students a sense of nationalism. The students are given an opportunity to share their views and sentiments of unity and solidarity with Indian Armed Forces.

Constitutional Week from 19th January to 25th January was celebrated by organising street plays and students presented talks in different secondary schools, higher secondary school, colleges and Government offices for creating awareness about the 'Constitution of India'.

National youth day is celebrated by organizing rallies and different competitions for students and by conducting special guest lectures on the importance of contribution of youth for a progressive and healthy society.

**OTHER COMMEMORATIVE DAYS:** *Samvidhan Diwas*, Teachers Day, birth anniversaries of *Pandit Jawaharlal Nehru*, *Swami Vivekanand*, *Dr. Ambedkar Jayanti*, *Lal Bahadur Shastri*, and *S.R. Ranganathan(Library Day)* is celebrated every year where the Institution organises programmes like awareness talks, cleanliness drives, debates, etc.

Income Tax day is celebrated by organizing events to create awareness on the importance on taxation laws among student, staff and general public.

### IMPORTANT DAYS FOR THE STATE OF GOA

Goa Liberation Day which is on 19th December is celebrated by hoisting the flag in the campus and various cultural activities are organized highlighting the culture of Goa and Goa's freedom struggle. Programmes are also organised to celebrate Goa Statehood day and Goa Revolution Day

**FESTIVALS** like Christmas, *Ganesh Chaturthi*, *Diwali*, *Eid*, *Janamashtami* etc. are celebrated by the Institution with the Students' Council organizing various cultural programs and competitions.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

**(1)Title: SKILL DEVELOPMENT THROUGH LEGAL AWARENESS PROGRAMMES**

**Objectives:**

- To develop the qualities of presentation, communication and to inculcate self confidence among the students.
- To encourage students to explore legal regimes in addition to regular curriculum.
- To inculcate professionalism and civic responsibilities amongst young students that advocate social commitment articulated through legal awareness programmes and encourage them to voice their concerns on various socio-legal issues existing in our society.
- To present an opportunity to students to put their academic knowledge and newly acquired skills into practice before they graduate.
- To strengthen community solidarity and supporting grassroot advocacy.

### **The Context:**

Students from rural/vulnerable strata of society require an opportunity to develop skills in legal profession. The Institution believes in bringing all students at par and hence conscious attempts are made to bring out the learners potential by developing skills and honing the talents.

Students are encouraged to use their legal knowledge and create awareness by organizing talks, skits, streetplays, debates, discussions, seminars and other related activities at regular intervals. These activities help uproot misconceptions about the legal system and its administration of justice and also create a culture of self-learning and improvement in students bringing about academic excellence in their performance.

### **The Practice:**

The students are trained and prepared to conduct activities like presentations, skits, street plays, etc. using Higher Secondary Schools in Goa as a platform to reach out to society. These activities are carried out under the instructions and supervision of the faculty to ensure that most updated and accurate information is provided.

Advanced semester students assist the other students in preparing themselves under the guidance of a teacher in-charge. Students carryout thorough research individually on the chosen topic and then involve in group discussion so that there is sharing of knowledge, ideas and finalising the content and plan for the presentation. An audio visual or Powerpoint presentation is made on the researched topic. While choosing the topic more focus is kept on working on socio-legal issues so that the students are involved in society at the early stage and efforts are taken for sensitization. This practice enables students to be more receptive to what is taught in class and drives them to learn and research more, taking initiative enthusiastically about the concerned issues and learn better as they spread awareness.

### **Evidence of Success:**

The students have developed their skills and confidence which has helped them to participate in curricular, co-curricular activities like moot courts, students' seminars, literary activities within and outside the college. This displays their creative ability and talent and has helped develop qualities required for legal profession.

This initiative has been immensely acclaimed and applauded by the then Governor of State of Goa during the Constitutional week celebrated from 19th January to 25th January of the year 2018-19 and 2019-20 wherein the students participated in great numbers in street plays, delivered awareness talks in Schools, HSSC schools, Village Panchayats of the State on the topic "Importance of the Constitution of India".

The Directorate of Education, Government of Goa, took cognizance of the on-going efforts in imparting legal education in Higher Secondary Schools, particularly in terms of sensitization of the rights of citizens has granted us permission to conduct legal awareness activities like skits, presentations, talks, etc. in Schools and Higher Secondary Schools from time to time.

### **Problems Encountered & Resources Required:**

In the initial stages of preparation; some students are reluctant to participate as they have stage fear, lack of confidence and some of them are unable to coordinate in group. Communication in vernacular medium



and simplifying concepts is to be understood effectively and made interesting to lower age groups.

The second problem encountered is that majority of the students belong to rural areas situated at a distance from Institution and it's not possible for them to stay after classes for late hours. The practice and research for this activity is done only after the instructional hours and hence there is restricted time for preparation.

**Notes:**

This model can be adopted by other Institutions to develop the skills of the students coming from vulnerable background, first generation learners by giving them opportunities of presentation to overcome their stage fright. The practice requires overall participation of teachers for helping the students from rural areas gain command over fluency of the language.

\*\*\*\*\*

**(2) Title: ENHANCEMENT OF PROFESSIONAL PRACTICAL KNOWLEDGE, INCLUDING BEYOND CURRICULUM**

**Objectives:**

- To develop professional abilities among students.
- To refine students talents, skills and proficiency and further blending them with practical knowledge.
- To enhance the level of knowledge of the students specially in procedural laws i.e Civil Procedure Code, Criminal Procedure Code, Law of Evidence and Alternate Dispute Resolution.
- To expose students to the practical dimensions of procedural laws in the areas like police lock-ups,prisons, courts, tribunals etc.
- To create a hub for the understanding of law and public administration and to participate creatively in its growth and improvement.

**The Context:**

Practical learning consists of visits to prison, court, orphanages, police stations, government offices, oldage homes, NGOs etc. The students gain practical knowledge from these visits as they get an opportunity to interact with the officials and the inmates and the functioning of such units.

The instructional hours related to teaching-learning for procedural laws is limited and do not cater to the requirement of additional practical inputs. It is therefore challenging to accommodate understanding of problems in connection with such practical dimensions thereby increasing need for doing the same through interaction with community.

In addition to the practical subject and curriculum prescribed by Bar Council of India, the Institution strives to give proper exposure to students in understanding and enhancing the practical knowledge of legal profession.

### **The Practice:**

The College has adopted a unique system by undertaking numerous steps, adopted prudent practices that make learning experience comprehensive and helps in building confidence and understanding and inculcates professionalism among the students.

The Institution formulates different committees/clubs headed by faculty members, to prepare a planner of activities, which are incorporated in the academic calendar, in order to ensure that practical learning runs smoothly and integrates into teaching of practical subjects. These Committees/Clubs shoulder the responsibility of giving the students real world experiences by faculty in-charge highlighting relevant provisions particularly of procedural laws, inviting officials from different departments supplementing content with special reference to the practical technicalities in respect of application of laws thereafter the students following it up by visiting these departments and interviewing the officials with a predesigned questionnaire, based on application of the law to concerned department screened by faculty in-charge.

These committees/clubs also organize various interactive sessions for students with senior advocates, public prosecutors and other professionals to expose students to practical issues that help them gain practical knowledge.

Prison visits are organized every year after obtaining required permissions from Home Department and Inspector General of Prison. The students get an opportunity to interact with inmates and understand working of Prison, Prison system and administration of Justice.

### **Evidence of Success:**

This activity of practical learning helps bridging the gap between theoretical and practical aspect of legal profession and has enabled a better understanding of theoretical components which has translated into excellent academic performance. The exposure of students to prisons, courts, tribunals, administrative offices, local self-bodies has evolved a great change in their approach to understanding and learning of Law.

The practice of practical training helps the students to take up legal matter at initial stages of their legal professions and to handle clientele effectively.

The employment of law graduates shortly after attaining law degrees in the judiciary and the department of prosecution and in NGOs is further evidence of success of enhancement of professional practical knowledge including beyond curriculum.

The role of some students in assisting/representing aggrieved complainants before the Consumer District dispute Redressal Forum has been noteworthy.

### **Problems Encountered And Resources Required:**

Beaucratic hurdles involved in obtaining permission for visits, unavailability of officials of departments to suit working hours of the Institution granting of permission to small groups thereby increasing the frequency of visits at time with faculty members, building of confidence of students to enable them to interact with various respondents, development of rapport with the respondents are some of the

problems encountered by the Institution in this practice.

For the purpose of these additional inputs provided to the students, teaching faculty utilizes considerable time.

The Institution spends on the transportation of students in cases where they have to visit places like the central jail which is at a distant place and in cases of remuneration and allowances of resource person/experts visiting the institution.

#### Notes:

This model can be adopted by other institutions offering legal education with reasonable efforts and minimum expenditure and overcoming the problems that could be encountered. Such a practice is necessary for a law graduates practical knowledge to be enhanced for facing the legal profession.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

#### **INSTITUTIONAL DISTINCTIVENESS: JANA SUVIDHA KENDRA**

The Institutional always strives for excellence in legal education and to develop legal professionals with commitment towards the society. In this endeavour, the Institution organizes/conducts legal awareness and legal aid programs in different parts of the State. For this purpose, South Goa District Legal Services Authorities, Taluka Legal Services Committees, South Goa Advocates Association and several other bodies including NGOs liaison with this Institution. In the course of the various activities with such bodies and during the visit of students to the villages, most students reported to the Institution that public find it difficult to avail of Government benefits due to cumbersome procedures and formalities. The opinion of public was that without the involvement of unauthorized middlemen/agents, it is extremely difficult to avail such facilities from the Government. This was further discussed with alumni of the Institution and many advocates concurred with views of the public, communicated by the students.

Therefore, the Institution decided to take up this cause and help the common man by introducing measures in this regard, for which there was an active assistance from the alumni, many of whom are revenue officials themselves. The Principal discussed this matter with the Deputy Collector of South Goa and suggested that the Institution is willing to provide services to the public by creating a platform at the

premises of the Collectorate, wherein students of the Institution who will be suitably trained and supervised by the faculty in-charge, would provide all required such assistance to the needy. The Collector appreciated this initiative and permitted the Institution to set up the citizens Facilitation Centre at the South Goa Collectorate. This centre titled as '*Jana Suvidha Kendra*' was inaugurated on the 23rd of July 2015 at the hands of the then Honourable Deputy Chief Minister of Goa.

The training of the concerned students includes providing assistance for drafting/filling of different kinds of applications forms, like residence certificate, income certificate, caste certificate, divergence certificate, dependency certificates, solvency certificates, mutation of land survey, land conversion, partition of land holdings, correction of *Adhaar* cards, *Deen Dayal* Scheme, correction/ addition/ deletion of names in the Ration Card, correction of Election Cards, applications to receive information under RTI Act, 2005, application for record of rights (Form I and XIV), applications for licence such as for holding arms etc.

They are also trained to cater to the needs of the public in general since they have been exposed to the practical area of drafting and filling routine application forms for all such services. A proper place has been identified by the Collectorate and made available for the students to set up the *Jana Suvidha Kendra*.

For adequate functioning of the *Jana Suvidha Kendra*, the Institution has appointed the faculty in-charge as Nodal Officer, who co-ordinates with the students and assigns work to a group of three students to provide daily services at the *Jana Suvidha Kendra* from Monday to Friday from 9.30 a.m. to 12.30 p.m. and such groups are placed in rotation such that there is uninterrupted facility available.

This endeavour proved to be extremely successful due to benefits availed of by a large number of people, which was free of cost and excluded the involvement of unauthorized agents/personnel, which saved them of unnecessary expenses. In addition to the students understanding the problems faced by the public and practical aspects of availing of allied legal services and the students' commitment to this social cause, it was also appreciated both by the public and the authorities of the Government. For a formal continuation of this dedicated contribution of the students, the Institution suggested that a Memorandum of Understanding with the Collectorate be entered into. The then District Collector of South Goa, in recognition of the efforts of the Institution agreed to same and as a result of this; a Memorandum of Understanding was entered into by the Institution and the Collectorate for the purpose of authentication of a permanent *Jana Suvidha Kendra*.

These efforts and contribution of the students and the Institution continues to be appreciated by the public at large with due press coverage and because of this, many organizations/Institutions and NGOs have approached the Institution and shown their willingness to get associated with the Institution in several areas connected with legal profession

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

There is ample scope for the Institution to introduce new Diploma/Certificate Programmes with a syllabus which meets employability demands which will also require engagement of additional faculty members. There are efforts being undertaken by the Institution to introduce the CBCS System for undergraduate programmes in Law.

The Faculty is made up of young and vibrant teachers who put in tremendous efforts to contribute towards quality teaching-learning and are available for remedial teaching for weaker students beyond regular curricular hours. This has resulted in good results for the Institution with a large number of students securing first class at the University Examination. The contribution of these teachers extends to training students for different skills related to co-curricular and extra-curricular activities.

There are numerous extension activities of the institution and the society is immensely benefitting from the contribution of the different clubs and cells in providing Legal Awareness and Legal Aid, assistance to the disadvantaged and marginalized sections of society. The contribution of the students through various activities like making presentations to school students, street plays, rallies, etc. is tremendous.

The Management of the Institution has been enthusiastic and has made remarkable efforts in mobilizing funds through CSR and other funds for the infrastructural and academic developments which have been utilized optimally. Since there are sister institutions of VVM on the campus there has been infrastructure and knowledge sharing which is mutually beneficial, particularly to teaching-learning.

It is the endeavor of the Institution to strive for excellence in legal education for which all stakeholders have effective contribution.

### **Concluding Remarks :**

The Mission and the dream of the founding fathers of the Institution is largely accomplished through the overall development of the Institution. The growth story of the Institution saw the commencement of Post-Graduate and Doctoral Legal Education, in addition to Undergraduate Programmes. The numerical strength of the faculty, though small, has resulted in effective teaching-learning and providing the students with quality legal education. Over the years, the products of the Institution have been successful and have become brand ambassadors carrying the legacy of the Institution far and wide. Its alumni contribute towards the quality

enhancement by academic development of the Institution.

In its commitment towards society, the Institution conducts various outreach programmes which are beneficial for the disadvantaged and marginalized sections of the society which has yielded high dividends over time. The large number of Organizations, NGOs, Government Bodies, etc. that have entered into MoUs with the Institution is reflective of the success of the commitment towards society.

The large involvement of the faculty members in the different components of the University system like Board of Studies, Board of Examination, Board of Evaluation, Academic Council and other Committees over the decades has enabled the Institution to be an important contributor in shaping legal education in the State of Goa.

Having taken advantage of the strengths of the Institution and aware of its weaknesses, required means and methods have been adopted by the Institution and it continues to effectively take decisions being conscious of the opportunities it has and challenges it faces.

In view of the changing requirements of society and needs of Legal Education, the Institution strives to adapt and march forward in its quest for excellence.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p><b>Number of Add on /Certificate programs offered during the last five years</b></p> <p><b>1.2.2.1. How many Add on /Certificate programs are added within the last 5 years.</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>11</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>11</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	12	11	10	10	10	2018-19	2017-18	2016-17	2015-16	2014-15	12	11	10	10	10
2018-19	2017-18	2016-17	2015-16	2014-15																	
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12	11	10	10	10																	
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>1.2.3.1. Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>89</td> <td>57</td> <td>28</td> <td>16</td> <td>111</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>89</td> <td>57</td> <td>28</td> <td>16</td> <td>111</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	89	57	28	16	111	2018-19	2017-18	2016-17	2015-16	2014-15	89	57	28	16	111
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2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>369</td> <td>393</td> <td>352</td> <td>363</td> <td>392</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>135</td> <td>131</td> <td>133</td> <td>157</td> <td>128</td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b> Answer before DVV Verification:</p>	2018-19	2017-18	2016-17	2015-16	2014-15	369	393	352	363	392	2018-19	2017-18	2016-17	2015-16	2014-15	135	131	133	157	128
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135	131	133	157	128																	

2018-19	2017-18	2016-17	2015-16	2014-15
564	564	564	560	560

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
160	160	164	160	160

Remark : As per HEI clarification.

**2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years ( exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
75	79	61	44	57

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
33	28	30	15	28

Remark : As per HEI clarification regarding 1st year admissions to reserved seats.

**2.6.3 Average pass percentage of Students during last five years**

2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
69	72	49	65	76

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
77	65	53	74	75

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15



86	87	57	77	114
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
116	77	63	91	90

Remark : As per the result analysis provided.

**3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

**3.2.2.1. Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	1	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	0

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
7	1	3	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	1	3	0	1

**3.4.3 Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. ) and / or those organised in collaboration with industry, community and NGOs during the last five years.**

**3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/**

**YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	11	16	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	6	7	4

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
29	27	21	29	34

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	1

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	0	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	1	0	0

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 13

Answer after DVV Verification: 14

Remark : As per HEI clarification.

**5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**

**5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
52	53	28	39	35

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
52	53	28	39	35

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	7	13	14	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	1	1

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	32	29	7	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	6	3	3

5.4.2 **Alumni contribution during the last five years (INR in lakhs)**

Answer before DVV Verification : D. 1 Lakhs - 3 Lakhs

Answer After DVV Verification: E. &lt;1 Lakhs

Remark : Opted out metric

7.1.4 **Water conservation facilities available in the Institution:**

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of full time teachers year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>13</td> <td>12</td> <td>11</td> <td>13</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>12</td> <td>11</td> <td>10</td> <td>12</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	14	13	12	11	13	2018-19	2017-18	2016-17	2015-16	2014-15	13	12	11	10	12
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14	13	12	11	13																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
13	12	11	10	12																	
2.1	<p><b>Total number of classrooms and seminar halls</b></p> <p>Answer before DVV Verification : 13</p> <p>Answer after DVV Verification : 14</p>																				
2.3	<p><b>Number of Computers</b></p> <p>Answer before DVV Verification : 39</p> <p>Answer after DVV Verification : 36</p>																				