

BEST PRACTICE 1

TITLE OF THE PRACTICE: Social Outreach and Academic Excellence through MoU Linkages

OBJECTIVES:

- To encourage students to effectively take part in academic sessions of knowledge sharing
- To provide a platform for students to apply their academic knowledge and skills into practice.
- To have coordinated efforts with the MoU partners for attainment of common objectives of outreach programs with social commitment.
- To create social awareness among the general public in collaboration with the MoU partners
- To give opportunities to students to present their skill, talents and knowledge at a wide spectrum

THE CONTEXT:

The institution through collaborations has executed several MoUs with various stakeholders such as educational institutions, Non Government Organisations and agencies functioning at State, national and international levels. These academic partnerships helped to advance the vision and mission of the institution. The institution boasts of 29 MoUs that play a vital role in fostering collaboration and synergy among the institution and its MoU partners. By pooling their resources and expertise, the institution and its MoU partners work together to achieve their common objectives and goals that are rooted in education, research, social responsibility, or a combination of these aspects.

The institution consistently endeavors to ensure the effective implementation of all the MoUs, by conducting as well as organizing various activities and programs. These initiatives provide an opportunity for the academic excellence of students, and promotion of outreach activities with social commitment.

THE PRACTICE:

In its dedicated commitment to the effective implementation of MoUs, the institution extends invitations to subject experts and professionals across diverse fields to impart knowledge and enhance the skill sets of the students. Collaborating with its MoU partners, the institution provides certificate courses that delve into emerging legal and other domains. Furthermore, the institution orchestrates various programs and activities like presentations, seminars, awareness drives, rallies etc. which provide a platform for carrying out social outreach and also aid in academic excellence. These activities also provide students with an opportunity to gain firsthand experience in addressing socio-legal issues.

One such novice initiative that the institution conducts in association with its International MoU partners is the Crisis Control International Competition (CCIC). The CCIC was conducted consecutively for the 2nd year in association with the Faculty of Law, University of Lisbon, Portugal. The CCIC, a pioneering event in India, focuses on the field of International Law. It provided students with the unique opportunity to engage in research and attend expert sessions in the specialized area of Maritime Law, which was the theme of the 2nd edition of the CCIC.

The students, under the constant guidance and supervision of faculty and experts in the field of Maritime Law, carried on the task of meticulously drafting a proposition for the competition. This experience afforded them the chance to apply their academic curriculum in a practical setting. It also gave them an opportunity to interact with and work under the guidance of subject experts not just at the national level but at the international level. The technical sessions of the competition featured resource persons who were experts in the field of international law, sharing their expertise and knowledge. This opportunity extended beyond the core committee, allowing students in general to participate. Furthermore, it facilitated interaction between students of the institution and students from various international universities.

Another distinctive initiative for social outreach, known as Project *Saksham*, was carried out in collaboration with its MoU partner Goa Institute of Public Administration & Rural Development (“GIPARD”). The institution organized one-day workshops on "Inclusiveness and Equality of Persons with Disability" in both North and South Goa. These workshops targeted faculty members from colleges across Goa, emphasizing effective strategies for combating prejudice and negative attitudes towards individuals with

disabilities through collaborative efforts involving authorities, civil society, and other stakeholders. The workshops also aimed to sensitize colleges to various aspects related to persons with disabilities, addressing concerns and exploring ways to make education and other facilities inclusive for them. This initiative not only raised awareness but also contributed to the institution's goal of meaningful social outreach.

EVIDENCE OF SUCCESS:

Several successful programs and activities were conducted by the institution in association with its MoU partners. The various activities, programs, certificate courses etc. conducted by the institution in association with its MoU partners, were well received by the students and the general public. These initiatives have played a pivotal role in elevating students' academic performance, expanding their knowledge beyond the prescribed curriculum, and providing them with a valuable opportunity to engage and learn from leading experts in the legal field not just at the national level but international level. MoUs with international partners have played a pivotal role in enriching students' knowledge through interactions with faculty and students from global universities.

Furthermore, these activities have afforded the institution and students the chance to gain firsthand experience in addressing socio-legal issues in collaboration with non-governmental organizations (NGOs).

A notable example of success is the enrollment of 20 students in the Certificate Course on Portuguese Language with Legal Inputs, 38 students in the 4th Advanced Certificate Course in Indo-European Comparative Legal Studies on Intellectual Property Rights and 35 students in the Advanced Certificate Course in Medical Jurisprudence and Forensic Science, highlighting the institution's commitment to multifaceted education. The students, sensitized through activities such as awareness drives, seminars, and webinars, independently addressed legal issues, seeking assistance as needed. In recognition of the institution's efforts, MoU partners and other governmental and non-governmental bodies have expressed their appreciation.

PROBLEMS ENCOUNTERED:

Students occasionally encounter challenges in balancing their routine academic commitments with the tasks assigned to them for executing these activities. For those without private transportation, traveling to remote areas can pose a logistical difficulty.

Furthermore, the exploration of certain sensitive topics demands close supervision and guidance from teachers to ensure that the activities are conducted with prudence, preventing any potential public backlash.

Certain activities conducted with international Memorandum of Understanding (MoU) partners posed challenges due to differences in time zones, foreign currency remittance etc. Communicating with international MoU partners also posed certain challenges due to language barriers. In many instances, activities and programs are conducted online; however, the prevalence of internet connectivity issues presents a significant challenge.

Despite the problems encountered, the institution made several efforts to overcome these challenges and ensure that all the programs and activities were conducted successfully.

NOTES:

Collaborations with MoU partners facilitate various activities, including certificate courses, awareness programs, and discussions on socio-legal issues. Partnerships, such as with *Sakhi* One Stop Centre, offer students real-world exposure, providing legal and psychological counseling to women in distress. Students actively engage in handling real-life situations, showcasing their proactive involvement.

The certificate course conducted by the institution in collaboration with its MoU partners such as the 4th Advanced Certificate Course in Indo-European Comparative Legal Studies on Intellectual Property Rights, Certificate Course in Portuguese Language with Legal Inputs, Advanced Certificate Course in Medical Jurisprudence and Forensic Science etc. provide an opportunity to students and faculty members to interact and learn various emerging topics from experts in the fields and also helps them hone their skills. These certificate courses help in knowledge enrichment of the students.

The institution also organizes several webinars, seminars and talks in association with its MoU partners wherein several socio-legal topics are covered. These webinars and talks help sensitize students and raise awareness about several socio legal issues and also encourage them to get actively involved in social outreach activities. The institution's multifaceted approach underscores its dedication to holistic education and socio-legal involvement.

BEST PRACTICE 2

TITLE OF THE PRACTICE: Adoption of E-Governance for enhancing the efficiency of academic and administrative tasks

OBJECTIVES:

1. To promptly facilitate students and staff in accessing academic details and completing the admission and fee payment process via the campus management application "*EduQFix*."
2. To use campus management application "*Fedena*" for payroll and leave structure
3. To utilize ICT in teaching and accessing educational materials through NAS (Network Storage System).
4. To convert traditional hard-copy documents into digital format for the purpose of storage and accessibility
5. To encourage use of library resources for research through user friendly technology

THE CONTEXT:

The institution Commensurate with its mission statement is committed to excellence in education, empowering personalities and developing responsible members of society, the requisite to provide guidance relating to responsible use of its Electronic and Digital Information System was executed.

Campus Management Applications "*EduQFix*" and "*Fedena*" are efficiently utilised for flexibility and transparency in the admission process and other administrative activities for the benefit of the students. The whole documentation process including fee payment is carried out by the help of these Apps.

Fedena helps in maintaining record of staff leaves, payroll management and other academic tasks like examination, attendance, student assignment etc. The institution

noted a significant amount of paper wastage, leading to the introduction of digital forms such as E-Notices, emails, and sharing library resources through E-Content. This transition aims to enhance academic and administrative excellence through the integration of Information Technology. Besides, ICT enabled teaching-learning has also become a common feature of the institution.

Digitization of data has become a common feature at the institution; all the old records are saved in digital formats for easy recovery and access.

THE PRACTICE:

Over 4 years the whole admission and fees payment procedure is carried out via the *EduQfix* software. Candidates submit their applications, certificates and other documents online. Notices and circulars are published on the official website of the institution for information of the concerned candidates, students and staff. This has efficiently resulted in a complete paperless admission process. The same validates to be convenient and fast for both students and office administration.

Leave and payroll management of staff is managed efficiently by the institution through "*Fedena*" which is a campus management software subscribed by the institution from Forbian Technology. *Fedena* has various significant modules wherein the details of leaves taken, leaves remaining and other related information is well maintained and there is easy access to all this.

Basic records of attendance, lectures, grades, leaves and other miscellaneous details are maintained in digital formats through *Fedena*. The institution is currently nearly paperless, conducting all communication in digital formats through emails, digital notices and various forms of information & communication technology. Institution has set up a committee consisting of efficient and professional personnel headed by an expert in the field of technology. The committee dexterously takes steps to ensure maximum use of technology in the administration of the institutions under VVM.

The institution conducts regular training sessions to equip its staff with the necessary skills in utilizing technology and other CIT-enabled tools and techniques.

Additionally, a committee oversees the maintenance of appliances, gadgets, software, and related infrastructure. The staff actively employs campus management software such as Fedena, EduQFix, IIAMS, among others, for both administrative and academic functions.

Another noteworthy initiative implemented involves Data Digitization, wherein previously existing hard-copy documents are converted into digital formats for efficient storage and rapid accessibility. This not only saves time but also contributes to a reduction in the physical use of paper.

The institution adopts idiosyncratic policy while conducting activities and programme wherein the registration, submissions and other details are submitted through online platforms.

EVIDENCE OF SUCCESS:

The institution offers programs in BALLB, LLB, LLM, and includes a doctoral study center. Managing extensive documentation for these programs has been streamlined through the implementation of campus management applications, leading to a substantial reduction in hard copy documents. This transition has resulted in significant benefits for various stakeholders involved; who have appreciated this unique practice adopted by the institution.

The integration of technology in admission, examination, attendance, and various other activities through a paperless and swift online process has greatly benefited both students and office administration alike.

Data digitization has garnered significant appreciation from various stakeholders who now have convenient access to information. This has notably enhanced the institution's functionality and efficiency. The ease of data retrieval is particularly valuable in situations of inadvertent deletion. Furthermore, the institution, under its management, possesses an official email domain for official and peer communication, a feature that is widely applauded by the staff and other

stakeholders.

Various stakeholders highly value the digitization of data, as it enables easy access at their convenience. This has significantly contributed to the improved functionality and efficiency of the institution. In cases of inadvertent deletion, data retrieval has become a seamless process.

The streamlined process of fee payment through EduQFix has motivated students to take control of their financial accounts. As a result, students have proactively opened personal bank accounts, enabling them to navigate their financial responsibilities.

By promoting the utilization of library resources for research through user-friendly technology, such as E-content, both students and staff have experienced significant advantages. This approach provides access to a wealth of reading materials, including books, journals, and articles, which are conveniently shared through accessible links.

PROBLEMS ENCOUNTERED:

While data digitization is rapid and efficient, not everyone is comfortable with technology. Proper training for staff is essential to ensure the appropriate utilization of the latest applications. Challenges may arise, such as difficulty accessing data due to internet failures. Additionally, there is a risk of inadvertent data deletion that, unfortunately, cannot always be recovered.

There is a potential for misuse or unauthorized access to both data and machinery. Additionally, there are rare instances of machinery malfunctioning caused by viruses, resulting in data corruption. Laptops may experience slowed performance, either due to irregular updates or other technical issues.

To address these challenges, the institution has implemented effective measures, including regular training sessions and other precautionary steps.

NOTES:

This distinctive approach entails the incorporation of digital technologies and tools

to convert conventional manual or physical processes into digital ones. Applications such as EduQFix, Fedena, IIAMS, NAS, etc., have unquestionably yielded benefits for students, staff, and the institution as a whole. The institution has expanded the use of Information and Communication Technology (ICT) in education through integrative technology, resulting in a positive impact on student achievements. Beyond simply adopting digital technology, the institution has made concerted efforts to innovate, introducing entirely new configurations and modes of interaction. This involves leveraging digital technologies to facilitate efficient administration, ultimately benefiting both students and staff.