



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		Vidya Vikas Mandal's Govind Ramnath Kare College of Law
• Name of the Head of the institution		Dr. Saba V.M. Da Silva
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		0832-2722544
• Mobile no		8275540890
• Registered e-mail		principal.grkcl@vvm.edu.in
• Alternate e-mail		officegrkclaw@vvm.edu.in
• Address		G.R. Kare Road, Tansor-Comba, Margao-Goa 403601
• City/Town		Margao
• State/UT		Goa
• Pin Code		403601
<b>2.Institutional status</b>		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Goa University				
• Name of the IQAC Coordinator	Dr. Goretti Simoes e Morais				
• Phone No.	0832-2722544				
• Alternate phone No.	0832-2722542				
• Mobile	9881736656				
• IQAC e-mail address	iqac.grkcl@vvm.edu.in				
• Alternate Email address	simoes.morais@vvm.edu.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.grkarelaw.edu.in">www.grkarelaw.edu.in</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2021/07/New-and-Old-Academic-Term-for-2020-21.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2021/07/New-and-Old-Academic-Term-for-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.78	2021	23/02/2021	22/02/2026
<b>6.Date of Establishment of IQAC</b>			05/02/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Department of Law	National Webinar on Sports Law	Alumni Association of the College	2020-21	3000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	<b>No</b>
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Conduct of Online activities at the local, National and International level such as organizing certificate programmes, webinars, E-quiz,etc in association with the MoU partners of the Institution.</li> <li>• Organizing outreach activities and legal awareness programmes through NSS, legal aid society and clubs and committees of the Institution on virtual platforms.</li> <li>• Generation of e-content , providing study material to learners through digital mode and availability of e-learning resources through the Department of Library and Information Science to cope with Covid-19 pandemic</li> <li>• Maximum usage of E-governance for academic, administrative and allied purposes.</li> <li>• Maintaining a repository of E-learning resources and transfer of knowledge by the Department of Information and Library Sciences.</li> </ul>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
<p>1. To start certificate programmes under MoUs. 2. To collect feedback on curriculum from students, Employer, alumni, teachers on curricular aspects.</p>	<p>Conducted certificate programmes in association with MoU partners in online mode. 2. Feedback forms were devised and were administered to various stakeholders through google forms.</p>
<p>1. To involve mentors to assist students to deal with stress relating to COVID-19 pandemic. 2. To conduct sessions and promote online counseling of students 3. To encourage students to use ICT enabled techniques and to participate in various curricular/co-curricular activities. 4. Creation of e-content and progression in ICT-enabled teaching-learning 5. Participation of faculty in webinars.</p>	<p>1. Mentors bridged the gap between the learners and the institution and rendered maximum assistance to them through virtual class groups created for the said purpose 2. The Department of Counseling and Wellness Management provided assistance to the learners and faculty to deal with COVID-19 pandemic by organizing various webinars, e-quizzes, and sessions. 3. Orientation sessions to faculty in respect of recording of their online classes and content creation and use of google forms with the assistance of the Department of Library and Information Science. 4. Participation of the faculty in webinars and conferences in association with MoU partners, Cells, clubs and committees of the Institution. 5. E-content created by the faculty for teaching and learning purposes.</p>
<p>1. To constitute Research Extension and Consultancy Cell of the college 2. To conduct activities under legal aid, NSS and outreach activities through various clubs, cells and committees in the surroundings for their holistic development.</p>	<p>1. The Cell has been duly constituted by the Institution 2. Conducted various activities through legal aid cell, NSS and through the MoU partners of the institution. 3. Likewise, the institution created and circulated short legal awareness videos called 'Legal Bites' in association with Goa News hub-</p>

	<p>news channel having maximum coverage in the state of Goa</p>
<p>1. To increase the usage of e-resources 2. To undertake new initiatives by the Department of Library and Information Science</p>	<p>1. Availability of e-resources, reading materials, to enable students to facilitate the learning outcomes. 2. New arrivals of latest editions of law books displayed on digital notice boards 3. Celebration of Library Day by projecting documentaries and video screening for the faculty and students 4. Increase in the internet bandwidth from 35 Mbps to 65 Mbps, augmenting the institutional infrastructure.</p>
<p>1. To organize online awareness of career options to law students 2. To give maximum coverage of government scholarships to the students 3. To counsel the students to deal with stress related issues on account of COVID-19 Pandemic 4. To strengthen the alumni association and increase collaborative ventures</p>	<p>1. Placement and Entrepreneurship cell of the college invited several resource persons of repute to interact and explore career options available to the learners through virtual platforms 2. The scholarships and endowments were duly notified on the college website and the mentor encouraged deserving students to avail of the scholarships 3. The college counselor effectively conducted sessions to deal with stress and panic caused by the COVID-19 pandemic. 4. National webinar was organized with the Alumni Association.</p>
<p>1. To have reforms in administration and e-governance 2. To stress on performance appraisal of the Teaching and non-teaching staff 3. To implement welfare provisions meant for the faculty for study purposes 4. To facilitate participation in Faculty Development Programmes and</p>	<p>1. Institutional Code of conduct continues to be followed which is supplemented by the VVM policy on all matters of governance 2. Active role of Governing Council in areas of planning and development 3. Benefit given to faculty for study leave 4. Many Faculty members participated and</p>

<p>Refresher Courses 5. IQAC initiatives</p>	<p>benefitted through online Faculty Development Programmes and Refresher courses for their professional development and career advancement 5. Organization of webinars as IQAC initiatives</p>								
<p>1. To promote constitutional values and gender equity and sensitization of students and faculty 2. To organize legal awareness of green initiatives through clubs, committees and cells of the institution 3. To undertake measures to deal with COVID-19 Pandemic.</p>	<p>1. Prepared annual gender sensitization action plan. 2. Observed national days and days of importance like Constitutional day. Human rights day, World AIDS day, NSS day, National Girl Child day etc. and their commemoration through conduct of various activities 3. Virtual activities undertaken by the NSS in association with Environmental law club to spread awareness about issues relating to environment. 4. Rendering assistance by the NSS students to the general public by distribution of masks and by making foodstuff available.</p>								
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>								
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>									
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Council of the College</td> <td>11/12/2021</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Governing Council of the College	11/12/2021	<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Council of the College</td> <td>11/12/2021</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Governing Council of the College	11/12/2021
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<p><b>14. Whether institutional data submitted to AISHE</b></p>									
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Yes, For Academic Year 2019-2020	17/12/2021								
<p align="center"><b>Extended Profile</b></p>									
<p><b>1. Programme</b></p>									

1.1	4
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	459
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	72
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	93
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	18
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	14
4.2 Total expenditure excluding salary during the year (INR in lakhs)	71.3095
4.3 Total number of computers on campus for academic purposes	57

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The structure of the curriculum is prescribed to the Institution by the Goa University since it is affiliated to it. The Institution categorically emphasizes on planning and delivery of curriculum. The senior faculty members of Institution as members of the BoS play a pivotal role in planning and revision of curriculum.

The curriculum is accessible to the learner through various platforms such as the library, prospectus and College website. For more effective implementation of the curriculum, at the beginning of each academic year, sessions/meetings of faculty members are conducted to devise the academic action plan, to conduct curricular, co-curricular and extra-curricular activities through Academic Committees. After much consideration and ensuring a balance between the theory and practical papers, distribution of workload is effected well in advance.

Teachers submit teaching plans in accordance with the academic terms. The teaching plans are perused by the HoD and periodically checked for compliance. The HoD communicates the timetable in advance to plan the teaching schedule. The structured student feedback helps to keep a tab on the pace and quantum of syllabus



completion. Remedial measures are adopted as an aid to assist students weak in communication and grasping ability.

The faculty of the Institution takes a proactive role by supplementing teaching efforts with seminars/conferences, application-based lectures, video tutorials, discussion on current affairs, case-study method, collaborative teaching etc. The curriculum also encompasses practical aspects through role plays, mock trials, simulation activities and moot courts. Through legal aid activities of the 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 and applicable provisions of law. The Mentors of each class guide the students in their academic pursuit and encourage them to enroll themselves as members of the various clubs/cells of the Institution. The curriculum is supplemented through sessions titled 'GRK Master Class' and 'GRK Talks', which are undertaken by resources persons of national and international repute, including the Alumni of the Institution.

The feedback on curriculum enables the IQAC to take effective decisions concerning designing, development, delivery and implementation of the curriculum. The Action Taken Reports are accordingly drawn and necessary revisions are made in the curriculum, academic planners and teaching plans after due deliberation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1rVh5mVu08Yw7PFdMN7KyxQcio5XFPziU/view?usp=sharing">https://drive.google.com/file/d/1rVh5mVu08Yw7PFdMN7KyxQcio5XFPziU/view?usp=sharing</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Goa University designs and develops the structure of the curriculum for the diverse programmes offered by the institution. The academic term/year commences as notified by Goa University and is incorporated in the academic calendar of the Institution. 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. Periodic

meetings, chaired by the HoD are conducted to adhere to the academic calendar.

The students are the focal point of the teaching-learning and evaluation process. At the commencement of the academic year, all newcomers are oriented by the Principal through a dedicated session. 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. 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. However during this academic year, all assessments were conducted by the college since special ordinance, OS-1 is in force in view of the ongoing Covid-19 pandemic. The student earns Entitlement marks for activities like NSS/Sports, in addition to grace marks.

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. 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 makes sure that the academic calendar is fully complied with respect to the time table, syllabus, teaching plans, assignments, test question papers.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1ro3yjJA7GpnLS14P4I25sjJyh7BnK_cF/view?usp=sharing">https://drive.google.com/file/d/1ro3yjJA7GpnLS14P4I25sjJyh7BnK_cF/view?usp=sharing</a>

**1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

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

## 1.2 - Academic Flexibility

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

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

1

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

**1.2.2 - Number of Add on /Certificate programs offered during the year**

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

13

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

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

307

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

These issues are implemented into the curriculum through theory and practical components. Through innovative teaching and learning experiences the above issues are inculcated in the students to mould them into future legal professionals with values of professionalism and commitment. They are also sensitized with qualities of commitment towards society, social justice and ethical values.

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

LL.B. Degree

I & II

Family Law I & II, Law of Crimes, Constitutional Law I & II, Women & Law

III

Human Rights/Children & Law

IV

Environmental Law

V

Professional Ethics

VI

CrPC

LL.M.

I,II, III, & IV

Law, Society & Legal Thought, Research Methodology, Legal education & Pedagogy, Human Rights, CSR, Juvenile Offenders & Law

Institutional Initiatives:

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

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

Environmental Law and Biodiversity Cell sensitizes on environmental protection and sustainability through talks, seminars, workshops and by conducting competitions such as poster making, quiz, essay writing etc.

Internal Complaints Committee is proactive in sensitizing faculty and students on matters related to sexual harassment and works as a grievance redressal forum and Women's Cell tackles gender issues. A dress code is prescribed for the students and the same is adhered to which instills a sense of professionalism amongst the students.

The institution commemorates designated International Days such as Human Rights Day, International Women's Day, World AIDS Day, World Environment Day etc. to inculcate moral and ethical values amongst the students. It conducts various legal aid and ADR programmes, mootcourts, visit to NGOs, Centres' for destitute and orphans and street plays, environmental study trips to enable students to understand and witness these issues. The College recognizing its duty towards the environmental conservation and sustainable development through drives such as tree plantation and cleanliness, competitions such as poster, video and slogan making, health awareness and Vanmahotsava celebrations through its NSS Unit.

PROFESSIONAL ETHICS, GENDER, CONSTITUTION AND HUMAN VALUES,  
ENVIRONMENT AND SUSTAINABILITY

SR.NO

DATE

INITIATIVE

TOPIC

PROFESSIONAL ETHICS

20th August 2020

Webinar & Panel Discussion (Online)

Judgement of the Hon'ble Supreme Court in contempt case of Sr. Adv. Prashant Bhushan

15th October 2020

Training (Webinar)

Training in Moot Court refining skills in oral presentations and memorial writing

27th October 2020

Poster cum slogan Competition (Online)

Say no to corruption

31st October 2020

Jingles Competition

Say no to corruption

10th November 2020

Online training

Training in Negotiation as a means of ADR

11th November 2020

Online training

Training in Mediation as a means of ADR

29th November 2020

Online Training

Training in negotiation

5th December 2020

Webinar

Nuances of drafting of pleadings & conveyances

23rd December 2020

Online training

Mediation as a means of ADR

2nd July 2021

Webinar

"Outline of Arbitration Law in India"

GENDER

7th August 2020

Poster Competition (During the Breastfeeding Week) (Online)

Benefits of breastfeeding

23rd September 2020

Webinar (Organised by Women's Cell & NSS)

"Sexual Harassment of Women at Workplace"- Law & Practice

31st October 2020

Bookmark Competition



"Breast Cancer"

4th November 2020

Online Training

Breast cancer examination and saving lives

12th November 2020

Workshop (Online)

Laws relating to women & children

25th November 2020

Webinar

Domestic violence against women

23rd January 2021

Webinar

Sex trafficking of girls in Goa: issues & concerns

8th March 2021

E-Quiz

International Women's Day

CONSTITUTIONAL AND HUMAN VALUES

21st August 2020

Poster making competition to commemorate the World Senior Citizens Day, 2020 (Online)

Rights of Senior Citizens

1st September 2020

Webinar (Online)

Love and Relationships

10th September 2020

E-Quiz (Suicide Prevention Day)

Suicide Prevention Awareness

18th September 2020

Webinar

Striking a balance between virtual and real life: A psychological & legal aspect

22nd September 2020

Webinar

Coping with pandemic times - Immunity, Social etiquettes & Stress

8th October 2020

Online Covid Pledge

Online Covid Pledge

10th October 2020

Talk

Lets talk on Mental Health

26th Oct 2020

International Webinar

"Application of the

Principles of Restorative Justice in Indian Criminal Law"

27th October 2020

Pledge Taking (Online)

Integrity

31st October 2020

Pledge Taking (Online)

Rashtriya Ekta Divas

12th November 2020

Activity to commemorate the "World Kindness Day"

Guess the baby & word of Kindness

18th November 2020

National Webinar

Emerging challenges to the rights of the children in times of a pandemic

27th November 2020

Webinar

Supporting persons with disabilities in times of crisis

30th November 2020

`International Webinar

`International Webinar on Constitution and Future of Democracies in association with University of Coimbra.

1st December 2020

E-Quiz

AIDS Awareness

14th December 2020

Webinar

Relaxation techniques for stress management

18th December 2020

International Webinar

'International Webinar on social responsibility of Universities in times of Pandemic- necessary measures'

ENVIRONMENT AND SUSTAINABILITY

5th November 2020

Webinar

"Protection of Mangroves"

2nd December 2020

Webinar

"Hazards of Environmental Pollution"

2nd July 2021

Activity

Van Mahotsav Week

MOUs entered into by the Institution related to the cross-cutting issues

Sr.No

MOU Partner

Devi Sharvani Education Society's V.M.Salgaocar College of Law,  
Miramar - Goa

2.

Sanjeevan Society for Youth Development, Bandora- Ponda

3.

P.E.S.'s Modern Law College, Pune - Maharashtra

4.

Carmel College of Arts, Science and Commerce (Undergraduate & Post Graduate department of Psychology), Nuvem-Goa

5.

The All Goa Senior Citizens Federation, Margao-Goa

6.

Goa State Biodiversity Board, Saligao-Goa

7.

Sakhi One Stop Centre, South Goa

8.

Sangath, Goa

9.

M/s Lions Club of Margao Central, Margao-Goa

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

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

29

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

459

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

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/file/d/1HC9sCmFaPRsIey4bNhqtNN_C8h5FdEh5/view?usp=sharing">https://drive.google.com/file/d/1HC9sCmFaPRsIey4bNhqtNN_C8h5FdEh5/view?usp=sharing</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/file/d/19IrD3lsbhtZo3tltkM8sq9NVgIl0kS8z/view?usp=sharing">https://drive.google.com/file/d/19IrD3lsbhtZo3tltkM8sq9NVgIl0kS8z/view?usp=sharing</a>

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

#### **2.1.1 - Enrolment Number Number of students admitted during the year**

##### **2.1.1.1 - Number of students admitted during the year**

**130**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### **2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

##### **2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**26**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### **2.2 - Catering to Student Diversity**

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

**In order to assess the learning level of students, the Institution conducted an online 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 counseling, which was done in online mode.

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. Measures like remedial classes, synopsis topics of each subject, online training in skill development, in-house online activities helped the slow learners to enhance their learning capabilities. The Centre for Counseling and Wellness management of the institution conducted special online lectures and counseling sessions for the benefit of the students' community.

The slow learners were encouraged to participate in curricular, co-curricular and extra-curricular activities along with advanced learners. Advanced learners were encouraged to participate in Inter-collegiate, state, national and international level moot court, ADR and allied activities.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/lgjjV_PFCFWgfb8fL2EqLzb-WcFmUPBepZ?usp=sharing">https://drive.google.com/drive/folders/lgjjV_PFCFWgfb8fL2EqLzb-WcFmUPBepZ?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
459	18

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

The Institution aims at providing quality Legal Education to students using its well-qualified faculty and student-centric approach in the teaching-learning process and adapted to the online mode due to COVID-19 pandemic.

**Experiential learning:** The Institution believes in learning through experiences. To achieve this, students are given opportunities to have virtual (online) visit to police stations to gain first-hand information and knowledge about functioning of various components of criminal justice system.

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. The institution uploaded videos created by the students on legal awareness on social networking sites in order to create awareness among the public. Student volunteers assisted the Saki, One Stop Centre to give legal assistance to the victims of crimes affecting women like domestic violence and sexual harassment.

**Participative learning:**

The students have participated in online training programmes on mediation, moot court and allied activities. They have undertaken projects and carry out surveys on various socio-legal issues online mode, which enable them to understand the depth of the problem and provide appropriate remedial measures.

**Problem solving methodologies:**

The online mode of teaching learning did not prevent the teachers to undertake solving of problems in subjects. Teachers used online platforms for this purpose. This enabled the learners to enhance the learning levels and actively participate in learning exercises.

**Practical learning:**

The students are professionally trained in Legal Drafting as also Moot Court and allied activities to develop advocacy skills on online mode. The students are also trained to acquire knowledge in various para-legal activities and serve as Para-legal volunteers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1PrwU_MRsf5uvgISBGagxb9IcaZTGJkCo?usp=sharing">https://drive.google.com/drive/folders/1PrwU_MRsf5uvgISBGagxb9IcaZTGJkCo?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The sudden onset of the pandemic has enabled ICT to gain relevance to a far greater degree than previously possible. The college has a robust broadband internet connection which allowed the teachers to take up online classes and webinars and workshops for students all year round.

This helped 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 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 are also connected with the students through various online student groups in order to resolve their academic difficulties.

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 examination related materials on a single platform.

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

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

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

#### 2.3.3.1 - Number of mentors

17

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

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

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

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

119

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institution undertakes an assessment which is continuous and comprehensive in nature. The same is done in order to evaluate the learning performance of the students. The said mechanism is transparent, robust and effective. There are three components which characterize the assessment pattern that is followed in B.A.LL.B and LL.M( CBCS) programme; namely - written tests, assignments and seminar presentations along with article review, case analysis, projects on specific topics. In B.A.LL.B and LL.M.(CBCS) programmes, the Internal assessment is of 25 and 30 marks respectively; the only exception being the subject of Legal Education and Pedagogy, which is of 50 marks. However, in the LL.B (degree) programme, there is no system of internal assessment that is adopted.

The Institution has conducted Semester End Examinations(SEE) on behalf of the Goa University. This academic year did not deter the Institution from any form of assessment even though it was a pandemic year. The Institution adopted innovative measures to assess online for which it prepared guidelines for its smooth conduct and successfully executed the same for conducting of such assessment. Dedicated e-mail IDs were created subject-wise for conducting of proctored examination on Google platform, except for assessment of practical papers which was possible to be carried out in physical mode following Government SOPs.

The practical component in LLM(CBCS) programme, is evaluated by external examiners who examined the students on an online platform. The meeting of Faculty Research Committee, scrutinization of the

topics, submission of the dissertation, consultations and deliberations on the part of the students and necessary guidance were also undertaken in the online mode.

The marks of internal assessment were also communicated to the students and opportunity was given to the students to go through their papers and discuss any flaws in the assessment to the course/subject teacher. Even the oral seminar presentations were conducted on Google platform in the virtual presence of all the students in an online mode and teachers assessed their performance accordingly.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/17io_WNjUsH0Cv2LmYkju_jHZd5DP8fyW/view?usp=sharing">https://drive.google.com/file/d/17io_WNjUsH0Cv2LmYkju_jHZd5DP8fyW/view?usp=sharing</a>

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

The institution has well organized and structured mechanism for redressal of examination related grievances. Students' grievances are referred to Examination Grievance Committee duly constituted and headed by senior faculty members. In such case, the committee submits its report to the Head of the Institution.

#### Internal Examination Grievances

The Institution adopts non-secrecy mode of evaluation and the mechanism that is adopted and followed is done 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, shortfall of content in answers and verification of total marks scored. This mechanism was followed even in online examinations.

Online presentations of the assignments of students were carried out through Google platform wherein all the students of that particular class were virtually present to witness the same. Students who performed below average were given ample scope for improvement of their performance by conducting the re-tests, a process that was followed in an online mode this academic year.

A complaint/grievance by a student dissatisfied with assessment could, within 15 days from date of declaration of results, approached the Principal in writing, who referred the same to the College Grievances Committee. After giving a reasonable opportunity to present the case, recommendations are made to the Principal and accordingly an action is initiated. The findings of the Committee are then communicated to the student and action in the form of reassessment of the said answer book may also 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 totalling errors, if any. In view of Special Ordinance OS-1 of the Goa University introduced due to COVID-19 Pandemic, double evaluation of answer scripts, for external assessment could not be enforced thereby 'challenge evaluation' was not considered in this academic year.

Likewise, to address the possibility of irregularities at online examination, a committee was duly constituted consisting of senior faculty members and terms of reference were specified.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1SMoPqgppGm8Fqv3_3z3AsygKG7BwB4Z8D/view?usp=sharing">https://drive.google.com/file/d/1SMoPqgppGm8Fqv3_3z3AsygKG7BwB4Z8D/view?usp=sharing</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.

The Institution offers B.A.LL.B, LL.B (Degree) and LL.M (CBCS) programmes and the outcomes of the course as also the programmes provide a sound academic underpinning to the learners. The institution makes it mandatory for teachers and students to accustom to programme and course outcomes. In fact, the lesson plans also has reference to the course outcomes offered to the learners. The academic year begins with a staff meeting, followed by a precise programme for the beginners conducted by the institution wherein the Principal, head of the department along with senior faculty members orient the students on programme and course outcomes. This year the same was conducted in an online mode on account of the COVID 19 Pandemic.

The concerned subject teacher orients the students on course outcomes with an objective to provide an insight on the particular course. This helps in facilitating the teaching - learning process whereby the teacher adopts different mechanisms to furnish the desired knowledge to students. The programme and course outcomes help students to develop their potentialities on academic and personal front. Sufficient care is taken to timely evaluate the performance of the students.

The Programme and Course outcomes are prominently displayed on the institutional website and are revisited as and when required.

Since the Institution offers professional law programmes, there is no formal method of evaluating its success; however, the attainment of the same is done by most of the alumni getting highly placed in the government departments and judicial services.

The five year 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1VM4jtTScvXNhk98wWZSeBSjfrMkvIm6q/view?usp=sharing">https://drive.google.com/file/d/1VM4jtTScvXNhk98wWZSeBSjfrMkvIm6q/view?usp=sharing</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The programme outcome of the Institution is reflected in its vision and mission statement which aims to further Legal Education through Innovative Teaching and Learning and to create legal professionals with ethical values. The institution has produced qualified and high placed alumni. Students have passed the LL.B examination with flying colours as can be seen from the pass percentage achieved by the Institution. The progression of the students can also be seen in the wide range of professions that they are employed in.

Students upon completion of the programme have an in depth knowledge and understanding of the Indian Legal system and administration of Justice in India, the application of law to factual situation, learning of skills of advocacy to deal with moral and ethical issues in the legal profession, rendering legal advice in a professional manner to the clients, skills involved in drafting of documents,



development of leadership skills to help bridge the gap between law and society and make it socially relevant.

#### Five year Integrated Double Degree B.A. LL.B Programme Specific Outcomes

Being an integrated Programme with combination of law subjects along with social science subjects such as History, Economics and Political Science, students adopts an interdisciplinary approach towards the study which makes it comprehensive. This course is designed to give students an exposure to the theoretical and practical aspects of the profession

#### Three year LL.B Degree Programme Specific Outcomes

This programme enables the students to recognize law as a dynamic discipline which requires constant learning and skills and to understand the co-relation between law and the society.

#### LL.M (CBCS) Programme Specific Outcomes

The students acquire knowledge in the specific field of law chosen for specialization wherein students gets equipped with the knowledge of teaching methods through the subject of teaching Legal Education and Pedagogy thereby enabling them to enter the teaching profession. Students get acquainted with research methods through Research Methodology course and compulsory empirical research component in the form of dissertation, the students learn to conduct the field study.

The achievement of the outcomes is informally measured by the Institution in the following ways:

#### Legal Practice

Since legal Practice has been given a preference by this Institution, many of the students have taken up practice and are well equipped in the practice of law. They are also been successfully placed under senior lawyers in the state.

#### Wide Opportunity for Employability

Employment in Judicial services, Legal Process Outsourcing (LPO), Legal Advisor in Law Firms and to the Governments, Non-governmental organizations, Public Prosecutors, Law Clerks, Mamlatdars, Block Development Officers, Legal Officers.

## To Pursue Higher Education

Students are also pursuing higher education in the form of Masters Degree in Law from the state and outside and some of them have used this degree to enter teaching profession and pursue Doctorate in Philosophy in Law.

## Placement of alumni

The alumni have been successfully placed by various organizations outside the state such as Mindcrest contributing immensely towards the organization. Almost all have successfully cleared the examination conducted by the Bar Council of India for legal practice.

Broad outcomes that is expected from a student from the law Programme.

PO 1: Application of Legal Knowledge- A student is in a better position to apply the knowledge of law and give solutions to legal problems.

PO 2: Grooming etiquettes of legal profession- through practical component like professional ethics students are encouraged to follow certain values of the profession like the Advocates Act, 1961.

PO 3: Strengthening Research- ability to undertake minor/major research components and help the students to pursue higher studies like Masters Degree and Ph.D

PO 4: Internships under a lawyer's chamber, private law firms and LPOs- wherein students have to undergo internship in order to gain legal knowledge and further the application of this knowledge in the real life situation in the form of civil, criminal and other cases through such practice.

PO 5: Problem solving ability & critical analysis of case laws- the gaining of legal knowledge enables the learner to solve the problems more effectively by application of the knowledge so acquired and helps them to critically analyse the case laws.

PO 6: Judicial service or Judiciary- the program helps the learner to get trained to serve the third wing of the government which is the judiciary.

PO 7: Building rapport and establishing oneself - enables the learner to work in sync with the other legal practitioners and in turn helps in building rapport with the senior lawyers and other legal practitioners in the field and establishing a strong hold in the profession.

PO 8: Greater responsibility towards the society- the learners of the programs offered by the institution also contribute towards the social cause as the knowledge of the legal process helps them build a society with greater civic sense and responsibility.

PO 9: Continuity in the learning process- the learners can also engage in the field of research and can further add to the process of learning

PO 10: inculcating sense of professionalism- through the study of law, the learners develop professionalism and it helps them to apply the legal knowledge to better use.

PO 11: Wide choice of careers - one of the greatest benefits available by studying this program is it offers a wide range of career options to the young professionals such as BDO, Mamlatdars, Deputy Collector, teaching, besides legal practice.

PO 12: Opportunity to answer competitive examinations- This program also enables them to appear for competitive exams for future prospects and prepares them accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/drive/folders/1SgknXt2qGBOEpafC7Ev6uuH3ul_gtoar?usp=sharing">https://drive.google.com/drive/folders/1SgknXt2qGBOEpafC7Ev6uuH3ul_gtoar?usp=sharing</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

93

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://drive.google.com/file/d/1xVUNiCltb7PWp1WVOKVfMJwOY7SSwNWz/view?usp=sharing>

## 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 in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

**1**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution encourages innovation and creates a conducive environment for knowledge enhancement.

Legal awareness through digital mode:

Through its Legal Aid Society, the institution conceptualized and started a unique initiative called 'Legal Bites'. As a part of this, the students and the faculty created short awareness videos on landmark judgments of the Supreme Court of India and High Courts and recent amendments to various legislations. These videos were then disseminated to the public through online platforms of News Channel Goa News Hub.

The Students were also encouraged to create awareness on socio-legal topics by creating explanatory videos. These were circulated to the public through social media platforms of the college.

## Social service activities through N.S.S. Unit

The students are encouraged to conduct various social service activities such as cleanliness drives, mask making, awareness on importance of vaccination, paper bag making and distribution etc. through N.S.S. unit of the college. N.S.S. Unit also organizes competitions and quizzes for the students in order to inculcate competitive spirit among the students.

## Webinars and Workshops:

The institution organizes and conducts webinars, 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 webinars/seminars, workshops at State, National and International Levels inviting delegates from within and outside the state and country. The institution has taken an initiative of sharing knowledge on Intellectual Property Rights and various socio-legal topics such as rights of vulnerable sections of the society, protection of environment etc. by conducting webinars and workshops for the students and members of public.

## Research, Consultancy and Extension Services Cell

The Institution encourages innovation through research. To foster research among faculty and students the institution constituted Research, Consultancy and Extension Services Cell. The Cell aims at promoting research and encourages faculty and students to publish research papers and articles in recognized Journals. With these objectives the Cell conducts webinars on different aspects of research.

## Projects on Socio-legal issues:

It is also mandatory for the students to conduct empirical studies on their topics of projects in undergraduate programmes and dissertation in the Post-graduate programme, in addition to this the research centre doctoral research. Teachers encourage research based study on various socio - legal issues and guide students at different levels to inculcate research culture.

## e- learning and digital resources:

The institution has well equipped library with e-learning resources which help students in their online studies during the ongoing COVID 19.

**Encouragement to conduct research:**

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.

**Encouragement to present research papers at webinars/workshops:**

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 webinars/workshops. Required guidance is given by the faculty members at different levels in this regard.

**Memorandum of Understanding:**

The Institution has entered into a Memorandum of Understanding (MoU) with various NGOs and National and International Institutions for the purpose of knowledge sharing. The institution offers Certificate programmes in association with MOU partners such as the Portuguese Language with Legal Inputs in association with Centre for Lusophone Culture and Legal Studies and Advanced Certificate course in Medical Jurisprudence and Forensic Science in association with PES's Modern Law College, Pune. The institution also organizes webinars/ seminars and competitions with the assistance of the MoU partners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/17E-XYUBx5Le_g8L_yLjqPd08Fd683Yk-N/view?usp=sharing">https://drive.google.com/file/d/17E-XYUBx5Le_g8L_yLjqPd08Fd683Yk-N/view?usp=sharing</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

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

5

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

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	<a href="http://www.grkarelawlibrary.yolasite.com/digital-repository.php">http://www.grkarelawlibrary.yolasite.com/digital-repository.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</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 the year

##### 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 year



File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</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 year

The Institution conducts extension activities in order to enable the students to get a holistic understanding of the curriculum. This also inculcates professionalism among the students and make them responsible students of the society by sensitizing them with socio-legal issues.

#### Legal Awareness programmes:

The Legal Aid society of the institution conducts legal awareness campaigns throughout the State, especially in rural areas to make public aware about various socio-legal issues. In order to continue with the awareness campaign even during the COVID-19 pandemic, the students created explanatory videos on various topics such as child abuse, POCSO Act, Environment protection, RTI Act, Motor Vehicles Act, Fundamental Rights and duties, offences against women, Consumer protection, cyber laws, child rights, women rights etc. These videos were disseminated to people through social media platforms of the Institution.

#### Legal Bites:

To strengthen the awareness drive further, the Institution started a unique initiative called 'Legal Bites', a series of short awareness videos on landmark judgments of supreme Court and High Court. These videos created in association with News Channel Goa News Hub and were posted on their facebook page.

#### N.S.S. activities

The Institution also has a NSS unit which encourages the volunteers to create awareness in the community on topics like protection against vector borne diseases.

The students were also encouraged to help community making face masks and distributing them to the neighbouring needy people. The NSS volunteers also created awareness through poster which were placed at prominent places for general public to see on 'Tikakaran' a vaccination related programme in respect of COVID-19.

The NSS volunteers made public aware about the disadvantages of using plastic and ill effects of plastic pollution. For this purpose they made paper bags out of waste paper and distributed them to local shop keepers. The volunteers also collected 100 empty milk packets of Goa Dairy and handed over to retail outlet for an exchange of one milk packet. The objective of this activity was to reduce plastic generated after consumption of milk.

In order to inculcate sense of responsibility among the students, they were encouraged to make people aware about the subjects essential for their wholesome living. As a part of this, the students created awareness about hygiene and nourishment among tribal community of Vanarmare village. They educated the villagers on hygiene, healthy food habits and basic cleanliness. Students also distributed face masks and explained importance of its usage along with awareness on COVID 19 SOPs.

**Sakhi One Stop Centre(SOSC):**

The institution has signed a MoU with Sakhi One Stop Centre, South Goa. SOSC is set up under Ministry of women and Child Development to support women in distress. As a part of this MoU, the student of the Institution visited the Centre in batches and assisted with the procedural requirements like recording of evidence and related legal matters and assisted victimized women in their fight to justice.. They also sensitized the public about rights of women and children

**Webinar/ seminars and Competitions:**

The institution also conducted webinars , workshops, competitions on rights of senior citizens, women's rights, child rights, human rights, cyber laws, conservation of biodiversity, etc in association with NGOs, and organizations like Goa State Biodiversity Board, Sanjeevan, Sangath, ARZ, SCAN Goa, One Stop Centre etc. for the benefit of the student community and public at large.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1rQ0Eyaf3Ty5uFm_olSsp03l56RkudMaD/view?usp=sharing">https://drive.google.com/file/d/1rQ0Eyaf3Ty5uFm_olSsp03l56RkudMaD/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

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

### 3.4.3 - Number of extension and outreach programs 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 organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

**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 year**

1864

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

NIL

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

20

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

## 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.

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:** A state-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.

**Counselling 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1fJwZpQNzhWF-RvMMfJHcpmn5XUjY8kgRs/view?usp=sharing">https://drive.google.com/file/d/1fJwZpQNzhWF-RvMMfJHcpmn5XUjY8kgRs/view?usp=sharing</a>

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

Sufficient facilities are provided by the Institution to the learners for various purposes in order to assist them in organizing various cultural and other related activities. However, the optimum utilization of these facilities could not be done as the Institution was reeling under the COVID-19 pandemic. However, during these times the auditorium was put to the best possible use in order to conduct activities such as yoga to commemorate the International Yoga Day, and other activities organized by the Department of Counseling and Wellness Management. In the absence of the student community, it was utilized by the faculty for such purposes.

The Activity hall, situated on the fourth floor of the Institution was also utilized in the best manner possible as it continues to provide adequate space for various activities and events both for the faculty and the learners. 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 and wherever required, services of professional trainers are taken.

The Institution even during COVID-19 pandemic continued to strive at having online activities and ensuring that such activities are been duly recognized by awarding prizes at online competitions. These Competitions were regularly conducted by the In-charge of various clubs, cells and committee. The competitions received good response from the learners as they voluntarily participated virtually.

In addition to the Institutional facilities, the Institution continues to offer facilities for the purpose of sports, games and gymnasium. However, such facilities could not be put to use on account of the COVID-19 pandemic. The Institutional Sports Policy continues to encourage and promote students in order to inculcate in them qualities of strong sportsmanship and ensure their participation in various sports competitions organized at the University and State level.

The Institution continues to offer Indoor as well as Outdoor Sports facilities within its campus. For Indoor activities, Multipurpose Hall which is 740 sq.mts. continues to be used sparingly wherein students could not avail benefits of practicing sports like table Tennis, Badminton, Chess, Judo, Taekwondo, Power-lifting, Weight lifting, Tennikoit etc. the Gymnasium facilities with an area of 65 sq.mts continues to be used for physical fitness of the staff and students. The spacious ground of 14096 sq.mts continues to be utilized for outdoor sports like football, volleyball, cricket and athletics events such as Shot Put, Javelin, Discuss, Running, although this year it could not be put to its optimum use.

There is a provision for Annual Budget related to sports that still continues to exist. The Department of Sports this year could not conduct its annual sports meet which aims at providing ample opportunities for students to participate in sports and games as well as competitions, on account of the COVID-19 pandemic. Students therefore, could not avail of facilities such as Travelling Allowances (TA)/Dearness Allowances (DA), Kit Allowances, practice allowance etc which could not be utilized for the said reason. The Department of Sports continues to be equipped with sports accessories, first aid facilities and other sports related equipments/kits for its effective use by the staff and students.

Along with physical health, mental wellbeing continues to play a pivotal role as the Department of Counseling and Wellness Management continues to give it priority through conduct of various online sessions thereby encouraging the learners to practice it on a regular basis to deal with stressed caused due to the COVID-19 pandemic. This has helped the students' physical, mental and social well-being, indirectly benefitting them academically as also develops confidence and helps in personality development. It continues to celebrate 'International Yoga Day' as an annual event, this year involving the staff of the institution rather than the students.

In this manner, the Institution continues to provide the services and puts it to optimum use.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1Z6iUZF5R1an92r7WvcT7NPzWsd_EDMVL/view?usp=sharing">https://drive.google.com/file/d/1Z6iUZF5R1an92r7WvcT7NPzWsd_EDMVL/view?usp=sharing</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

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

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.97893

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

## 4.2 - Library as a Learning Resource

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

The Department of Library and Information Science has the motto of

equipping competence and service with compassion towards the making of new generation lawyers. It has the vision to align library services and resources in order to develop professionalism with social commitment. The mission of this Department is multifold - it creates pathways to research and learning and the innovative technological services, comprehensive, current and relevant collection inspire learners.

The library is automated with an integrated library management software (ILMS): NewGenLib(NGL), which is updated to its Helium Version 3.2. With the help of NGL the housekeeping operations such as student database, issue-return/ renewal of books, member logins etc. are made functional. Besides, its acquisition, technical processing, serial control, report generation modules are active.

All the bibliographic records are maintained in its database and get added when a new 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.

During Covid -19 pandemic, E-contents such as e-books, articles, study materials, etc. were made available on the google drive for faculty and students through registered e-mail IDs so that students have a direct access to these contents through internet to browse and utilize the study material. Subjectwise links of the e-contents were also made available to the students.

The Library facilitates the e-resources of N-LIST(part of e-shodh sindhu 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. 'Plagiarism CheckerX' software is purchased

to detect similarity for dissertations and scholarly content. 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, examination related materials etc. 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. News paper clipping of important events, articles, etc. related to the Institution are scanned and 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, 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 etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.grkarelawlibrary.yolasite.com/">http://www.grkarelawlibrary.yolasite.com/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**      **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

5.96811

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

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

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

45.02909

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

### 4.3 - IT Infrastructure

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

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. The Management has created the post of System-Administrator for the campus. 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 entire Campus is wi-fi enabled with internet speed of 35 MBPS dedicated leased line which has been then upgraded to 65 Mbps dedicated leased line in order for smooth conduct of online classes as well as assessment during the COVID-19 pandemic. The need of additional routers/amplifiers is periodically assessed and accordingly fixed/ installed by System Administrator to ensure that the campus has a proper coverage of wifi.

All classrooms, Auditorium, Activity Hall, Seminar Room etc. are updated with AV facility. 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 and encouraged.

An additional 21 laptops have been purchased for the academic purpose to conduct online classes during the COVID -19 pandemic. Computers systems, printers and scanners and all other IT equipments of the Institution which are under warranty period are periodically maintained by the respective vendors. Laptops with latest configuration are purchased at regular intervals. UPS batteries are also replaced at regular intervals as per requirements to have uninterrupted online classes.

Entire campus is under Electronic Surveillance systems which is regularly checked and updated, and repaired through Annual Maintenance Contracts (AMC). During the current year our institution has updated the surveillance system with new cameras of higher resolution.

College has a Network Attached Storage (NAS) system of 2 TB for storage of most of the important data. This allows quick access and reference for designated authorities to data. The NAS has an additional 2TB hard disk for mirroring the data through RAID System for any data recovery in case of damage to the primary hard disk.

Data Digitization process is implemented to convert all the paper

documents to soft copy form and are stored on the NAS for future reference.

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 as an e-resource to the pupils.

IAIMS: Campus Management software of the Directorate of Higher Education in collaboration with Campus EAI Pvt.Ltd. has been introduced to conduct the Online Admission Entrance Test which has a AI enabled proctoring system.

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 through a dedicated online platform for the students of our college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/11iPHw_hwW6C_asJq4Se3_5mLtK_sXWN5S/view?usp=sharing">https://drive.google.com/file/d/11iPHw_hwW6C_asJq4Se3_5mLtK_sXWN5S/view?usp=sharing</a>

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

59.89280

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

The infrastructural facilities continue to be utilized by the institution to its optimum use. The mechanisms, plans and policies continue to remain in existence even during this academic year though used sparingly. Committees such as IT, Library Committee, Website Committee, Building Committee etc. remains to be in force even during this year and ensures proper maintenance and upkeep of the institutional premises.

With regards to the general infrastructure, the institution continues to have insurance policies towards any untoward eventualities. This academic year, the institution has installed additional CCTV cameras at most of its strategic locations for ensuring security and surveillance. Security is also ensured by

security guards who continue to be deployed at the entry check points of the institution and campus, ensuring wearing of masks, thermal temperature checking and sanitizing. Likewise, the parking facility continues to be used by the Institution and is well organized.

The maintenance and upkeep of the Institution building continues to be ensured by the Building Committee to oversee the civil maintenance and Pre-monsoon maintenance of the same. A site engineer continues to oversee the ongoing construction and civil maintenance works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing etc. Pre-monsoon maintenance continues to be undertaken at regular intervals. The institutional building so also the halls continue to be outsourced to housekeeping agencies for its upkeep. Every floor is equipped with dustbins in order to collect dry and wet waste which continues to be cleaned and disposed off every day.

Canteen facility continues to be given on contract basis and is responsible to provide quality and hygienic food to the students and staff. However, this year the services could not be utilized to the best possible extent. Canteen Committee continues to conduct Periodic inspection to ensure its cleanliness. Filtered drinking water facilities continue to be made available for students and staff, which is regularly cleaned and serviced.

Fire extinguishers for the purpose of safety measure continue to be checked and refilled periodically. MTS Staff still continues to be trained to use and handle them in cases of exigencies.

The auditorium, sports ground, continues to be shared with other VVM institutions and a Google calendar continues to be used for the proper utilization of these shared facilities.

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

The System Administrator in the campus continues to ensure the upkeep of the IT infrastructure which includes maintenance and minor repairs of computers. For major glitch in IT-related equipment; vendors continues to be called.

Equipments that have become outdated and which are non-repairable



continue to be sent to Purchase and Disposal Committee to scrap the asset as per the IT Policy. The institution has however, increased its bandwidth to 65 Mbps from 35 Mbps, and the leased line continues to be looked after by the ISP. Licenses of all software including anti-virus quick heal continues to be renewed at regular intervals.

The biometric machine for staff attendance of entry and exit was not used this academic year on account of COVID-19 pandemic and on account of the government order to disable its use temporarily.

As regards the library infrastructure, the books, this academic year, e-books and reading material to facilitate the course outcome were sent to the learners after scanning and were uploaded in the Google drive created for this purpose. Since, physical presence could not be sought from the students, this facility was utilized to its optimum use. Book bank books continued to be issued to the students by calling the learners class wise to the institution and issuing of books by following the government SOPs.

The finalized list of books to be purchased for the semester continues to be approved and signed by the members of the Library Committee. To ensure return of books, 'no dues' from the library continues to remain in force, although used sparingly. The proper account of visitors (students and staff) on daily basis continues to be maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc continues to be chalked out / resolved by the library committee, although this year it was done sparingly. The Library continues to have Balabolka: text to speech software facility for visually challenged students, although it was sparingly utilized. Suggestion box remains to be installed to take users feedback and provision for Photocopy facility remains in existence at minimal charges.

The policy of Loss/damage of any book to be immediately informed to the library staff and to be replaced with a new book continues to remain in force. The Library website [www.grkarelawlibrary.yolasite.com](http://www.grkarelawlibrary.yolasite.com) continues to be maintained by the library for making available question papers, syllabus, digitized content, useful links and other notifications to the learners/users. NewGenLib- its automation related issues are solved by Verus solutions with whom library has Annual Maintenance Contact (AMC). Online Public Access Catalogue (OPAC) continues to be made available to each computer nodes in the campus network to access library resources. Computers: desktop computers and additional laptops were made available in the library for the students to browse the internet and to access other educational resources. However, it was

used sparingly this academic year on account of COVID-19 pandemic.

The Classrooms were assigned to the faculty in order to undertake online classes, which were done in the absence of the students. The cleanliness of class rooms continues to be maintained on a day-to-day basis using tools of cleaning such as mops, gloves, and vacuum cleaner in addition to providing them with face masks, sanitizers, and face shields.

The Automated electrical bell continues to be used for the purpose of conduct of online classes as per the time table notified by the Head of the Department.

As regards the Plagiarism Policy, the library this year has an additional feature of Plagiarism Checker for the verifications of LL.M Dissertations for similarity test.

Fedena - College Management Software continues to manage the financial, academic, and administrative activities of the institution, and still remains to be deployed to facilitate online admission, student database, attendance marking, leave applications, report generation, sending alerts, etc. Fedena enterprise continues to provide the training to teaching and non-teaching staff to gain expertise in it and to solve any Software related issues.

Website of the Institution was put to its optimum use as all the details relating to admissions, academic terms of the university, notifications and other allied notices were regularly updated by the institution through its website during this academic year.

The motto of the Department of Physical Education and Sports states that 'Together we are stronger'. The vision of this Department is to endure to become the leading voice at the intersection of sports and academics and to unite, challenge and inspire the next generation of sportsmen. The Department has a mission to improve physical and emotional lives of students by providing best sports infrastructure as also to inspire a positive social change.

The Department continues to be headed by the Sports Director who continues to monitor and manage various sports related activities online. However, this year the activities were conducted sparingly. Institutional Sports Policy continues to remain in force. The Gymkhana stock continues to be maintained and new equipment continues to be added as per the need, under the guidance of Principal, old wear and tear material continues to be disposed off under the Committee.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1cb8_AOTqOVbGmuDDwClP6W2pBEvzXvZD/view?usp=sharing">https://drive.google.com/file/d/1cb8_AOTqOVbGmuDDwClP6W2pBEvzXvZD/view?usp=sharing</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

17

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

39

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://drive.google.com/file/d/16c9UGos3llGrCgnLMnF9HPcuLbX22opJ/view?usp=sharing">https://drive.google.com/file/d/16c9UGos3llGrCgnLMnF9HPcuLbX22opJ/view?usp=sharing</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**238**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**238**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

19

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

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

10

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

**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) during the year.**

6

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

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 Coordinator, based on several criteria like academic performance, active participation in extracurricular activities, attendance, general discipline etc. The appointment of Students Council 2020-2021 was done in an online mode using Google meet platform, as the physical presence of the students was prohibited as per Covid-19 SOPs. The Student Council comprises the General Secretary, Legal Aid Representative, Moot Court & ADR society representative, Ladies Representative, Sports Secretary, Cultural Secretary, which are elected by the nominated representatives and in the presence of the Principal and the Council In-charge. The views of the General Secretary, who represents the Council are considered by the Institution in most of the matters related to student's welfare.

The representative of Legal Aid Society liaisons with the Faculty in-charge for the conduct of online legal aid activities, like legal aid and awareness programs, street plays etc. The Moot Court society representative takes decisions, in consultation with the Faculty in-charge and members of the society, for the conduct of all online programmes, including competitions and team compositions for institutional participation at moot court related activities which were conducted via online forum. Adequate representation is given to ladies to effectively address their issues and concerns for which the Institution takes necessary steps. The Sports Secretary in

consultation with Department of Sports and Physical Education 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 conduct of the 'Online Literary cum Cultural Week' in the month of January and other literary and cultural activities, wherein different activities are planned and executed taking into account the Covid-19 SOP's. 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 online programmes and activities.

The Internal Quality Assurance Cell (IQAC) of the institution has also given due representation to students in its composition wherein they also become an important component of addressing their grievances, giving solutions and recommendations before this esteemed body. 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	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/17U9-4bZCjvDM5bejnm4c_4XXKseydLZC/view?usp=sharing">https://drive.google.com/file/d/17U9-4bZCjvDM5bejnm4c_4XXKseydLZC/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**



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

In its pursuit to maintain cordial relationship and to develop professional rapport with its brand ambassadors, the Institution is privileged to have an active and enthusiastic 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 conducted online through webinars by following the COVID-19 SOPs in the form of talks, lectures and related aspects all undertaken through Zoom platform. They have been responsible for initiating and judging various competitions conducted by the Institution. 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 whenever possible in online mode.

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 alumni-graduates placed as junior lawyers with them and in some cases there is financial contributions provided to them by the Alumni. The Governing Council of the Institution through which the major decisions are routed have prominent members which constitutes it and thereby facilitating their active involvement. Likewise, some members of the association also contribute academically in the IQAC of the Institution.

Prominent alumni have also been key note speakers for various

webinars and 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 online Master classes, Webinars and GRK Talks due to affinity to their alma mater. The Alumni has been generous to the extent that they offer to deliver the webinars and or talks without any remuneration.

File Description	Documents
Paste link for additional information	<a href="https://www.youtube.com/watch?v=kFHBiN2E6fk">https://www.youtube.com/watch?v=kFHBiN2E6fk</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

The institutional aspirations and ethical ethos are reflected in the vision and the mission statement of the institution. The adoption of policies and practices are executed to cater the wholesome and holistic development of quality legal education, allied learning and moral enhancement of students and students' development is the priority of the Management, with special focus on the co-curricular design of the institution.

The Vidya Vikas Mandal houses various Institutions under its domain, one of the Institutions being the Govind Ramnath Kare College of Law, which is headed by the Board of Management.

The Board of Management is a duly elected body in accordance with

the Constitution of the Mandal and the Core Committee of the Board is the decision making body. A periodic report in the form of sharing of information on the progress and developmental plans of the institution is made available to the Management by the Principal at the meetings.

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

The GC takes the proposals of the teachers into consideration for building appropriate decisions. In addition, there is an institutional Governing Council Liaison Committee comprising of faculty members to facilitate this process. Faculty enrichment programmes such as, Webinars, Quiz Competitions, Orientation, workshops, etc as well as infrastructural up-gradation are outcomes of the participation of faculty in the governance and management. However this year being a pandemic year most of the activities and programmes were conducted in an online mode.

Valuable participation of teachers is also managed through various committees. Duties are assigned to these committees who are headed by the faculty members. Constitution is adopted at the beginning of the academic year, enabling them to build pre-planning of various activities and programmes. 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 the execution of the same is being made by holding regular meetings and discussions. Maximum participation of teachers is aimed for effective functioning of the Institution.

In order to effectively coordinate the requirements of the different academic programmes, the Institution appoints Programme Coordinators who report to the Principal about the effective working of the respective programmes/ courses.

In addition, there is the involvement of faculty members of the Institution in decision making in the Statutory Committees under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the Goa Prohibition of Ragging Act, 2008.

File Description	Documents
Paste link for additional information	<a href="https://www.vvm.edu.in/board-of-management/">https://www.vvm.edu.in/board-of-management/</a>
Upload any additional information	<a href="#">View File</a>

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

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 having liaison with Institutions and other stakeholders for knowledge exchange.

Towards this endeavor, 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. However this being a pandemic year the Certificate Programme could not be initiated.

The commencement of the Lusophone Centre and in particular the effective leadership through the Institutional practice of decentralization served as an encouragement to have liaison 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, PES Modern Law College in Pune-Maharashtra, all of which served to be mutually beneficial to the Institutions.

The Institution initiated an advanced Certificate Course in association with PES Modern Law College in Pune-Maharashtra, which was conducted online. In furtherance to the signing of the other MoUs the Institution has organized various programmes and online lectures for the benefit of the students.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1wQB02-nq2D1pee3jySZ24k13DSV_cCC2/view?usp=sharing">https://drive.google.com/file/d/1wQB02-nq2D1pee3jySZ24k13DSV_cCC2/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For the advancement of co-curricular activities the Institution has been developing on the implemented plans. Various institutional strategies for the development of legal education has been undertaken by the Institution. 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. The Institution provides for a state-of-the-art-moot court hall for conducting moot court and allied activities, however due to the COVID-19 pandemic, maximum utilization of the moot court hall could not be effectively done.

The institution has an air conditioned ICT-enabled room with use of smart furniture and modern interiors so as to upgrade the facility used for seminars, GRK talks, training sessions, ADR activities, debates, quiz, faculty discussions and other co-curricular activities. The institution 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 and out-reach programmes. The Institution has also availed the facility of a discussion room. However these facilities were not effectively utilized due to COVID-19 pandemic and most of the activities were conducted in an online mode.

The Institution has a Centre for Counseling and wellness Management wherein the Counselor conducts meetings with students individually for learning their behavioral problems. The same is being shared as a Centre for Lusophone Culture and Legal Studies.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.grkarelaw.edu.in/internal-quality-assurance-cell/">https://www.grkarelaw.edu.in/internal-quality-assurance-cell/</a>
Upload any additional information	<a href="#">View File</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.

The Teaching Faculty, Department of Library and Information Science, Department of Physical Education and Sports, Center for Counseling and Wellness Management and Centre for Lusophone Culture and Legal Studies are an integral part of the Institution. The Teaching Faculty comprises of Head of Department and the other faculty members. In addition, Coordinators are appointed by the Principal for different programmes such as LL.B (Degree), LL.M (CBCS) which are self financing programmes, in consultation with the Management.

The Internal Quality Assurance Cell (IQAC) comprises the Chairperson, Coordinator, Management representative, subject expert, industry representative, alumni, faculty and administrative staff in accordance with the NAAC requirements. The Committee is responsible for initiating quality measures necessary for maintaining standards in teaching, learning and evaluation and also to initiate, plan and supervising activities which are necessary to improve the overall quality of education through conduct of various activities and programmes.

For the purpose of conducting different activities and programmes, various Committees are constituted for the academic year. The

Principal is the 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 year. They meet on regular basis to undertake the detailed planning of activities, and are responsible for the implementation and execution of it.

The various committees are as such, Students' Council and Cultural Committee, the Moot Court and ADR Committee, Literary Society, NSS and Institutional Upkeep Committee, Discipline Committee, Examination Committee, Library Committee, Placement and Entrepreneurship 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, Research, Consultancy and Extension Services Cell, Legal Aid Society.

In addition, the Institution functions through various Cells/Clubs/Society's such as the Women's Cell, the Child Rights Cell, the Red Ribbon Club, Legal Aid Society, Sports Law Club, Constitutional Law Club, etc who are committed towards championing the cause of society through the conduct of awareness and outreach activities.

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. For effective functioning of the Institution there has been appointments made at the teaching and non-teaching positions.

File Description	Documents
Paste link for additional information	<a href="http://www.grkarelaw.edu.in/web/wp-content/uploads/2020/08/link-6.2.2-1.pdf">http://www.grkarelaw.edu.in/web/wp-content/uploads/2020/08/link-6.2.2-1.pdf</a>
Link to Organogram of the institution webpage	<a href="https://drive.google.com/file/d/16Zku0rJIL5-6r85AZ8RTgwKSGVU9NAOv/view?usp=sharing">https://drive.google.com/file/d/16Zku0rJIL5-6r85AZ8RTgwKSGVU9NAOv/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** **A. All of the above**

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

**6.3 - Faculty Empowerment Strategies**

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

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. But this year being a pandemic year the opportunities could not be adequately being granted.

Faculty members are encouraged and motivated to pursue higher studies and are relieved to attend faculty development programmes and training like Orientation and Refresher Courses, FDPs, 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 study leave is also granted for the same.

The institution as a practice hosts felicitation and farewell for retiring employees as per management policy by the name "Common Farewell Programme for Staff". In effect of the policy, two staff who benefited from the same. 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 organized 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 and the 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, LTC, 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 Nationalized bank operates in 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. The Institution has adopted to an additional staff room for the faculty which is utilized by the faculty of the said Institution.

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	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1a9S43ByjByQWQIVWx_7PKZdhXWbkVALh/view?usp=sharing">https://drive.google.com/file/d/1a9S43ByjByQWQIVWx_7PKZdhXWbkVALh/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

7

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The Institution maintains performance appraisal for teaching as well as administrative staff. Standard forms of confidential reports for lower and upper division clerks and reports on work and conduct for Class IV employees are also maintained by the institution.

#### PERFORMANCE APPRAISAL FOR TEACHING STAFF

The Principal and Head of the Department observe lectures of faculty and record comments of the faculty on various parameters. However, this year it was done in an online mode wherein the link of the lecture was shared with the concerned. This process enhances the teaching and improves quality and competencies of the teacher. Each teacher's feedback on the course is taken from the learner to maintain the quality of teaching. 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 perusal of the feedback is done by the Principal. Favourable as well as other remarks in the feedback are discussed with the concerned subject teacher by allowing them the opportunity to inspect the forms

In addition, there is 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. Intimation of any adverse findings is made to the Management through the Governing Council.

#### **PERFORMANCE APPRAISAL FOR 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 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 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 teachers & management who assesses the Principal on the same parameters.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1nrPOAIWmxH609jU5RXGRECHo4eRMFgNF/view?usp=sharing">https://drive.google.com/file/d/1nrPOAIWmxH609jU5RXGRECHo4eRMFgNF/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has an Accountant who 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. Management has appointed a Chief Finance Officer (CFO) for all VVM institutions on campus, to oversee the process.

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 internally audit. A Chartered Accountant audits the expenses of the Institution.

The Chartered Accountant inspects the necessary records and settle queries from the Accountant after which he 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 audited statements for the financial year 2020-21 have been duly certified by the Chartered Accountant on 20th October 2021.

The Government Audit takes place periodically wherein a team of Auditors assesses the admissibility of expenses under the different heads and it was conducted last in January 2013. During such an audit, expenses towards salaries and non-salaries and their admissibility are scrutinized.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1mja4MXpdogu_xl8YrqXNAgkeCXn19nrP4/view?usp=sharing">https://drive.google.com/file/d/1mja4MXpdogu_xl8YrqXNAgkeCXn19nrP4/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.30600

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds and resources are required by the Institution to fulfill the aim of having an effective infrastructure. The Management takes effective steps in mobilizing the resources beyond the purview of the grant in aid system of the Government. The Institution aims at strategies for the optimum utilization of the resources and funds received.

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. The grant-in-aid assistance from the government includes salaried and non-salaried grants and grants for related matters like NSS. Additional funding is sanctioned by the Government for development of playground and sports complex, and other requirements.

Provisions are made by the government to provide interest-free loan for maintenance and up-gradation of infrastructural facilities.

Hence these loans have been utilized by the Institution to maintain the classrooms. Various other bodies have in the past contributed, to effectively organize outreach activities. The Institution liaisons with bodies like the 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

Whenever the Institution conducts activities or mega events the Institutions is made available with funds through a letter of appeal which contributes to the effective functioning of the event.

A CSR Committee has been appointed by the Management for effective measures to tap potential resources and generate additional reservoirs of funds, for which it approaches industrial houses with a proper and detailed proposal for funding. Generous contributions have been received by these Institutions.

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 Alumni Association of the Institution has funded a National Webinar on Sports Law organized by the Sports Council and the Alumni Association of the Institution on 26th June 2021.

Maximum efforts have been made by the Institution to avail the funds and utilize the same. The institutional funds earlier mobilized through self financing programmes have been used for purchase of additional computer systems in view of their requirement to cope with additional demand for online teaching due to the COVID-19 Pandemic. Further, funds generated through CSR, viz Syngenta Technology India Pvt. Ltd. have also been used for purchase of additional computer systems in view of additional demand for online teaching. Likewise, institutional funds through the non-salary grants of the Government of Goa have been used for increasing the internet bandwidth for the same reasons.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1jJ12kEmuNmgkgH-GgK1dhsyE1l-zpBas/view?usp=sharing">https://drive.google.com/file/d/1jJ12kEmuNmgkgH-GgK1dhsyE1l-zpBas/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</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

IQAC of the Institution has extensively contributed to the excellence of the various processes and strategies of the Institution. This year being a pandemic year the management of the programmes were being made in an online mode.

Firstly there was the enhanced use of ICT for teaching learning and Administrative management. The IQAC of the Institution has ensured the optimum use of technology in the field of academic as well as administrative activities. The use of ICT in the academic ambit can be observed in the following ways:

The pre counseling of the learners enrolled for the programme was adopted this academic year in an online mode by the Institution; E-content has been created by almost all the faculty members for the purpose of knowledge sharing with their learners. The e-content thus generated comprises of the PowerPoint presentation, subject related videos prepared by the faculty, scanned copies of books etc. are all available on the NAS server of the Institution; E-mails have been generated for conduct of online examinations which have been proctored; Online quiz after completion of a defined unit has also been undertaken by the faculty by creating Google forms; the institution has also ensured that every faculty is given one identified laptop for the purpose of undertaking online classes; the institution has organized various webinars for student, faculty and non-teaching staff.

The use of ICT is also reflected in the administrative management of the Institution. It has been seen in the process of admissions and the payment of fees for the Programme opted by the learner, for this academic year was done in an online mode; the payment of examination fees is also done online with the students having to pay it through EduQfix mode; feedback of the students as also alumni, employer, faculty was done in an online manner; books in the library are bar



coded which makes the issue and return of books speedy and a time saving initiative; notices, achievements, and commemoration of days of significance have been prominently displayed on the digital display boards in the library and outside; increase in the bandwidth to 65MBPS from 10 MBPS has also been a consequence of the IQAC initiative.

In addition, Leave management of all the employees is done through Fedena. Salaries and payments made to the third party is done cashless through NEFT transfers and/or RTGS that is undertaken twice in a week. Internal correspondence is done by creation of Whatsapp groups of the teaching faculty, non teaching faculty and students thereby reducing the load of the office. Most of the files pertaining to tenders, general registers, results, balance sheets, audited accounts, notices, circulars have been digitalized and the scanned copies of the same are stored on the NAS server. The files can be located easily without accessing the hard copies of the same.

Secondly the institution has reached out to the people in need of help in times of COVID-19 pandemic. The NSS volunteers have voluntarily contributed to those in need by making masks and ensuring its proper distribution. They have also contributed in serving them food and other eatables in times of distress.

The Legal aid society of the Institution has reached out to the people by projecting those who were indoors the various problems faced by the people through LEGAL BITES - a three minute video showcased by the students and faculty explain to the public the legal matters that needed urgent attention.

The students have volunteered to create awareness about the various socio-legal aspects through videos which was done by them in times of the pandemic. The Counselor of the institution has tried to reach out to the maximum people and more particularly the student community by various orientation programmes and online quizzes.

File Description	Documents
Paste link for additional information	<a href="https://www.grkarelaw.edu.in/internal-quality-assurance-cell/">https://www.grkarelaw.edu.in/internal-quality-assurance-cell/</a>
Upload any additional information	<a href="#">View File</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

The Institution aims at adopting high levels of teaching learning mechanisms for the learners. The Institution has always exposed the learners to a practical method of learning and has adopted methodologies which are in tune with such a scheme of teaching-learning such as organizing guest lectures, special lectures in a particular course etc.

However, this year on account of COVID-19 Pandemic, the learners could not be physically present in the classrooms and most of the teaching was conducted in an online mode. The IQAC has also taken efforts to ensure that there are improvements undertaken in the teaching-learning process.

The Institution reviews is done through an online feedback mechanisms wherein there were student feedbacks obtained to evaluate teachers on certain parameters such as knowledge of the subject, preparedness for the class, communication skills and availability of teachers outside the teaching hours. The feedback is collected in an online mode at the end of every semester which is then shared by the HoD to the Principal, who discusses the same with the concerned faculty and effective measures for improvement, if any are accordingly devised for future implementation. This enables the faculty to maintain preparedness for the class and also adhere to the teaching plan that is submitted.

The Institution also undertakes feedback of students taking into consideration the various components such as completion of syllabus, preparedness of teacher in class, communication of the teacher with students, internal evaluation etc. Likewise, the exit feedback was also undertaken through the online mode. Questions pertaining to administration, facilities, teaching learning, placements, library infrastructure are posted to the learners. Upon analyses of the feedback, necessary changes, if feasible are undertaken.

On the basis of the teachers feedback the Institution also works on the difficulties faced by the teachers in teaching process. Feedback about the Principal from the teachers on various parameters such as teaching methods, evaluation techniques, course development and research projects and other academic and professional growth of the faculty as also assistance rendered in administrative management.

There is a periodic review which is undertaken by the Head of the Department in order to access the learning outcomes of the students which is thereafter submitted to the Principal for necessary action.

Implementation of the same is made in the following manner wherein every faculty prepares a teaching plan with the course outcomes in mind. The same is submitted in soft form to the HoD who maintains it in the Course file; mode of assessment for the ISA in the aided programme is being allotted on current legal topics, virtual visits to police station and webinars are organized to sensitize learners with the development of the law; mentoring register is maintained by every Mentor who at the end of every year prepares a report which is then handed over to the HoD who maintains the same in a file.

The internal marks are made available to the learners by the faculty and the learners are also given a chance for improvement, open mode of secrecy is maintained wherein the test papers are discussed on the virtual platform in the open classroom. The online attendance is also strictly implemented by the Institution which is then entered into the DHE portal of integrated academic information management system (IAIMS).

Apart from these activities and processes, in the light of the various International MoUs signed with the Institution, it has initiated number of international webinars. The Institution has been a part of the following international webinars such as International Webinar on Restorative Justice in countries and regions of the Portuguese Language, from 26th Oct 2020-5th Nov 2020, presentation by Dr. Saba Da Silva on "Application of the Principles of Restorative Justice in Indian Criminal Law, VIIIth International Congress which was held on Civil Law held on 12th and 13th November 2020, the International Webinar on Constitution and Future of Democracies held on 30th November 2020 in association with University of Coimbra. The International Webinar on social responsibility of Universities in times of Pandemic-necessary measures' that was held on 18th December 2020 in association with University of Fortaleza Brazil. The 7th International Congress of Lusophone Law held from 21-25th June 2020-21, University of Minho, Portugal on digital platform where GRKCL was represented in the Commission of honour.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pg_6DyftDUMsvkswI_w2_pEdUDpK-mHF/view?usp=sharing">https://drive.google.com/file/d/1pg_6DyftDUMsvkswI_w2_pEdUDpK-mHF/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the**

**B. Any 3 of the above**

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 year

To sensitize people towards civic rights and duties through Legal Aid and other awareness programmes/activities is one of the core values of the Institution. 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. These activities were undertaken through the virtual platform for this academic year as it was hit by COVID-19 pandemic. 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 participate in various cultural activities such as decoration through rangoli and other similar roles traditionally undertaken by female students. Gender Champions are nominated and a Nodal Officer (faculty member) is appointed, in addition to a Ladies' Representative.

The Institution strives for providing a safe environment for the

staff and students in the Institution. 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 available in the institutional campus. In the curriculum also women related issues and concerns are taught to the learners as also webinars are conducted for dissemination of information. Courses such as 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 are discussed. 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 component respectively.

The Institution liaisons with NGOs such as BailanchoEkvott, AnyayRahitZindagi (ARZ) and Sanjeevan to conduct/organize activities for promotion of gender sensitization and awareness. Girl students worked as volunteers with Sakhi-One Stop Centre for Women, an MoU partner, however it had to abruptly end in the month of March on account of COVID-19 pandemic. Co-curricular activities like street plays, poster and poetry competitions, debates, elocutions etc are organized on Gender Equity, through a virtual forum. 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. All this is done online.

The Mentor of each class sensitizes mentees about gender equity and takes special care of female students which are in majority. 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	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1DFCyN7Wm3wxIND1qTloXBPMkQUyOokpB/view?usp=sharing">https://drive.google.com/file/d/1DFCyN7Wm3wxIND1qTloXBPMkQUyOokpB/view?usp=sharing</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/13eAfCs4AVNbne9I0PwsTjjANKwQ2i_5K/view?usp=sharing">https://drive.google.com/file/d/13eAfCs4AVNbne9I0PwsTjjANKwQ2i_5K/view?usp=sharing</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

#### **Solid waste management**

The generation of solid waste in the Institution is minimal. Students are required to use separate bins for dry and wet waste. The Institution focuses on the concept of reduce, reuse and recycle. Institution resorts to electronic means of communication which reduce the use of paper. There is strict adherence to the rules regarding minimal usage of plastic.

The NSS unit had done an activity to reduce plastic which is generated after consumption of milk.

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

#### **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. Disposal of sanitary pads in dustbin is strictly prohibited.

#### E-waste management

The Institution has the practice of collection and further depositing such materials related to E-waste.

#### Waste recycling system

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

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

#### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**A. Any 4 or all of the above**

**5.**



**Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of**  
**reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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 200 words).

The institute strives for socio-economic tolerance and harmony by conducting various activities and programs towards creating harmony to cultural, regional, linguistic, communal and socio economic diversities. The Institution imparts legal education and specially caters to rural sectors of the state with its motto of excellence in legal education.

The institution regularly organizes activities for inculcating values of tolerance and harmony towards cultural diversities. The curriculum emphasizes the same principle through various class room lectures cultural, regional, linguistic, communal equality is emphasized.

One such initiative in the direction of imparting tolerance and harmony was provided by the institute by organizing a quiz competition on the life and contribution of S.R. Ranganathan in the field of Liberation and a quiz competition on the topic "National Flag of India".

Similarly, webinars on "Stress during Covid", "Coping with Pandemic times: immunities, social etiquettes and stress". Centre for counseling and wellness management of the institution conducted the above webinars with an objective of providing tolerance and harmony.

NSS Unit of the institution took the initiative of organizing various activities and programs for creating awareness about

harmony, regional and linguistic diversities. Pledge on rashtriya ekta diwas, poster cum slogan competition on "say no to corruption" etc were conducted.

Besides this the Child Rights cell of the college conducted an online workshop on laws relating to women and children.

Another initiative was taken by the constitutional law club by organizing a webinar on "Constitutional Values and Principles"; the participants were enlightened about the various constitutional principles and other important aspects related to constitutional values.

Understanding the dynamics of Teacher-Student Symbiotic Relationship was organized by the centre for counseling and wellness management in association with the professional development and skill augmentation cell.

The institute believes in social and communal integrity. Hence regular visit to orphanages, old ages 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.

The institute celebrates National Festivals, National and International Days with enthusiastic participation of students and staff members. Cultural activities are conducted in such programs wherein students are given a platform towards cultural, regional and communal equality.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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.

The year 2020 being unusual with online mode instructions, all the activities and programmes were conducted online or in the virtual mode. The programmes were organized to educate/create awareness among the new voters. Women's cell, Child Rights Cell and N.S.S unit organizes programmes like screening of documentaries, elocution competition, poster competition, essay writing competition, rallies 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.

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. 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.

All these activities show that the Institution has been 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1XO2nW_Evfjy_nRF9sCejjpL8G5SHnHtr/view?usp=sharing">https://drive.google.com/file/d/1XO2nW_Evfjy_nRF9sCejjpL8G5SHnHtr/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/179LKNyBSfHc_d25fzdTDsvi_A0qEp9h04/view?usp=sharing">https://drive.google.com/file/d/179LKNyBSfHc_d25fzdTDsvi_A0qEp9h04/view?usp=sharing</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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional**      **A. All of the above**

**ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute organises and celebrates functions like:

1. Independence Day is celebrated in the college campus by hoisting the National Flag along with RMS Higher Secondary and Damodar College of Commerce and Economics as students could not be part of the same, E-quiz on National Flag was circulated amongst students.
2. 19th December is celebrated as Goa Liberation Day in the State of Goa. College celebrates this important day hoisting the National Flag.
3. The Republic Day is celebrated in the college by hoisting the flag and faculty of the college gave one performance by singing patriotic song.
4. Librarians' Day was celebrated on 12-08-2020 and even in the year 2021 to commemorate birth anniversary of Padmashri Dr. S. R. Rangnathan, by venerating his photo and his contribution in the field of library was explained by librarian along with which online quiz was circulated with all the faculty members and students of the college.
5. In the year 2020-21 the college celebrated Constitutional Week from 19th January to 25th January by organising street play in different cities of State of Goa where students of the college participated enthusiastically. As the celebration of the constitutional week the students of the college presented awareness talks in different schools, higher secondary school and colleges for creating awareness about the Constitution of

India.

6. World Senior Citizen Day was celebrated on 20th August 2020 by organising poster competition for students which they had to submit in online mode due to Covid 19 situation.
7. World Suicide Prevention Day was celebrated by organising online quiz on 10th September 2020.
8. Rashtriya Ekta Divas was celebrated on 31st October 2020 by administering the pledge to the students in online mode and also to the staff which was done in physical mode.
9. World Kindness Day was celebrated on 13th November 2020 by conducting an activity to the faculty and non-teaching staff of the college 'Guess the Baby'.
10. Law Day was celebrated on 26th November 2020 by taking oath and online quiz was circulated amongst people.
11. World Aids Day was commemorated by having online quiz which was circulated on 1st December 2020
12. National Pollution Control Day was celebrated on 2nd December 2020 by organising GRK talk on Hazards on environmental pollution
13. On 24th January 2021 college celebrated National Girl Child Day by organising
14. World Cancer Day was celebrated on 4th February 2021 by circulating online quiz to spread an awareness.
15. International Women's Day was celebrated on 8th March 2021 by having a talk on balance in family life and work life at the same time online quiz was circulated.
16. World Sleep Day was also commemorated on 19 March 2021 by having a talk on importance of sleep by in-house counselor.
17. On 5th June 2021, college took an initiative to commemorate World Environment Day in which students were encouraged to plant trees and seeds in an around their surrounding and take a picture or a video and were motivated to share the same on social media thus spreading an awareness.
18. International Day of Yoga was celebrated on 21st June 2021 in which staff had yoga session and NSS volunteers were encouraged to take pictures while performing yoga and share which was further uploaded on website.
19. Kargil Vijay Diwas was celebrated on 29 July 2021, by organising a programme for staff where they delivered speech, slogan and recited poems also sang patriotic song.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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.

(1) **Title: SOCIAL OUTREACH THROUGH LEGAL AID AND NSS ACTIVITES**

### Objectives:

- To address to the difficulties of the general public/society
- To encourage interaction by NSS Volunteers among others
- 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.
- To help and assist the general public at certain times of difficulties

### The Context:

The institution makes continuous active efforts through various Committees like Legal Aid, NSS Unit and Centre for Counseling and wellness management for students, teaching and non teaching staff and the general public.

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, street plays, 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:

During the past pandemic year there was active role played by the NSS Unit towards the general public. Through various outreach activities conducted by the NSS Unit, Legal Aid Cell and the Centre for Counseling there were efforts made for the public.

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.

Awareness videos on various significant topics like Covid-19 awareness were made and circulated among students, staff and public. An audio visual or PPT 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:

During difficult times of Covid-19 there was great help provided by active role played by the institution through various outreach activities. A special "Covid-19 Students Grievance Redressal Cell" was established by the NSS Unit to provide help and assistance to the students, staff and general public. Myths associated with covid-19 were cleared by organizing online webinars, video circulation and through other social media platforms.

The students have developed their skills and confidence which has helped them to participate in curricular, co-curricular activities like moot courts, students' seminars, and literary activities within

and outside the college and display their creative ability and talent and this has helped develop qualities required for legal profession.

#### Problems Encountered & Resources Required:

In the initial stages of preparation; some students are reluctant to participate as there is 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.

Another issue faced in year 2020 was the inability to meet in physical mode for conduct of any activity. The whole focus was only possible in online mode and by strict adherence to various social distancing norms.

#### Notes:

Outreach activities through various platforms like Legal Aid and Centre for Counseling and wellness management is a great initiative which can benefit many. The practice requires overall participation of teachers for helping the students from rural areas gain command over fluency of the language.

(2)Title: GENDER SENSITIZATION IN ASSOCIATION WITH MoU PARTNERS

#### Objectives:

- To sensitize the students regarding various gender related issues and concerns
- To encourage interaction among general public
- 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 programs and encourage them to voice their concerns on various issues concerning gender equity.



- To present an opportunity to students to put their academic knowledge and newly acquired skills into practice before they graduate.
- To strengthen community solidarity.
- To inculcate equality among students irrespective of gender

#### The Context:

The institution makes conscious efforts in various ways towards concerns pertaining to gender issues. Institution has been actively taking giant steps towards gender sensitization. In this connection gender champions have been identified by the institution consisting of both for boys and girls. They are trained by faculty in-charge and are sent for various online training organized by various associations. Upon being trained they share their experiences with the other students and accordingly sensitize them towards this end. Any issue pertaining to any girl or boy student is given importance and is promptly attended to by the institution.

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.

One to one counseling facilities are made available for all genders. Institution has in place some important committees like the Internal Complaints Committee, Anti ragging committee besides the regular mentoring available in the institution.

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

#### The Practice:

Institution has entered into some important Memorandum of Understandings (MoUs) specifically pertaining girl students. One such MoU is the "Sakhi, one stop centre for women in distress" wherein girl students visit the One Stop Centre (OSC) to help women in distress.

The centre from Counseling and Wellness management has also played a

proactive role towards gender sensitization. During this year since offline activities had taken a backseat, an active role was played by Centre for Counseling and Wellness Management by engaging them in various online sessions apart from their regular academic curriculum.

Numerous online activities were conducted by the centre for gender sensitization like quizzes, reel making, e poster making, online talks, webinars etc.

#### Evidence of Success:

The main objective of "Sakhi one stop centre" is to provide emergency and non-emergency access to a range of services to women in distress including legal and psychological counseling, promoting internships for law students as also advancing and enabling their curricular requirements of providing free legal aid and undertaking efforts for protection and sensitization of rights of women in distress.

By the above mentioned practice of associating with "Sakhi one stop centre" was that the students of the institution develop confidence in handling cases independently where they would visit regularly the police station for the purpose of filling FIRs etc and thus were exposed to practical reality apart from their academic curriculum.

They were also applauded by the centre for having done humane service towards the society.

Centre for Counseling and Wellness Management also has played a vital role towards sensitization of gender related issues and concerns. Directly and indirectly the centre has been involved towards the same cause.

#### Problems Encountered & Resources Required:

As regards the "Sakhi- One Stop Centre" Students were initially reluctant to volunteer for the same. The faculty had to convince about its objectives and approaches. Another issue that they faced was the mode of commutation became a hurdle for them.

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.

In year 2020 the biggest problem faced was due to the pandemic there was no physical activity that could be carried out by Sakhi, one stop centre. To get to the new normal of the online mode took some adjustment time.

**Notes:**

This unique model of the Institution having a memorandum of understanding (MoU) for assisting women in distress is a remarkable initiative. Sakhi-one stop centre has been operative in making active efforts towards this assistance and such a model can be replicated by other institution of legal education since it integrates theory to practice while being of immense contribution to such a vulnerable category.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/BEST-PRACTICES-IN-INSTITUTE.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/BEST-PRACTICES-IN-INSTITUTE.pdf</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1t9i7K87oKgbMIHRK2cJs7xC1GVZHOrdR/view?usp=sharing">https://drive.google.com/file/d/1t9i7K87oKgbMIHRK2cJs7xC1GVZHOrdR/view?usp=sharing</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**INSTITUTIONAL DISTINCTIVENESS: LEGAL COUNSELING AND FACILITATION CENTRE FOR SENIOR CITIZENS**

The Institutional always strives for excellence in legal education and to develop legal professionals with commitment towards the society. In this regards the institution has signed a Memorandum of Understanding with Sanjeevan, "Society for Youth Development" and another

Memorandum of Understanding is with "All Goa Senior Citizen

Federation”.

The institution has established a distinct Center for issues and concerns pertaining to Senior Citizen called LEGAL COUNSELING AND FACILITATION CENTRE FOR SENIOR CITIZENS.

The main objective of LEGAL COUNSELING AND FACILITATION CENTRE FOR SENIOR CITIZENS are:

1. To provide legal advice to the senior citizens in distress and assist them in approaching the appropriate legal forum to seek justice.
2. To sensitize senior citizens about their rights.
3. To make senior citizens aware about various Governmental schemes and help them in availing those schemes.
4. To create awareness about rights of senior citizens among general public through rallies, street plays, seminars etc.
5. To conduct surveys on various aspects relating to senior citizens such as health, safety etc. and make necessary representations to the Government.
6. To assist NGOs and voluntary organisations like Sanjeevan society for Youth Development and All Goa Senior Citizens' Federation in achieving their objectives of promoting welfare of the senior citizens.

Various activities and programs have been successfully conducted by the Center for welfare of the Senior citizen. It is a distinct activity carried out by the institute which will be followed up by the institution for next five years.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The structure of the curriculum is prescribed to the Institution by the Goa University since it is affiliated to it. The Institution categorically emphasizes on planning and delivery of curriculum. The senior faculty members of Institution as members of the BoS play a pivotal role in planning and revision of curriculum.

The curriculum is accessible to the learner through various platforms such as the library, prospectus and College website. For more effective implementation of the curriculum, at the beginning of each academic year, sessions/meetings of faculty members are conducted to devise the academic action plan, to conduct curricular, co-curricular and extra-curricular activities through Academic Committees. After much consideration and ensuring a balance between the theory and practical papers, distribution of workload is effected well in advance.

Teachers submit teaching plans in accordance with the academic terms. The teaching plans are perused by the HoD and periodically checked for compliance. The HoD communicates the timetable in advance to plan the teaching schedule. The structured student feedback helps to keep a tab on the pace and quantum of syllabus completion. Remedial measures are adopted as an aid to assist students weak in communication and grasping ability.

The faculty of the Institution takes a proactive role by supplementing teaching efforts with seminars/conferences, application-based lectures, video tutorials, discussion on current affairs, case-study method, collaborative teaching etc. The curriculum also encompasses practical aspects through role plays, mock trials, simulation activities and moot courts. Through legal aid activities of the 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 and applicable provisions of law. The Mentors of each class guide the students in their academic pursuit and encourage them to enroll themselves as members of the various clubs/cells of the Institution. The curriculum is supplemented through sessions

titled 'GRK Master Class' and 'GRK Talks', which are undertaken by resource persons of national and international repute, including the Alumni of the Institution.

The feedback on curriculum enables the IQAC to take effective decisions concerning designing, development, delivery and implementation of the curriculum. The Action Taken Reports are accordingly drawn and necessary revisions are made in the curriculum, academic planners and teaching plans after due deliberation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1rVh5mVu08Yw7PFdMN7KyxOcio5XFPziU/view?usp=sharing">https://drive.google.com/file/d/1rVh5mVu08Yw7PFdMN7KyxOcio5XFPziU/view?usp=sharing</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Goa University designs and develops the structure of the curriculum for the diverse programmes offered by the institution. The academic term/year commences as notified by Goa University and is incorporated in the academic calendar of the Institution. 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. Periodic meetings, chaired by the HoD are conducted to adhere to the academic calendar.

The students are the focal point of the teaching-learning and evaluation process. At the commencement of the academic year, all newcomers are oriented by the Principal through a dedicated session. 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. ISA marks are scrutinized by a Committee of Senior Faculty headed by the Principal.

There is a facility for reevaluation of answer scripts of SEE as also personal verification of answer scripts. However during this academic year, all assessments were conducted by the college since special ordinance, OS-1 is in force in view of the ongoing Covid-19 pandemic. The student earns Entitlement marks for activities like NSS/Sports, in addition to grace marks.

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. 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 makes sure that the academic calendar is fully complied with respect to the time table, syllabus, teaching plans, assignments, test question papers.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1ro3yjJA7GpnLS14P4I25sjJyh7BnK_cF/view?usp=sharing">https://drive.google.com/file/d/1ro3yjJA7GpnLS14P4I25sjJyh7BnK_cF/view?usp=sharing</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 year.**

A. All of the above

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

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

## **1.2 - Academic Flexibility**

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

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

**1**

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

### **1.2.2 - Number of Add on /Certificate programs offered during the year**

#### **1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**13**

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



### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

307

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

These issues are implemented into the curriculum through theory and practical components. Through innovative teaching and learning experiences the above issues are inculcated in the students to mould them into future legal professionals with values of professionalism and commitment. They are also sensitized with qualities of commitment towards society, social justice and ethical values.

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

LL.B. Degree

I & II

Family Law I & II, Law of Crimes, Constitutional Law I & II,  
Women & Law

III

Human Rights/Children & Law

IV

Environmental Law

V

Professional Ethics

VI

CrPC

LL.M.

I,II, III, & IV

Law, Society & Legal Thought, Research Methodology, Legal  
education & Pedagogy, Human Rights, CSR, Juvenile Offenders & Law

## Institutional Initiatives:

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

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

Environmental Law and Biodiversity Cell sensitizes on environmental protection and sustainability through talks, seminars, workshops and by conducting competitions such as poster making, quiz, essay writing etc.

Internal Complaints Committee is proactive in sensitizing faculty and students on matters related to sexual harassment and works as a grievance redressal forum and Women's Cell tackles gender issues. A dress code is prescribed for the students and the same is adhered to which instills a sense of professionalism amongst the students.

The institution commemorates designated International Days such as Human Rights Day, International Women's Day, World AIDS Day, World Environment Day etc. to inculcate moral and ethical values amongst the students. It conducts various legal aid and ADR programmes, mootcourts, visit to NGOs, Centres' for destitute and orphans and street plays, environmental study trips to enable students to understand and witness these issues. The College recognizing its duty towards the environmental conservation and sustainable development through drives such as tree plantation and cleanliness, competitions such as poster, video and slogan making, health awareness and Vanmahotsava celebrations through its NSS Unit.

PROFESSIONAL ETHICS, GENDER, CONSTITUTION AND HUMAN VALUES,  
ENVIRONMENT AND SUSTAINABILITY

SR.NO

DATE

INITIATIVE

TOPIC

PROFESSIONAL ETHICS

20th August 2020

Webinar & Panel Discussion (Online)

Judgement of the Hon'ble Supreme Court in contempt case of Sr. Adv. Prashant Bhushan

15th October 2020

Training (Webinar)

Training in Moot Court refining skills in oral presentations and memorial writing

27th October 2020

Poster cum slogan Competition (Online)

Say no to corruption

31st October 2020

Jingles Competition

Say no to corruption

10th November 2020

Online training

Training in Negotiation as a means of ADR

11th November 2020

Online training

Training in Mediation as a means of ADR

29th November 2020

Online Training

Training in negotiation

5th December 2020

Webinar

Nuances of drafting of pleadings & conveyances

23rd December 2020

Online training

Mediation as a means of ADR

2nd July 2021

Webinar

"Outline of Arbitration Law in India"

GENDER

7th August 2020

Poster Competition (During the Breastfeeding Week) (Online)

Benefits of breastfeeding

23rd September 2020

Webinar (Organised by Women's Cell & NSS)

"Sexual Harassment of Women at Workplace"- Law & Practice

31st October 2020

Bookmark Competition

"Breast Cancer"

4th November 2020

Online Training

Breast cancer examination and saving lives

12th November 2020

Workshop (Online)

Laws relating to women & children

25th November 2020

Webinar

Domestic violence against women

23rd January 2021

Webinar

Sex trafficking of girls in Goa: issues & concerns

8th March 2021

E-Quiz

International Women's Day

CONSTITUTIONAL AND HUMAN VALUES

21st August 2020

Poster making competition to commemorate the World Senior Citizens Day, 2020 (Online)

Rights of Senior Citizens

1st September 2020

Webinar (Online)

Love and Relationships

10th September 2020

E-Quiz (Suicide Prevention Day)

Suicide Prevention Awareness

18th September 2020

Webinar

Striking a balance between virtual and real life: A psychological & legal aspect

22nd September 2020

Webinar

Coping with pandemic times - Immunity, Social etiquettes & Stress

8th October 2020

Online Covid Pledge

Online Covid Pledge

10th October 2020

Talk

Lets talk on Mental Health

26th Oct 2020

International Webinar

"Application of the

Principles of Restorative Justice in Indian Criminal Law"

27th October 2020

Pledge Taking (Online)

Integrity

31st October 2020

Pledge Taking (Online)

Rashtriya Ekta Divas

12th November 2020

Activity to commemorate the "World Kindness Day"

Guess the baby & word of Kindness

18th November 2020

National Webinar

Emerging challenges to the rights of the children in times of a pandemic

27th November 2020

Webinar

Supporting persons with disabilities in times of crisis

30th November 2020

`International Webinar

`International Webinar on Constitution and Future of Democracies in association with University of Coimbra.

1st December 2020

E-Quiz

AIDS Awareness

14th December 2020

Webinar

Relaxation techniques for stress management

18th December 2020

International Webinar

`International Webinar on social responsibility of Universities in times of Pandemic-

necessary measures'



ENVIRONMENT AND SUSTAINABILITY

5th November 2020

Webinar

"Protection of Mangroves"

2nd December 2020

Webinar

"Hazards of Environmental Pollution"

2nd July 2021

Activity

Van Mahotsav Week

MOUs entered into by the Institution related to the cross-cutting issues

Sr.No

MOU Partner

Devi Sharvani Education Society's V.M.Salgaocar College of Law,  
Miramar - Goa

2.

Sanjeevan Society for Youth Development, Bandora- Ponda

3.

P.E.S.'s Modern Law College, Pune - Maharashtra

4.

Carmel College of Arts, Science and Commerce (Undergraduate &  
Post Graduate department of Psychology), Nuvem-Goa

5.

The All Goa Senior Citizens Federation, Margao-Goa

6.

Goa State Biodiversity Board, Saligao-Goa

7.

Sakhi One Stop Centre, South Goa

8.

Sangath, Goa

9.

M/s Lions Club of Margao Central, Margao-Goa

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

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

29

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

459

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

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/file/d/1HC9sCmFaPRsIey4bNhqtNN_C8h5FdEh5/view?usp=sharing">https://drive.google.com/file/d/1HC9sCmFaPRsIey4bNhqtNN_C8h5FdEh5/view?usp=sharing</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/file/d/19IrD3lsbhtZo3tltkM8sq9NVgIl0kS8z/view?usp=sharing">https://drive.google.com/file/d/19IrD3lsbhtZo3tltkM8sq9NVgIl0kS8z/view?usp=sharing</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

130

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

26

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

In order to assess the learning level of students, the Institution conducted an online 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 counseling, which was done in online mode.

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. Measures like remedial classes, synopsis topics of each subject, online training in skill development, in-house online activities helped the slow learners to enhance their learning capabilities. The Centre for Counseling and Wellness management of the institution conducted special online lectures and counseling sessions for the benefit of the students' community.

The slow learners were encouraged to participate in curricular, co-curricular and extra-curricular activities along with advanced learners. Advanced learners were encouraged to participate in Inter-collegiate, state, national and international level moot court, ADR and allied activities.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1gj_jVPFCFWgfb8fL2EqLzb-WcFmUPBepZ?usp=sharing">https://drive.google.com/drive/folders/1gj_jVPFCFWgfb8fL2EqLzb-WcFmUPBepZ?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
459	18

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

The Institution aims at providing quality Legal Education to students using its well-qualified faculty and student-centric approach in the teaching-learning process and adapted to the online mode due to COVID-19 pandemic.

**Experiential learning:** The Institution believes in learning through experiences. To achieve this, students are given opportunities to have virtual (online) visit to police stations to gain first-hand information and knowledge about functioning of various components of criminal justice system.

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. The institution uploaded videos created by the students on legal awareness on social networking sites in order to create awareness among the public. Student volunteers assisted the Saki, One Stop Centre to give legal assistance to the victims of crimes affecting women like domestic violence and sexual harassment.

**Participative learning:**

The students have participated in online training programmes on mediation, moot court and allied activities. They have undertaken projects and carry out surveys on various socio-legal issues online mode, which enable them to understand the depth of the problem and provide appropriate remedial measures.

**Problem solving methodologies:**

The online mode of teaching learning did not prevent the teachers to undertake solving of problems in subjects. Teachers used online platforms for this purpose. This enabled the learners to enhance the learning levels and actively participate in learning exercises.

**Practical learning:**

The students are professionally trained in Legal Drafting as also Moot Court and allied activities to develop advocacy skills on online mode. The students are also trained to acquire knowledge in various para-legal activities and serve as Para-legal volunteers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1PrwU_MRsf5uvGISBGaqxb9IcaZTGJkCo?usp=sharing">https://drive.google.com/drive/folders/1PrwU_MRsf5uvGISBGaqxb9IcaZTGJkCo?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The sudden onset of the pandemic has enabled ICT to gain relevance to a far greater degree than previously possible. The college has a robust broadband internet connection which allowed the teachers to take up online classes and webinars and workshops for students all year round.

This helped 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 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 are also connected with the students through various online student groups in order to resolve their academic difficulties.

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 examination related materials on a single platform.

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

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

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

#### **2.3.3.1 - Number of mentors**

17

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

### **2.4 - Teacher Profile and Quality**

#### **2.4.1 - Number of full time teachers against sanctioned posts during the year**

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**



3

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

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

119

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institution undertakes an assessment which is continuous and comprehensive in nature. The same is done in order to evaluate the learning performance of the students. The said mechanism is transparent, robust and effective. There are three components which characterize the assessment pattern that is followed in B.A.LL.B and LL.M( CBCS) programme; namely - written tests, assignments and seminar presentations along with article review, case analysis, projects on specific topics. In B.A.LL.B and LL.M.(CBCS) programmes, the Internal assessment is of 25 and 30 marks respectively; the only exception being the subject of Legal Education and Pedagogy, which is of 50 marks. However, in the LL.B (degree) programme, there is no system of internal assessment that is adopted.

The Institution has conducted Semester End Examinations(SEE) on behalf of the Goa University. This academic year did not deter

the Institution from any form of assessment even though it was a pandemic year. The Institution adopted innovative measures to assess online for which it prepared guidelines for its smooth conduct and successfully executed the same for conducting of such assessment. Dedicated e-mail IDs were created subject-wise for conducting of proctored examination on Google platform, except for assessment of practical papers which was possible to be carried out in physical mode following Government SOPs.

The practical component in LLM(CBCS) programme, is evaluated by external examiners who examined the students on an online platform. The meeting of Faculty Research Committee, scrutinization of the topics, submission of the dissertation, consultations and deliberations on the part of the students and necessary guidance were also undertaken in the online mode.

The marks of internal assessment were also communicated to the students and opportunity was given to the students to go through their papers and discuss any flaws in the assessment to the course/subject teacher. Even the oral seminar presentations were conducted on Google platform in the virtual presence of all the students in an online mode and teachers assessed their performance accordingly.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/17io_WNjUs_H0Cv2LmYkju_jHZd5DP8fyW/view?usp=sharing">https://drive.google.com/file/d/17io_WNjUs_H0Cv2LmYkju_jHZd5DP8fyW/view?usp=sharing</a>

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

The institution has well organized and structured mechanism for redressal of examination related grievances. Students' grievances are referred to Examination Grievance Committee duly constituted and headed by senior faculty members. In such case, the committee submits its report to the Head of the Institution.

#### Internal Examination Grievances

The Institution adopts non-secrecy mode of evaluation and the mechanism that is adopted and followed is done 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, shortfall of content in answers and verification of total marks scored. This mechanism was followed even in online examinations.

Online presentations of the assignments of students were carried out through Google platform wherein all the students of that particular class were virtually present to witness the same. Students who performed below average were given ample scope for improvement of their performance by conducting the re-tests, a process that was followed in an online mode this academic year.

A complaint/grievance by a student dissatisfied with assessment could, within 15 days from date of declaration of results, approached the Principal in writing, who referred the same to the College Grievances Committee. After giving a reasonable opportunity to present the case, recommendations are made to the Principal and accordingly an action is initiated. The findings of the Committee are then communicated to the student and action in the form of reassessment of the said answer book may also 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 totalling errors, if any. In view of Special Ordinance OS-1 of the Goa University introduced due to COVID-19 Pandemic, double evaluation of answer scripts, for external assessment could not be enforced thereby 'challenge evaluation' was not considered in this academic year.

Likewise, to address the possibility of irregularities at online examination, a committee was duly constituted consisting of senior faculty members and terms of reference were specified.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1SMoPqgpGm8Fqv3_3z3AsygKG7BwB4Z8D/view?usp=sharing">https://drive.google.com/file/d/1SMoPqgpGm8Fqv3_3z3AsygKG7BwB4Z8D/view?usp=sharing</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.

The Institution offers B.A.LL.B, LL.B (Degree) and LL.M (CBCS) programmes and the outcomes of the course as also the programmes provide a sound academic underpinning to the learners. The institution makes it mandatory for teachers and students to accustom to programme and course outcomes. In fact, the lesson plans also has reference to the course outcomes offered to the learners. The academic year begins with a staff meeting, followed by a precise programme for the beginners conducted by the institution wherein the Principal, head of the department along with senior faculty members orient the students on programme and course outcomes. This year the same was conducted in an online mode on account of the COVID 19 Pandemic.

The concerned subject teacher orients the students on course outcomes with an objective to provide an insight on the particular course. This helps in facilitating the teaching - learning process whereby the teacher adopts different mechanisms to furnish the desired knowledge to students. The programme and course outcomes help students to develop their potentialities on academic and personal front. Sufficient care is taken to timely evaluate the performance of the students.

The Programme and Course outcomes are prominently displayed on the institutional website and are revisited as and when required.

Since the Institution offers professional law programmes, there is no formal method of evaluating its success; however, the attainment of the same is done by most of the alumni getting

highly placed in the government departments and judicial services.

The five year 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1VM4jtTScvXNhk98wWZSeBSjfrMkvIm6q/view?usp=sharing">https://drive.google.com/file/d/1VM4jtTScvXNhk98wWZSeBSjfrMkvIm6q/view?usp=sharing</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The programme outcome of the Institution is reflected in its vision and mission statement which aims to further Legal Education through Innovative Teaching and Learning and to create legal professionals with ethical values. The institution has produced qualified and high placed alumni. Students have passed the LL.B examination with flying colours as can be seen from the pass percentage achieved by the Institution. The progression of the students can also be seen in the wide range of professions that they are employed in.

Students upon completion of the programme have an in depth knowledge and understanding of the Indian Legal system and administration of Justice in India, the application of law to factual situation, learning of skills of advocacy to deal with moral and ethical issues in the legal profession, rendering legal advice in a professional manner to the clients, skills involved in drafting of documents, development of leadership skills to help bridge the gap between law and society and make it socially relevant.

#### Five year Integrated Double Degree B.A. LL.B Programme Specific Outcomes

Being an integrated Programme with combination of law subjects along with social science subjects such as History, Economics and Political Science, students adopts an interdisciplinary approach towards the study which makes it comprehensive. This course is designed to give students an exposure to the theoretical and practical aspects of the profession

#### Three year LL.B Degree Programme Specific Outcomes

This programme enables the students to recognize law as a dynamic discipline which requires constant learning and skills and to understand the co-relation between law and the society.

#### LL.M (CBCS) Programme Specific Outcomes

The students acquire knowledge in the specific field of law chosen for specialization wherein students gets equipped with the knowledge of teaching methods through the subject of teaching Legal Education and Pedagogy thereby enabling them to enter the teaching profession. Students get acquainted with research methods through Research Methodology course and compulsory empirical research component in the form of dissertation, the

students learn to conduct the field study.

The achievement of the outcomes is informally measured by the Institution in the following ways:

#### Legal Practice

Since legal Practice has been given a preference by this Institution, many of the students have taken up practice and are well equipped in the practice of law. They are also been successfully placed under senior lawyers in the state.

#### Wide Opportunity for Employability

Employment in Judicial services, Legal Process Outsourcing (LPO), Legal Advisor in Law Firms and to the Governments, Non-governmental organizations, Public Prosecutors, Law Clerks, Mamlatdars, Block Development Officers, Legal Officers.

#### To Pursue Higher Education

Students are also pursuing higher education in the form of Masters Degree in Law from the state and outside and some of them have used this degree to enter teaching profession and pursue Doctorate in Philosophy in Law.

#### Placement of alumni

The alumni have been successfully placed by various organizations outside the state such as Mindcrest contributing immensely towards the organization. Almost all have successfully cleared the examination conducted by the Bar Council of India for legal practice.

Broad outcomes that is expected from a student from the law Programme.

PO 1: Application of Legal Knowledge- A student is in a better position to apply the knowledge of law and give solutions to legal problems.

PO 2: Grooming etiquettes of legal profession- through practical component like professional ethics students are encouraged to follow certain values of the profession like the Advocates Act,

1961.

PO 3: Strengthening Research- ability to undertake minor/major research components and help the students to pursue higher studies like Masters Degree and Ph.D

PO 4: Internships under a lawyer's chamber, private law firms and LPOs- wherein students have to undergo internship in order to gain legal knowledge and further the application of this knowledge in the real life situation in the form of civil, criminal and other cases through such practice.

PO 5: Problem solving ability & critical analysis of case laws- the gaining of legal knowledge enables the learner to solve the problems more effectively by application of the knowledge so acquired and helps them to critically analyse the case laws.

PO 6: Judicial service or Judiciary- the program helps the learner to get trained to serve the third wing of the government which is the judiciary.

PO 7: Building rapport and establishing oneself - enables the learner to work in sync with the other legal practitioners and in turn helps in building rapport with the senior lawyers and other legal practitioners in the field and establishing a strong hold in the profession.

PO 8: Greater responsibility towards the society- the learners of the programs offered by the institution also contribute towards the social cause as the knowledge of the legal process helps them build a society with greater civic sense and responsibility.

PO 9: Continuity in the learning process- the learners can also engage in the field of research and can further add to the process of learning

PO 10: inculcating sense of professionalism- through the study of law, the learners develop professionalism and it helps them to apply the legal knowledge to better use.

PO 11: Wide choice of careers - one of the greatest benefits available by studying this program is it offers a wide range of career options to the young professionals such as BDO, Mamlatdars, Deputy Collector, teaching, besides legal practice.

PO 12: Opportunity to answer competitive examinations- This



program also enables them to appear for competitive exams for future prospects and prepares them accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/drive/folders/1SgknXt2qGBOEpafC7Ev6uuH3ul_gtoar?usp=sharing">https://drive.google.com/drive/folders/1SgknXt2qGBOEpafC7Ev6uuH3ul_gtoar?usp=sharing</a>

## 2.6.3 - Pass percentage of Students during the year

### 2.6.3.1 - Total number of final year students who passed the university examination during the year

93

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf</a>

## 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://drive.google.com/file/d/1xVUNiCltb7PWp1WVOKVfMJwOY7SSwNWz/view?usp=sharing>

## 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 in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution encourages innovation and creates a conducive

environment for knowledge enhancement.

Legal awareness through digital mode:

Through its Legal Aid Society, the institution conceptualized and started a unique initiative called 'Legal Bites'. As a part of this, the students and the faculty created short awareness videos on landmark judgments of the Supreme Court of India and High Courts and recent amendments to various legislations. These videos were then disseminated to the public through online platforms of News Channel Goa News Hub.

The Students were also encouraged to create awareness on socio-legal topics by creating explanatory videos. These were circulated to the public through social media platforms of the college.

Social service activities through N.S.S. Unit

The students are encouraged to conduct various social service activities such as cleanliness drives, mask making, awareness on importance of vaccination, paper bag making and distribution etc. through N.S.S. unit of the college. N.S.S. Unit also organizes competitions and quizzes for the students in order to inculcate competitive spirit among the students.

Webinars and Workshops:

The institution organizes and conducts webinars, 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 webinars/seminars, workshops at State, National and International Levels inviting delegates from within and outside the state and country. The institution has taken an initiative of sharing knowledge on Intellectual Property Rights and various socio-legal topics such as rights of vulnerable sections of the society, protection of environment etc. by conducting webinars and workshops for the students and members of public.

Research, Consultancy and Extension Services Cell

The Institution encourages innovation through research. To foster research among faculty and students the institution constituted Research, Consultancy and Extension Services Cell. The Cell aims at promoting research and encourages faculty and students to

publish research papers and articles in recognized Journals. With these objectives the Cell conducts webinars on different aspects of research.

#### Projects on Socio-legal issues:

It is also mandatory for the students to conduct empirical studies on their topics of projects in undergraduate programmes and dissertation in the Post-graduate programme, in addition to this the research centre doctoral research. Teachers encourage research based study on various socio - legal issues and guide students at different levels to inculcate research culture.

#### e- learning and digital resources:

The institution has well equipped library with e-learning resources which help students in their online studies during the ongoing COVID 19.

#### Encouragement to conduct research:

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.

#### Encouragement to present research papers at webinars/workshops:

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 webinars/workshops. Required guidance is given by the faculty members at different levels in this regard.

#### Memorandum of Understanding:

The Institution has entered into a Memorandum of Understanding (MoU) with various NGOS and National and International Institutions for the purpose of knowledge sharing. The institution offers Certificate programmes in association with MOU partners such as the Portuguese Language with Legal Inputs in association with Centre for Lusophone Culture and Legal Studies and Advanced Certificate course in Medical Jurisprudence and Forensic Science in association with PES's Modern Law College, Pune. The institution also organizes webinars/ seminars and competitions with the assistance of the MoU partners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/17E-XYUBx5Leg8L_yLjqPd08Fd683Yk-N/view?usp=sharing">https://drive.google.com/file/d/17E-XYUBx5Leg8L_yLjqPd08Fd683Yk-N/view?usp=sharing</a>

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

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

5

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

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	<a href="http://www.grkarelawlibrary.yolasite.com/digital-repository.php">http://www.grkarelawlibrary.yolasite.com/digital-repository.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the

year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</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 the year

#### 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 year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</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 year

The Institution conducts extension activities in order to enable the students to get a holistic understanding of the curriculum. This also inculcates professionalism among the students and make them responsible students of the society by sensitizing them with socio-legal issues.

Legal Awareness programmes:

The Legal Aid society of the institution conducts legal awareness campaigns throughout the State, especially in rural areas to make public aware about various socio-legal issues. In order to continue with the awareness campaign even during the COVID-19 pandemic, the students created explanatory videos on various topics such as child abuse, POCSO Act, Environment protection, RTI Act, Motor Vehicles Act, Fundamental Rights and duties, offences against women, Consumer protection, cyber laws, child

rights , women rights etc. These videos were disseminated to people through social media platforms of the Institution.

#### Legal Bites:

To strengthen the awareness drive further, the Institution started a unique initiative called 'Legal Bites', a series of short awareness videos on landmark judgments of supreme Court and High Court. These videos created in association with News Channel Goa News Hub and were posted on their facebook page.

#### N.S.S. activities

The Institution also has a NSS unit which encourages the volunteers to create awareness in the community on topics like protection against vector borne diseases.

The students were also encouraged to help community making face masks and distributing them to the neighbouring needy people. The NSS volunteers also created awareness through poster which were placed at prominent places for general public to see on 'Tikakaran' a vaccination related programme in respect of COVID-19.

The NSS volunteers made public aware about the disadvantages of using plastic and ill effects of plastic pollution. For this purpose they made paper bags out of waste paper and distributed them to local shop keepers. The volunteers also collected 100 empty milk packets of Goa Dairy and handed over to retail outlet for an exchange of one milk packet. The objective of this activity was to reduce plastic generated after consumption of milk.

In order to inculcate sense of responsibility among the students, they were encouraged to make people aware about the subjects essential for their wholesome living. As a part of this, the students created awareness about hygiene and nourishment among tribal community of Vanarmare village. They educated the villagers on hygiene, healthy food habits and basic cleanliness. Students also distributed face masks and explained importance of its usage along with awareness on COVID 19 SOPs.

#### Sakhi One Stop Centre(SOSC):

The institution has signed a MoU with Sakhi One Stop Centre, South Goa. SOSC is set up under Ministry of women and Child

Development to support women in distress. As a part of this MoU, the student of the Institution visited the Centre in batches and assisted with the procedural requirements like recording of evidence and related legal matters and assisted victimized women in their fight to justice.. They also sensitized the public about rights of women and children

**Webinar/ seminars and Competitions:**

The institution also conducted webinars , workshops, competitions on rights of senior citizens, women’s rights, child rights, human rights, cyber laws, conservation of biodiversity, etc in association with NGOs, and organizations like Goa State Biodiversity Board, Sanjeevan, Sangath, ARZ, SCAN Goa, One Stop Centre etc. for the benefit of the student community and public at large.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1r00Eyaf3Ty5uFm_olSsp03l56RkudMaD/view?usp=sharing">https://drive.google.com/file/d/1r00Eyaf3Ty5uFm_olSsp03l56RkudMaD/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

2

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

**3.4.3 - Number of extension and outreach programs 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 organized in collaboration with industry,**



community and NGOs ) during the year

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

27

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**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 year**

1864

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

NIL

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

20

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

## 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.

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:**A state-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.

**Counselling 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1fJwZpONzhWFRvMMfJHcpmn5XUjY8kgRs/view?usp=sharing">https://drive.google.com/file/d/1fJwZpONzhWFRvMMfJHcpmn5XUjY8kgRs/view?usp=sharing</a>

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

Sufficient facilities are provided by the Institution to the learners for various purposes in order to assist them in organizing various cultural and other related activities. However, the optimum utilization of these facilities could not be done as the Institution was reeling under the COVID-19 pandemic. However, during these times the auditorium was put to the best possible use in order to conduct activities such as yoga to commemorate the International Yoga Day, and other activities organized by the Department of Counseling and Wellness Management. In the absence of the student community, it was utilized by the faculty for such purposes.

The Activity hall, situated on the fourth floor of the Institution was also utilized in the best manner possible as it continues to provide adequate space for various activities and

events both for the faculty and the learners. 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 and wherever required, services of professional trainers are taken.

The Institution even during COVID-19 pandemic continued to strive at having online activities and ensuring that such activities are been duly recognized by awarding prizes at online competitions. These Competitions were regularly conducted by the In-charge of various clubs, cells and committee. The competitions received good response from the learners as they voluntarily participated virtually.

In addition to the Institutional facilities, the Institution continues to offer facilities for the purpose of sports, games and gymnasium. However, such facilities could not be put to use on account of the COVID-19 pandemic. The Institutional Sports Policy continues to encourage and promote students in order to inculcate in them qualities of strong sportsmanship and ensure their participation in various sports competitions organized at the University and State level.

The Institution continues to offer Indoor as well as Outdoor Sports facilities within its campus. For Indoor activities, Multipurpose Hall which is 740 sq.mts. continues to be used sparingly wherein students could not avail benefits of practicing sports like table Tennis, Badminton, Chess, Judo, Taekwondo, Power-lifting, Weight lifting, Tennikoit etc. the Gymnasium facilities with an area of 65 sq.mts continues to be used for physical fitness of the staff and students. The spacious ground of 14096 sq.mts continues to be utilized for outdoor sports like football, volleyball, cricket and athletics events such as Shot Put, Javelin, Discuss, Running, although this year it could not be put to its optimum use.

There is a provision for Annual Budget related to sports that still continues to exist. The Department of Sports this year could not conduct its annual sports meet which aims at providing ample opportunities for students to participate in sports and games as well as competitions, on account of the COVID-19 pandemic. Students therefore, could not avail of facilities such as Travelling Allowances (TA)/Dearness Allowances (DA), Kit Allowances, practice allowance etc which could not be utilized for the said reason. The Department of Sports continues to be

equipped with sports accessories, first aid facilities and other sports related equipments/kits for its effective use by the staff and students.

Along with physical health, mental wellbeing continues to play a pivotal role as the Department of Counseling and Wellness Management continues to give it priority through conduct of various online sessions thereby encouraging the learners to practice it on a regular basis to deal with stressed caused due to the COVID-19 pandemic. This has helped the students' physical, mental and social well-being, indirectly benefitting them academically as also develops confidence and helps in personality development. It continues to celebrate 'International Yoga Day' as an annual event, this year involving the staff of the institution rather than the students.

In this manner, the Institution continues to provide the services and puts it to optimum use.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1Z6iUZF5R1an92r7WvcT7NPzWsd_EDMVL/view?usp=sharing">https://drive.google.com/file/d/1Z6iUZF5R1an92r7WvcT7NPzWsd_EDMVL/view?usp=sharing</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

14

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

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR

in Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

4.97893

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

**4.2 - Library as a Learning Resource**

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

The Department of Library and Information Science has the motto of equipping competence and service with compassion towards the making of new generation lawyers. It has the vision to align library services and resources in order to develop professionalism with social commitment. The mission of this Department is multifold - it creates pathways to research and learning and the innovative technological services, comprehensive, current and relevant collection inspire learners.

The library is automated with an integrated library management software (ILMS): NewGenLib(NGL), which is updated to its Helium Version 3.2. With the help of NGL the housekeeping operations such as student database, issue-return/ renewal of books, member logins etc. are made functional. Besides, its acquisition, technical processing, serial control, report generation modules are active.

All the bibliographic records are maintained in its database and get added when a new 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.

During Covid -19 pandemic, E-contents such as e-books, articles, study materials, etc. were made available on the google drive for faculty and students through registered e-mail IDs so that students have a direct access to these contents through internet to browse and utilize the study material. Subjectwise links of the e-contents were also made available to the students.

The Library facilitates the e-resources of N-LIST(part of e-shodh sindhu 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. 'Plagiarism CheckerX' software is purchased to detect similarity for dissertations and scholarly content. 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, examination related materials etc. 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. News paper clipping of important events, articles, etc. related to the Institution are scanned and 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, 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 etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.grkarelawlibrary.yolasite.com/">http://www.grkarelawlibrary.yolasite.com/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**5.96811**

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

45.02909

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

### 4.3 - IT Infrastructure

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

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. The Management has created the post of System-Administrator for the campus. 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 entire Campus is wi-fi enabled with internet speed of 35 MBPS dedicated leased line which has been then upgraded to 65 Mbps dedicated leased line in order for smooth conduct of online classes as well as assessment during the COVID-19 pandemic. The need of additional routers/amplifiers is periodically assessed and accordingly fixed/ installed by System Administrator to ensure that the campus has a proper coverage of wifi.

All classrooms, Auditorium, Activity Hall, Seminar Room etc. are updated with AV facility. 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 and encouraged.

An additional 21 laptops have been purchased for the academic purpose to conduct online classes during the COVID -19 pandemic. Computers systems, printers and scanners and all other IT equipments of the Institution which are under warranty period are

periodically maintained by the respective vendors. Laptops with latest configuration are purchased at regular intervals. UPS batteries are also replaced at regular intervals as per requirements to have uninterrupted online classes.

Entire campus is under Electronic Surveillance systems which is regularly checked and updated, and repaired through Annual Maintenance Contracts (AMC). During the current year our institution has updated the surveillance system with new cameras of higher resolution.

College has a Network Attached Storage (NAS) system of 2 TB for storage of most of the important data. This allows quick access and reference for designated authorities to data. The NAS has an additional 2TB hard disk for mirroring the data through RAID System for any data recovery in case of damage to the primary hard disk.

Data Digitization process is implemented to convert all the paper documents to soft copy form and are stored on the NAS for future reference.

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 as an e-resource to the pupils.

IAIMS: Campus Management software of the Directorate of Higher Education in collaboration with Campus EAI Pvt.Ltd. has been introduced to conduct the Online Admission Entrance Test which has a AI enabled proctoring system.

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 through a dedicated online platform for the students of our college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1liPHw_hwW6CasJq4Se3_5mLtK_sXWN5S/view?usp=sharing">https://drive.google.com/file/d/1liPHw_hwW6CasJq4Se3_5mLtK_sXWN5S/view?usp=sharing</a>

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

59.89280

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

The infrastructural facilities continue to be utilized by the institution to its optimum use. The mechanisms, plans and policies continue to remain in existence even during this academic year though used sparingly. Committees such as IT, Library Committee, Website Committee, Building Committee etc. remains to be in force even during this year and ensures proper maintenance and upkeep of the institutional premises.

With regards to the general infrastructure, the institution continues to have insurance policies towards any untoward eventualities. This academic year, the institution has installed additional CCTV cameras at most of its strategic locations for ensuring security and surveillance. Security is also ensured by security guards who continue to be deployed at the entry check points of the institution and campus, ensuring wearing of masks, thermal temperature checking and sanitizing. Likewise, the parking facility continues to be used by the Institution and is well organized.

The maintenance and upkeep of the Institution building continues to be ensured by the Building Committee to oversee the civil maintenance and Pre-monsoon maintenance of the same. A site engineer continues to oversee the ongoing construction and civil maintenance works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing etc. Pre-monsoon maintenance continues to be undertaken at regular intervals. The institutional building so also the halls continue to be outsourced to housekeeping agencies for its upkeep. Every floor is equipped with dustbins in order to collect dry and wet waste which continues to be cleaned and disposed off every day.

Canteen facility continues to be given on contract basis and is responsible to provide quality and hygienic food to the students

and staff. However, this year the services could not be utilized to the best possible extent. Canteen Committee continues to conduct Periodic inspection to ensure its cleanliness. Filtered drinking water facilities continue to be made available for students and staff, which is regularly cleaned and serviced.

Fire extinguishers for the purpose of safety measure continue to be checked and refilled periodically. MTS Staff still continues to be trained to use and handle them in cases of exigencies.

The auditorium, sports ground, continues to be shared with other VVM institutions and a Google calendar continues to be used for the proper utilization of these shared facilities.

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

The System Administrator in the campus continues to ensure the upkeep of the IT infrastructure which includes maintenance and minor repairs of computers. For major glitch in IT-related equipment; vendors continues to be called.

Equipments that have become outdated and which are non-repairable continue to be sent to Purchase and Disposal Committee to scrap the asset as per the IT Policy. The institution has however, increased its bandwidth to 65 Mbps from 35 Mbps, and the leased line continues to be looked after by the ISP. Licenses of all software including anti-virus quick heal continues to be renewed at regular intervals.

The biometric machine for staff attendance of entry and exit was not used this academic year on account of COVID-19 pandemic and on account of the government order to disable its use temporarily.

As regards the library infrastructure, the books, this academic year, e-books and reading material to facilitate the course outcome were sent to the learners after scanning and were uploaded in the Google drive created for this purpose. Since, physical presence could not be sought from the students, this facility was utilized to its optimum use. Book bank books continued to be issued to the students by calling the learners class wise to the institution and issuing of books by following

the government SOPs.

The finalized list of books to be purchased for the semester continues to be approved and signed by the members of the Library Committee. To ensure return of books, 'no dues' from the library continues to remain in force, although used sparingly. The proper account of visitors (students and staff) on daily basis continues to be maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc continues to be chalked out / resolved by the library committee, although this year it was done sparingly. The Library continues to have Balabolka: text to speech software facility for visually challenged students, although it was sparingly utilized. Suggestion box remains to be installed to take users feedback and provision for Photocopy facility remains in existence at minimal charges.

The policy of Loss/damage of any book to be immediately informed to the library staff and to be replaced with a new book continues to remain in force. The Library website [www.grkarelawlibrary.yolasite.com](http://www.grkarelawlibrary.yolasite.com) continues to be maintained by the library for making available question papers, syllabus, digitized content, useful links and other notifications to the learners/users. NewGenLib- its automation related issues are solved by Verus solutions with whom library has Annual Maintenance Contact (AMC). Online Public Access Catalogue (OPAC) continues to be made available to each computer nodes in the campus network to access library resources. Computers: desktop computers and additional laptops were made available in the library for the students to browse the internet and to access other educational resources. However, it was used sparingly this academic year on account of COVID-19 pandemic.

The Classrooms were assigned to the faculty in order to undertake online classes, which were done in the absence of the students. The cleanliness of class rooms continues to be maintained on a day-to-day basis using tools of cleaning such as mops, gloves, and vacuum cleaner in addition to providing them with face masks, sanitizers, and face shields.

The Automated electrical bell continues to be used for the purpose of conduct of online classes as per the time table notified by the Head of the Department.

As regards the Plagiarism Policy, the library this year has an additional feature of Plagiarism Checker for the verifications of LL.M Dissertations for similarity test.

Fedena - College Management Software continues to manage the financial, academic, and administrative activities of the institution, and still remains to be deployed to facilitate online admission, student database, attendance marking, leave applications, report generation, sending alerts, etc. Fedena enterprise continues to provide the training to teaching and non-teaching staff to gain expertise in it and to solve any Software related issues.

Website of the Institution was put to its optimum use as all the details relating to admissions, academic terms of the university, notifications and other allied notices were regularly updated by the institution through its website during this academic year.

The motto of the Department of Physical Education and Sports states that 'Together we are stronger'. The vision of this Department is to endure to become the leading voice at the intersection of sports and academics and to unite, challenge and inspire the next generation of sportsmen. The Department has a mission to improve physical and emotional lives of students by providing best sports infrastructure as also to inspire a positive social change.

The Department continues to be headed by the Sports Director who continues to monitor and manage various sports related activities online. However, this year the activities were conducted sparingly. Institutional Sports Policy continues to remain in force. The Gymkhana stock continues to be maintained and new equipment continues to be added as per the need, under the guidance of Principal, old wear and tear material continues to be disposed off under the Committee.

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



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1cb8_AQTq0VbGmuDDwClP6W2pBEvzXvZD/view?usp=sharing">https://drive.google.com/file/d/1cb8_AQTq0VbGmuDDwClP6W2pBEvzXvZD/view?usp=sharing</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

17

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

39

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://drive.google.com/file/d/16c9UGos31_lGrcqnLMnF9HPcuLbX22opJ/view?usp=sharing">https://drive.google.com/file/d/16c9UGos31_lGrcqnLMnF9HPcuLbX22opJ/view?usp=sharing</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**238**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**238**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**13**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**19**

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

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

10

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

**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) during the year.**

6

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

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 coordination with the Principal and the Program Coordinator, based on several criteria like academic performance, active participation in extracurricular activities, attendance, general discipline etc. The appointment of Students Council 2020-2021 was done in an online mode using Google meet platform, as the physical presence of the students was prohibited as per Covid-19 SOPs. The Student Council comprises the General Secretary, Legal Aid Representative, Moot Court & ADR society representative, Ladies Representative, Sports Secretary, Cultural Secretary, which are elected by the nominated representatives and in the presence of the Principal and the Council In-charge. The views of the General Secretary, who represents the Council are considered by the Institution in most of the matters related to student's welfare.

The representative of Legal Aid Society liaisons with the Faculty in-charge for the conduct of online legal aid activities, like legal aid and awareness programs, street plays etc. The Moot Court society representative takes decisions, in consultation with the Faculty in-charge and members of the society, for the conduct of all online programmes, including competitions and team compositions for institutional participation at moot court related activities which were conducted via online forum.

Adequate representation is given to ladies to effectively address their issues and concerns for which the Institution takes necessary steps. The Sports Secretary in consultation with Department of Sports and Physical Education 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 conduct of the ' Online Literary cum Cultural Week' in the month of January and other literary and cultural activities, wherein different activities are planned and executed taking into account the Covid-19 SOP's. 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 online programmes and activities.

The Internal Quality Assurance Cell (IQAC) of the institution has also given due representation to students in its composition wherein they also become an important component of addressing their grievances, giving solutions and recommendations before this esteemed body. 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	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/17U9-4bZCjVDM5bejnm4c_4XXKseydLZC/view?usp=sharing">https://drive.google.com/file/d/17U9-4bZCjVDM5bejnm4c_4XXKseydLZC/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

15

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

In its pursuit to maintain cordial relationship and to develop professional rapport with its brand ambassadors, the Institution is privileged to have an active and enthusiastic 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 conducted online through webinars by following the COVID-19 SOPs in the form of talks, lectures and related aspects all undertaken through Zoom platform. They have been responsible for initiating and judging various competitions conducted by the Institution. 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 whenever possible in online mode.

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 alumni-graduates placed as junior lawyers with them and in some cases there is financial contributions provided to them by the Alumni. The Governing Council of the Institution through which the major decisions are routed have prominent members which constitutes it and thereby facilitating their active involvement. Likewise, some members of the association also contribute academically in the IQAC of the Institution.

Prominent alumni have also been key note speakers for various webinars and 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 online Master classes, Webinars and GRK Talks due to affinity to their alma mater. The Alumni has been generous to the extent that they offer to deliver the webinars and or talks without any remuneration.

File Description	Documents
Paste link for additional information	<a href="https://www.youtube.com/watch?v=kFHBiN2E6fk">https://www.youtube.com/watch?v=kFHBiN2E6fk</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **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

The institutional aspirations and ethical ethos are reflected in the vision and the mission statement of the institution. The adoption of policies and practices are executed to cater the wholesome and holistic development of quality legal education, allied learning and moral enhancement of students and students' development is the priority of the Management, with special focus on the co-curricular design of the institution.

The Vidya Vikas Mandal houses various Institutions under its domain, one of the Institutions being the Govind Ramnath Kare College of Law, which is headed by the Board of Management.



The Board of Management is a duly elected body in accordance with the Constitution of the Mandal and the Core Committee of the Board is the decision making body. A periodic report in the form of sharing of information on the progress and developmental plans of the institution is made available to the Management by the Principal at the meetings.

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

The GC takes the proposals of the teachers into consideration for building appropriate decisions. In addition, there is an institutional Governing Council Liaison Committee comprising of faculty members to facilitate this process. Faculty enrichment programmes such as, Webinars, Quiz Competitions, Orientation, workshops, etc as well as infrastructural up-gradation are outcomes of the participation of faculty in the governance and management. However this year being a pandemic year most of the activities and programmes were conducted in an online mode.

Valuable participation of teachers is also managed through various committees. Duties are assigned to these committees who are headed by the faculty members. Constitution is adopted at the beginning of the academic year, enabling them to build pre-planning of various activities and programmes. 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 the execution of the same is being made by holding regular meetings and discussions. Maximum participation of teachers is aimed for effective functioning of the Institution.

In order to effectively coordinate the requirements of the different academic programmes, the Institution appoints Programme Coordinators who report to the Principal about the effective working of the respective programmes/ courses.

In addition, there is the involvement of faculty members of the Institution in decision making in the Statutory Committees under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the Goa Prohibition of

Ragging Act, 2008.

File Description	Documents
Paste link for additional information	<a href="https://www.vvm.edu.in/board-of-management/">https://www.vvm.edu.in/board-of-management/</a>
Upload any additional information	<a href="#">View File</a>

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

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 having liaison with Institutions and other stakeholders for knowledge exchange.

Towards this endeavor, 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. However this being a pandemic year the Certificate Programme could not be initiated.

The commencement of the Lusophone Centre and in particular the effective leadership through the Institutional practice of decentralization served as an encouragement to have liaison 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, PES Modern Law College in Pune-Maharashtra, all of which served to be mutually beneficial to the Institutions.

The Institution initiated an advanced Certificate Course in association with PES Modern Law College in Pune-Maharashtra, which was conducted online. In furtherance to the signing of the other MoUs the Institution has organized various programmes and online lectures for the benefit of the students.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1wQB02-ng2Dlpee3jySZ24k13DSV_cCC2/view?usp=sharing">https://drive.google.com/file/d/1wQB02-ng2Dlpee3jySZ24k13DSV_cCC2/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For the advancement of co-curricular activities the Institution has been developing on the implemented plans. Various institutional strategies for the development of legal education has been undertaken by the Institution. 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. The Institution provides for a state-of-the-art-moot court hall for conducting moot court and allied activities, however due to the COVID-19 pandemic, maximum utilization of the moot court hall could not be effectively done.

The institution has an air conditioned ICT-enabled room with use of smart furniture and modern interiors so as to upgrade the facility used for seminars, GRK talks, training sessions, ADR activities, debates, quiz, faculty discussions and other co-curricular activities. The institution 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 and out-reach programmes. The Institution has also availed the facility of a discussion room. However these facilities were not effectively utilized due to COVID-19 pandemic and most of the activities were conducted in an online mode.

The Institution has a Centre for Counseling and wellness Management wherein the Counselor conducts meetings with students individually for learning their behavioral problems. The same is being shared as a Centre for Lusophone Culture and Legal Studies.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.grkarelaw.edu.in/internal-quality-assurance-cell/">https://www.grkarelaw.edu.in/internal-quality-assurance-cell/</a>
Upload any additional information	<a href="#">View File</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.

The Teaching Faculty, Department of Library and Information Science, Department of Physical Education and Sports, Center for Counseling and Wellness Management and Centre for Lusophone Culture and Legal Studies are an integral part of the Institution. The Teaching Faculty comprises of Head of Department and the other faculty members. In addition, Coordinators are appointed by the Principal for different programmes such as LL.B (Degree), LL.M (CBCS) which are self financing programmes, in consultation with the Management.

The Internal Quality Assurance Cell (IQAC) comprises the Chairperson, Coordinator, Management representative, subject expert, industry representative, alumni, faculty and administrative staff in accordance with the NAAC requirements. The Committee is responsible for initiating quality measures

necessary for maintaining standards in teaching, learning and evaluation and also to initiate, plan and supervising activities which are necessary to improve the overall quality of education through conduct of various activities and programmes.

For the purpose of conducting different activities and programmes, various Committees are constituted for the academic year. The Principal is the 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 year. They meet on regular basis to undertake the detailed planning of activities, and are responsible for the implementation and execution of it.

The various committees are as such, Students' Council and Cultural Committee, the Moot Court and ADR Committee, Literary Society, NSS and Institutional Upkeep Committee, Discipline Committee, Examination Committee, Library Committee, Placement and Entrepreneurship 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, Research, Consultancy and Extension Services Cell, Legal Aid Society.

In addition, the Institution functions through various Cells/Clubs/Society's such as the Women's Cell, the Child Rights Cell, the Red Ribbon Club, Legal Aid Society, Sports Law Club, Constitutional Law Club, etc who are committed towards championing the cause of society through the conduct of awareness and outreach activities.

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. For effective functioning of the Institution there has been appointments made at the teaching and non-teaching positions.

File Description	Documents
Paste link for additional information	<a href="http://www.grkarelaw.edu.in/web/wp-content/uploads/2020/08/link-6.2.2-1.pdf">http://www.grkarelaw.edu.in/web/wp-content/uploads/2020/08/link-6.2.2-1.pdf</a>
Link to Organogram of the institution webpage	<a href="https://drive.google.com/file/d/16Zku0rJIL5-6r85AZ8RTqwKSGVU9NA0v/view?usp=sharing">https://drive.google.com/file/d/16Zku0rJIL5-6r85AZ8RTqwKSGVU9NA0v/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

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. But this year being a pandemic year the opportunities could not be adequately being granted.

Faculty members are encouraged and motivated to pursue higher studies and are relieved to attend faculty development programmes and training like Orientation and Refresher Courses, FDPs, 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 study leave is also granted for the same.

The institution as a practice hosts felicitation and farewell for retiring employees as per management policy by the name "Common Farewell Programme for Staff". In effect of the policy, two staff who benefited from the same. 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 organized 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 and the 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, LTC, 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 Nationalized bank operates in 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. The Institution has adopted to an additional staff room for the faculty which is utilized by the faculty of the said Institution.

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	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1a9S43ByjByQWQIVWx_7PKZdhXWbkVALh/view?usp=sharing">https://drive.google.com/file/d/1a9S43ByjByQWQIVWx_7PKZdhXWbkVALh/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

7

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The Institution maintains performance appraisal for teaching as well as administrative staff. Standard forms of confidential reports for lower and upper division clerks and reports on work and conduct for Class IV employees are also maintained by the

institution.

#### PERFORMANCE APPRAISAL FOR TEACHING STAFF

The Principal and Head of the Department observe lectures of faculty and record comments of the faculty on various parameters. However, this year it was done in an online mode wherein the link of the lecture was shared with the concerned. This process enhances the teaching and improves quality and competencies of the teacher. Each teacher's feedback on the course is taken from the learner to maintain the quality of teaching. 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 perusal of the feedback is done by the Principal. Favourable as well as other remarks in the feedback are discussed with the concerned subject teacher by allowing them the opportunity to inspect the forms

In addition, there is 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. Intimation of any adverse findings is made to the Management through the Governing Council.

#### PERFORMANCE APPRAISAL FOR 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 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 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 teachers & management who assesses the Principal on the same parameters.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1nrPOAIWmxH609jU5RXGRECHo4eRMFgNF/view?usp=sharing">https://drive.google.com/file/d/1nrPOAIWmxH609jU5RXGRECHo4eRMFgNF/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has an Accountant who 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. Management has appointed a Chief Finance Officer (CFO) for all VVM institutions on campus, to oversee the process.

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 internally audit. A Chartered Accountant audits the expenses of the Institution.

The Chartered Accountant inspects the necessary records and settle queries from the Accountant after which he 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 audited statements for the financial year

2020-21 have been duly certified by the Chartered Accountant on 20th October 2021.

The Government Audit takes place periodically wherein a team of Auditors assesses the admissibility of expenses under the different heads and it was conducted last in January 2013. During such an audit, expenses towards salaries and non-salaries and their admissibility are scrutinized.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1mja4MXpdocuxl8YrqXNAgkeCXn19nrP4/view?usp=sharing">https://drive.google.com/file/d/1mja4MXpdocuxl8YrqXNAgkeCXn19nrP4/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.30600

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds and resources are required by the Institution to fulfill the aim of having an effective infrastructure. The Management takes effective steps in mobilizing the resources beyond the purview of the grant in aid system of the Government. The Institution aims at strategies for the optimum utilization of the resources and funds received.

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. The grant-in-aid assistance from the government includes salaried and non-salaried grants and grants for related matters like NSS. Additional funding is sanctioned by the Government for development of playground and sports complex, and other requirements.

Provisions are made by the government to provide interest-free loan for maintenance and up-gradation of infrastructural facilities. Hence these loans have been utilized by the Institution to maintain the classrooms. Various other bodies have in the past contributed, to effectively organize outreach activities. The Institution liaisons with bodies like the 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

Whenever the Institution conducts activities or mega events the Institutions is made available with funds through a letter of appeal which contributes to the effective functioning of the event.

A CSR Committee has been appointed by the Management for effective measures to tap potential resources and generate additional reservoirs of funds, for which it approaches industrial houses with a proper and detailed proposal for funding. Generous contributions have been received by these Institutions.

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 Alumni Association of the Institution has funded a National Webinar on Sports Law organized by the Sports Council and the Alumni Association of the Institution on 26th June 2021.

Maximum efforts have been made by the Institution to avail the funds and utilize the same. The institutional funds earlier mobilized through self financing programmes have been used for purchase of additional computer systems in view of their requirement to cope with additional demand for online teaching due to the COVID-19 Pandemic. Further, funds generated through

CSR, viz Syngenta Technology India Pvt. Ltd. have also been used for purchase of additional computer systems in view of additional demand for online teaching. Likewise, institutional funds through the non-salary grants of the Government of Goa have been used for increasing the internet bandwidth for the same reasons.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1jJ12kEmuNmgkgH-GgKldhsyE1l-zpBas/view?usp=sharing">https://drive.google.com/file/d/1jJ12kEmuNmgkgH-GgKldhsyE1l-zpBas/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</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

IQAC of the Institution has extensively contributed to the excellence of the various processes and strategies of the Institution. This year being a pandemic year the management of the programmes were being made in an online mode.

Firstly there was the enhanced use of ICT for teaching learning and Administrative management. The IQAC of the Institution has ensured the optimum use of technology in the field of academic as well as administrative activities. The use of ICT in the academic ambit can be observed in the following ways:

The pre counseling of the learners enrolled for the programme was adopted this academic year in an online mode by the Institution; E-content has been created by almost all the faculty members for the purpose of knowledge sharing with their learners. The e-content thus generated comprises of the PowerPoint presentation, subject related videos prepared by the faculty, scanned copies of books etc. are all available on the NAS server of the Institution; E-mails have been generated for conduct of online examinations which have been proctored; Online quiz after completion of a defined unit has also been undertaken by the faculty by creating Google forms; the institution has also ensured that every faculty is given one identified laptop for the purpose of undertaking online classes; the institution has organized various webinars for student, faculty and non-teaching staff.

The use of ICT is also reflected in the administrative management

of the Institution. It has been seen in the process of admissions and the payment of fees for the Programme opted by the learner, for this academic year was done in an online mode; the payment of examination fees is also done online with the students having to pay it through EduQfix mode; feedback of the students as also alumni, employer, faculty was done in an online manner; books in the library are bar coded which makes the issue and return of books speedy and a time saving initiative; notices, achievements, and commemoration of days of significance have been prominently displayed on the digital display boards in the library and outside; increase in the bandwidth to 65MBPS from 10 MBPS has also been a consequence of the IQAC initiative.

In addition, Leave management of all the employees is done through Fedena. Salaries and payments made to the third party is done cashless through NEFT transfers and/or RTGS that is undertaken twice in a week. Internal correspondence is done by creation of Whatsapp groups of the teaching faculty, non teaching faculty and students thereby reducing the load of the office. Most of the files pertaining to tenders, general registers, results, balance sheets, audited accounts, notices, circulars have been digitalized and the scanned copies of the same are stored on the NAS server. The files can be located easily without accessing the hard copies of the same.

Secondly the institution has reached out to the people in need of help in times of COVID-19 pandemic. The NSS volunteers have voluntarily contributed to those in need by making masks and ensuring its proper distribution. They have also contributed in serving them food and other eatables in times of distress.

The Legal aid society of the Institution has reached out to the people by projecting those who were indoors the various problems faced by the people through LEGAL BITES - a three minute video showcased by the students and faculty explain to the public the legal matters that needed urgent attention.

The students have volunteered to create awareness about the various socio-legal aspects through videos which was done by them in times of the pandemic. The Counselor of the institution has tried to reach out to the maximum people and more particularly the student community by various orientation programmes and online quizzes.

File Description	Documents
Paste link for additional information	<a href="https://www.grkarelaw.edu.in/internal-quality-assurance-cell/">https://www.grkarelaw.edu.in/internal-quality-assurance-cell/</a>
Upload any additional information	<a href="#">View File</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

The Institution aims at adopting high levels of teaching learning mechanisms for the learners. The Institution has always exposed the learners to a practical method of learning and has adopted methodologies which are in tune with such a scheme of teaching-learning such as organizing guest lectures, special lectures in a particular course etc.

However, this year on account of COVID-19 Pandemic, the learners could not be physically present in the classrooms and most of the teaching was conducted in an online mode. The IQAC has also taken efforts to ensure that there are improvements undertaken in the teaching-learning process.

The Institution reviews is done through an online feedback mechanisms wherein there were student feedbacks obtained to evaluate teachers on certain parameters such as knowledge of the subject, preparedness for the class, communication skills and availability of teachers outside the teaching hours. The feedback is collected in an online mode at the end of every semester which is then shared by the HoD to the Principal, who discusses the same with the concerned faculty and effective measures for improvement, if any are accordingly devised for future implementation. This enables the faculty to maintain preparedness for the class and also adhere to the teaching plan that is submitted.

The Institution also undertakes feedback of students taking into consideration the various components such as completion of syllabus, preparedness of teacher in class, communication of the teacher with students, internal evaluation etc. Likewise, the exit feedback was also undertaken through the online mode. Questions pertaining to administration, facilities, teaching learning, placements, library infrastructure are posted to the learners. Upon analyses of the feedback, necessary changes, if



feasible are undertaken.

On the basis of the teachers feedback the Institution also works on the difficulties faced by the teachers in teaching process. Feedback about the Principal from the teachers on various parameters such as teaching methods, evaluation techniques, course development and research projects and other academic and professional growth of the faculty as also assistance rendered in administrative management.

There is a periodic review which is undertaken by the Head of the Department in order to assess the learning outcomes of the students which is thereafter submitted to the Principal for necessary action. Implementation of the same is made in the following manner wherein every faculty prepares a teaching plan with the course outcomes in mind. The same is submitted in soft form to the HoD who maintains it in the Course file; mode of assessment for the ISA in the aided programme is being allotted on current legal topics, virtual visits to police station and webinars are organized to sensitize learners with the development of the law; mentoring register is maintained by every Mentor who at the end of every year prepares a report which is then handed over to the HoD who maintains the same in a file.

The internal marks are made available to the learners by the faculty and the learners are also given a chance for improvement, open mode of secrecy is maintained wherein the test papers are discussed on the virtual platform in the open classroom. The online attendance is also strictly implemented by the Institution which is then entered into the DHE portal of integrated academic information management system (IAIMS).

Apart from these activities and processes, in the light of the various International MoUs signed with the Institution, it has initiated number of international webinars. The Institution has been a part of the following international webinars such as International Webinar on Restorative Justice in countries and regions of the Portuguese Language, from 26th Oct 2020-5th Nov 2020, presentation by Dr. Saba Da Silva on "Application of the Principles of Restorative Justice in Indian Criminal Law, VIIIth International Congress which was held on Civil Law held on 12th and 13th November 2020, the International Webinar on Constitution and Future of Democracies held on 30th November 2020 in association with University of Coimbra. The International Webinar on social responsibility of Universities in times of Pandemic-necessary measures' that was held on 18th December 2020 in

association with University of Fortaleza Brazil. The 7th International Congress of Lusophone Law held from 21-25th June 2020-21, University of Minho, Portugal on digital platform where GRKCL was represented in the Commission of honour.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pg_6DyftDUMsvkswI_w2_pEdUDpK-mHF/view?usp=sharing">https://drive.google.com/file/d/1pg_6DyftDUMsvkswI_w2_pEdUDpK-mHF/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/AR-GRKCL-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 year

To sensitize people towards civic rights and duties through Legal Aid and other awareness programmes/activities is one of the core values of the Institution. 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. These activities were undertaken through the virtual platform for this academic year as it was hit by COVID-19 pandemic. 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 participate in various cultural activities such as decoration through rangoli and other similar roles traditionally undertaken by female students. Gender Champions are nominated and a Nodal Officer (faculty member) is appointed, in addition to a Ladies' Representative.

The Institution strives for providing a safe environment for the staff and students in the Institution. 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 available in the institutional campus. In the curriculum also women related issues and concerns are taught to the learners as also webinars are conducted for dissemination of information. Courses such as 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 are discussed. 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 component respectively.

The Institution liaisons with NGOs such as BailanchoEkvott, AnyayRahitZindagi (ARZ) and Sanjeevan to conduct/organize activities for promotion of gender sensitization and awareness. Girl students worked as volunteers with Sakhi-One Stop Centre for Women, an MoU partner, however it had to abruptly end in the month of March on account of COVID-19 pandemic. Co-curricular activities like street plays, poster and poetry competitions,

debates, elocutions etc are organized on Gender Equity, through a virtual forum. 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. All this is done online.

The Mentor of each class sensitizes mentees about gender equity and takes special care of female students which are in majority. 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	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1DFCyN7Wm3wxIND1qTloXBPMkQUyOokpB/view?usp=sharing">https://drive.google.com/file/d/1DFCyN7Wm3wxIND1qTloXBPMkQUyOokpB/view?usp=sharing</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/13eAfCs4AVNbne9I0PwsTjjANkw02i_5K/view?usp=sharing">https://drive.google.com/file/d/13eAfCs4AVNbne9I0PwsTjjANkw02i_5K/view?usp=sharing</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

### Solid waste management

The generation of solid waste in the Institution is minimal. Students are required to use separate bins for dry and wet waste. The Institution focuses on the concept of reduce, reuse and recycle. Institution resorts to electronic means of communication which reduce the use of paper. There is strict adherence to the rules regarding minimal usage of plastic.

The NSS unit had done an activity to reduce plastic which is generated after consumption of milk.

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

### 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. Disposal of sanitary pads in dustbin is strictly prohibited.

### E-waste management

The Institution has the practice of collection and further depositing such materials related to E-waste.

### Waste recycling system

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>

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

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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 200 words).

The institute strives for socio-economic tolerance and harmony by conducting various activities and programs towards creating harmony to cultural, regional, linguistic, communal and socio economic diversities. The Institution imparts legal education and specially caters to rural sectors of the state with its motto of

excellence in legal education.

The institution regularly organizes activities for inculcating values of tolerance and harmony towards cultural diversities. The curriculum emphasizes the same principle through various class room lectures cultural, regional, linguistic, communal equality is emphasized.

One such initiative in the direction of imparting tolerance and harmony was provided by the institute by organizing a quiz competition on the life and contribution of S.R. Ranganathan in the field of Liberation and a quiz competition on the topic "National Flag of India".

Similarly, webinars on "Stress during Covid", "Coping with Pandemic times: immunities, social etiquettes and stress". Centre for counseling and wellness management of the institution conducted the above webinars with an objective of providing tolerance and harmony.

NSS Unit of the institution took the initiative of organizing various activities and programs for creating awareness about harmony, regional and linguistic diversities. Pledge on rashtriya ekta diwas, poster cum slogan competition on "say no to corruption" etc were conducted.

Besides this the Child Rights cell of the college conducted an online workshop on laws relating to women and children.

Another initiative was taken by the constitutional law club by organizing a webinar on "Constitutional Values and Principles"; the participants were enlightened about the various constitutional principles and other important aspects related to constitutional values.

Understanding the dynamics of Teacher-Student Symbiotic Relationship was organized by the centre for counseling and wellness management in association with the professional development and skill augmentation cell.

The institute believes in social and communal integrity. Hence regular visit to orphanages, old ages 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.



The institute celebrates National Festivals, National and International Days with enthusiastic participation of students and staff members. Cultural activities are conducted in such programs wherein students are given a platform towards cultural, regional and communal equality.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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.

The year 2020 being unusual with online mode instructions, all the activities and programmes were conducted online or in the virtual mode. The programmes were organized to educate/create awareness among the new voters. Women's cell, Child Rights Cell and N.S.S unit organizes programmes like screening of documentaries, elocution competition, poster competition, essay writing competition, rallies 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.

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. 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.

All these activities show that the Institution has been 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1X02nW_Evfjy_nRF9sCejjpL8G5SHnHtr/view?usp=sharing">https://drive.google.com/file/d/1X02nW_Evfjy_nRF9sCejjpL8G5SHnHtr/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/179LKNyBSfHcd25fzdTDsvi_A0qEp9h04/view?usp=sharing">https://drive.google.com/file/d/179LKNyBSfHcd25fzdTDsvi_A0qEp9h04/view?usp=sharing</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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

The institute organises and celebrates functions like:

1. Independence Day is celebrated in the college campus by hoisting the National Flag along with RMS Higher Secondary and Damodar College of Commerce and Economics as students could not be part of the same, E-quiz on National Flag was circulated amongst students.
2. 19th December is celebrated as Goa Liberation Day in the State of Goa. College celebrates this important day hoisting the National Flag.
3. The Republic Day is celebrated in the college by hoisting the flag and faculty of the college gave one performance by singing patriotic song.
4. Librarians' Day was celebrated on 12-08-2020 and even in the year 2021 to commemorate birth anniversary of Padmashri Dr. S. R. Rangnathan, by venerating his photo and his contribution in the field of library was explained by librarian along with which online quiz was circulated with all the faculty members and students of the college.
5. In the year 2020-21 the college celebrated Constitutional Week from 19th January to 25th January by organising street play in different cities of State of Goa where students of the college participated enthusiastically. As the celebration of the constitutional week the students of the college presented awareness talks in different schools, higher secondary school and colleges for creating awareness about the Constitution of India.
6. World Senior Citizen Day was celebrated on 20th August 2020 by organising poster competition for students which they had to submit in online mode due to Covid 19 situation.
7. World Suicide Prevention Day was celebrated by organising online quiz on 10th September 2020.
8. Rashtriya Ekta Divas was celebrated on 31st October 2020 by administering the pledge to the students in online mode and also to the staff which was done in physical mode.
9. World Kindness Day was celebrated on 13th November 2020 by conducting an activity to the faculty and non-teaching staff of the college 'Guess the Baby'.
10. Law Day was celebrated on 26th November 2020 by taking oath and online quiz was circulated amongst people.
11. World Aids Day was commemorated by having online quiz which was circulated on 1st December 2020
12. National Pollution Control Day was celebrated on 2nd December 2020 by organising GRK talk on Hazards on environmental pollution

13. On 24th January 2021 college celebrated National Girl Child Day by organising
14. World Cancer Day was celebrated on 4th February 2021 by circulating online quiz to spread an awareness.
15. International Women's Day was celebrated on 8th March 2021 by having a talk on balance in family life and work life at the same time online quiz was circulated.
16. World Sleep Day was also commemorated on 19 March 2021 by having a talk on importance of sleep by in-house counselor.
17. On 5th June 2021, college took an initiative to commemorate World Environment Day in which students were encouraged to plant trees and seeds in an around their surrounding and take a picture or a video and were motivated to share the same on social media thus spreading an awareness.
18. International Day of Yoga was celebrated on 21st June 2021 in which staff had yoga session and NSS volunteers were encouraged to take pictures while performing yoga and share which was further uploaded on website.
19. Kargil Vijay Diwas was celebrated on 29 July 2021, by organising a programme for staff where they delivered speech, slogan and recited poems also sang patriotic song.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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.

(1)Title: SOCIAL OUTREACH THROUGH LEGAL AID AND NSS ACTIVITES

### Objectives:

- To address to the difficulties of the general public/society
- To encourage interaction by NSS Volunteers among others
- 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.
- To help and assist the general public at certain times of difficulties

#### The Context:

The institution makes continuous active efforts through various Committees like Legal Aid, NSS Unit and Centre for Counseling and wellness management for students, teaching and non teaching staff and the general public.

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, street plays, 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:

During the past pandemic year there was active role played by the NSS Unit towards the general public. Through various outreach activities conducted by the NSS Unit, Legal Aid Cell and the Centre for Counseling there were efforts made for the public.

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.

Awareness videos on various significant topics like Covid-19 awareness were made and circulated among students, staff and public. An audio visual or PPT 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:

During difficult times of Covid-19 there was great help provided by active role played by the institution through various outreach activities. A special "Covid-19 Students Grievance Redressal Cell" was established by the NSS Unit to provide help and assistance to the students, staff and general public. Myths associated with covid-19 were cleared by organizing online webinars, video circulation and through other social media platforms.

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

#### Problems Encountered & Resources Required:

In the initial stages of preparation; some students are reluctant to participate as there is 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.

Another issue faced in year 2020 was the inability to meet in physical mode for conduct of any activity. The whole focus was

only possible in online mode and by strict adherence to various social distancing norms.

**Notes:**

Outreach activities through various platforms like Legal Aid and Centre for Counseling and wellness management is a great initiative which can benefit many. The practice requires overall participation of teachers for helping the students from rural areas gain command over fluency of the language.

(2)Title: GENDER SENSITIZATION IN ASSOCIATION WITH MOU PARTNERS

**Objectives:**

- To sensitize the students regarding various gender related issues and concerns
- To encourage interaction among general public
- 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 programs and encourage them to voice their concerns on various issues concerning gender equity.
- To present an opportunity to students to put their academic knowledge and newly acquired skills into practice before they graduate.
- To strengthen community solidarity.
- To inculcate equality among students irrespective of gender

**The Context:**

The institution makes conscious efforts in various ways towards concerns pertaining to gender issues. Institution has been actively taking giant steps towards gender sensitization. In this connection gender champions have been identified by the institution consisting of both for boys and girls. They are trained by faculty in-charge and are sent for various online training organized by various associations. Upon being trained they share their experiences with the other students and accordingly sensitize them towards this end. Any issue pertaining to any girl or boy student is given importance and is promptly attended to by the institution.

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.

One to one counseling facilities are made available for all genders. Institution has in place some important committees like the Internal Complaints Committee, Anti ragging committee besides the regular mentoring available in the institution.

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

#### The Practice:

Institution has entered into some important Memorandum of Understandings (MoUs) specifically pertaining girl students. One such MoU is the "Sakhi, one stop centre for women in distress" wherein girl students visit the One Stop Centre (OSC) to help women in distress.

The centre from Counseling and Wellness management has also played a proactive role towards gender sensitization. During this year since offline activities had taken a backseat, an active role was played by Centre for Counseling and Wellness Management by engaging them in various online sessions apart from their regular academic curriculum.

Numerous online activities were conducted by the centre for gender sensitization like quizzes, reel making, e poster making, online talks, webinars etc.

#### Evidence of Success:

The main objective of "Sakhi one stop centre" is to provide emergency and non-emergency access to a range of services to women in distress including legal and psychological counseling, promoting internships for law students as also advancing and enabeling their curricular requirements of providing free legal aid and undertaking efforts for protection and sensitization of rights of women in distress.



By the above mentioned practice of associating with "Sakhi one stop centre" was that the students of the institution develop confidence in handling cases independently where they would visit regularly the police station for the purpose of filling FIRs etc and thus were exposed to practical reality apart from their academic curriculum.

They were also applauded by the centre for having done humane service towards the society.

Centre for Counseling and Wellness Management also has played a vital role towards sensitization of gender related issues and concerns. Directly and indirectly the centre has been involved towards the same cause.

#### Problems Encountered & Resources Required:

As regards the "Sakhi- One Stop Centre" Students were initially reluctant to volunteer for the same. The faculty had to convince about its objectives and approaches. Another issue that they faced was the mode of commutation became a hurdle for them.

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.

In year 2020 the biggest problem faced was due to the pandemic there was no physical activity that could be carried out by Sakhi, one stop centre. To get to the new normal of the online mode took some adjustment time.

#### Notes:

This unique model of the Institution having a memorandum of understanding (MoU) for assisting women in distress is a remarkable initiative. Sakhi-one stop centre has been operative in making active efforts towards this assistance and such a model can be replicated by other institution of legal education since it integrates theory to practice while being of immense contribution to such a vulnerable category.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/BEST-PRACTICES-IN-INSTITUTE.pdf">https://www.grkarelaw.edu.in/web/wp-content/uploads/2022/04/BEST-PRACTICES-IN-INSTITUTE.pdf</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1t9i7K87oKGbMIHRK2cJs7xC1GVZHOrdR/view?usp=sharing">https://drive.google.com/file/d/1t9i7K87oKGbMIHRK2cJs7xC1GVZHOrdR/view?usp=sharing</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### INSTITUTIONAL DISTINCTIVENESS: LEGAL COUNSELING AND FACILITATION CENTRE FOR SENIOR CITIZENS

The Institutional always strives for excellence in legal education and to develop legal professionals with commitment towards the society. In this regards the institution has signed a Memorandum of Understanding with Sanjeevan, "Society for Youth Development" and another

Memorandum of Understanding is with "All Goa Senior Citizen Federation".

The institution has established a distinct Center for issues and concerns pertaining to Senior Citizen called LEGAL COUNSELING AND FACILITATION CENTRE FOR SENIOR CITIZENS.

The main objective of LEGAL COUNSELING AND FACILITATION CENTRE FOR SENIOR CITIZENS are:

1. To provide legal advice to the senior citizens in distress and assist them in approaching the appropriate legal forum to seek justice.
2. To sensitize senior citizens about their rights.
3. To make senior citizens aware about various Governmental schemes and help them in availing those schemes.

4. To create awareness about rights of senior citizens among general public through rallies, street plays, seminars etc.

5. To conduct surveys on various aspects relating to senior citizens such as health, safety etc. and make necessary representations to the Government.

6. To assist NGOs and voluntary organisations like Sanjeevan society for Youth Development and All Goa Senior Citizens' Federation in achieving their objectives of promoting welfare of the senior citizens.

Various activities and programs have been successfully conducted by the Center for welfare of the Senior citizen. It is a distinct activity carried out by the institute which will be followed up by the institution for next five years.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.3.2 - Plan of action for the next academic year

G.R.Kare College of Law has shown a steady progression in the overall enhancement of the institution strengths. With the same vision, the institution sets its plans towards way forward in the best interest of the students in achieving holistic development of the institution. The Institution is committed towards providing professional training in legal field.

Below mentioned are some of the identified plan of action for the academic year 2021-22:

- Introduction of Choice Based Credit System (C.B.C.S ) for the undergraduate programmes offered by the institution.
- Revising the syllabi of the undergraduate programme thereby bringing about a balance in the choice of optional subjects that are offered by the institution to its learners.
- With the increasing number of candidates for admission in the five year course i.e B.A.LL.B the institution plans to add another division to the first year B.A.LL.B Programme.
- Research publications by the faculty in the recognized journals such as UGC- CARE, SCOPUS , ISSN Journals.

- Training of students to prepare for competitive examinations.
- Introduction of large scale, open, networking, personalized and participative courses through MOOCs to the learners.
- Campus placement initiatives through MoUs with leading law firms.
- Special initiative of providing financial assistance to the students affected by COVID 19 pandemic by the Alumni association of the Institution.

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