



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**DEVI SHARVANI EDUCATION SOCIETY'S V.
M.SALGAOCAR COLLEGE OF LAW**

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403002

www.vmslaw.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

VM Salgaocar College of Law was established by its founder late Shri Vasudev Mahadev Salgaocar in the year 1973 for the benefit of students in the State of Goa aspiring to join the legal profession.

The College has consistently built upon its great tradition as a pioneer of legal education in the State, preparing its students for the practice of law and community engagement in a way that meets the needs of a changing world.

The college inspires, motivates and challenges the teacher and the pupil alike, to the attainment of excellence in the field of legal education and emphasizes respect for human dignity and the inculcation of basic values crucial to the legal profession.

The College has been active for more than four decades in providing quality legal education having a competent faculty and state of the art facilities. Excellent learning opportunities are offered for students with comprehensive degree and post graduate programmes in law. Syllabus for these programmes is prescribed by the UGC and approved by the Goa University. College consistently works towards implementing the syllabus in its letter and spirit.

Legal education that has the holistic development of the learner at heart and the benefit of the community in mind, has given the College a cutting edge over other institutions. Its commitment in reaching out to the public in the State has earned it an enviable reputation both nationally and internationally.

Vision

Vision Statement: 'Let Justice be done though the Heavens fall'

Attainment of new heights in legal scholarship, research and meaningful community outreach has become possible by a keen focus on the Vision and the Mission of the College. The words of the famous Justice Mansfield, "Let justice be done though the heavens fall", is the vision of this institution.

Mission

Mission Statement: "Excellentia Justitia et Humanitas" which means "Excellence in Legal Education in pursuit of justice and service to humanity".

The mission of the college is "*Excellentia, Justitia et Humanitas*" which means "Excellence in legal education, in pursuit of justice and service to humanity". The College is committed to academic excellence and affords opportunities for knowledge acquisition and adaptation through training, research and service to public through its outreach activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

STRENGTHS

1.Excellent Infrastructure

Situated in Panaji, the capital of the State, College is easily accessible, attracting students for legal education from across the State.

2. Supportive and Visionary Management

The Management provides continuous support and encouragement for the various initiatives by the Principal and the faculty which has resulted in the growth and development of the College.

3.Qualified and Experienced Faculty

Highly qualified regular full time law faculty, nine of whom hold a doctoral degree. Nine of the remaining faculty members who have registered for Ph.D.

4. Innovative Teaching

Innovative pedagogy with a strong clinical component which helps build the competencies of the students.

5. Optimum Use of Technology

The campus is WI-FI enabled with access to internet. A fully equipped Library with state of the art facilities is available for use of the stake holders.

6. Diverse Co-curricular Activities

Various co-curricular activities are undertaken that enhance student-centred learning outside the classroom.

7. Extensive Library Resources

A large user friendly Library with extensive resources Facility of Open Access System is provided. Library services are computerized.

8. Students: Students are trained to involve in various legal aid, social service activities

9. Institutions Linkage and Networks: College is having linkage with government and various NGO's

10. Research Centre: The College is recognized as a Research Centre in Law by the Goa University.

11. Alumni Involvement: Alumni of the college are well placed in various Court and Central and State Government departments.

Institutional Weakness

The Curriculum which is adopted is designed for both the Law Colleges in Goa in accordance with the Goa University which does not allow room for flexibility. With no provision for fulltime faculty in non- law subjects, the Institution has to make arrangements each year for appointing faculty to teach non law subjects.

Need for financial support and funding for organizing additional programmes affects the nature and number of programmes being organized. Several opportunities for students to participate in international competitions have not been realized for lack of financial assistance to them.

Lack of hostel facilities for out station students discourages such students from learning at this Institution.

Strict reservation policy adopted at the time of staff recruitment hinders the filling up of backlog vacancies.

Institutional Opportunity

The Institution contributes significantly to the personality development and professional growth of its students through the wide range of opportunities it makes available. Fruitful collaborations with institutions/NGOs have provided students with a better learning experience and training in life - skills. Associations with the District Legal Services Authority, the Children's Court, Juvenile Justice Board, the Victim Assistance Unit of the Government and the Department of Civil Supplies as well as with NGOs like GOACAN and SCAN have benefited students at the Institution to a large extent.

Encouragement to students from the Institution for participating in international and national competitions such as Moot Court, ADR competitions, as well as Sports events, has motivated them to excel both academically and in co-curricular activities. Additionally, students receive mentoring from the faculty for participating in various competitions at the national and international level.

Faculty also receives invitations as resource persons, and for presenting papers at the various conferences across the country and abroad.

The location of the College and its proximity to public offices and various courts has made it possible for students to carry out their practical work along with their classes. Interaction with senior lawyers during the internship programmes introduced as part of their curriculum, provides students with opportunities for acquiring practical knowledge while they are studying.

The alumni continue to support the students by providing financial assistance to participate in prestigious international competitions.

Institutional Challenge

Lack of Hostel facility discourages outstation students from studying at this Institution. Outstation students who come have to spend a lot of money to make arrangements for their food, accommodation and transport.

The present LL.B. curriculum which is prescribed does not provide any scope for specialization.

For several years, students from outside the State were keen to study LLB and LLM at this Institution. However, the opening of new law colleges in neighbouring States has brought down the number of such students from other States to this Institution. One year LL.M is not offered by the College which is offered by other Institutions within the country and outside. With no scope for full time appointments for non-law subjects, there is a general reluctance on the part of experienced faculty in non-law subjects to take up appointments on lecture basis.

It is often expensive and unfeasible to equip the Institution with the latest technology. Use of such technology demands a trained person to operate it. Students lack opportunities for effective placements as placement agencies do not show much interest to visit a small State.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Pursuant to the vision and mission of the College and its service to society through excellence in legal knowledge, the College conducts six law programmes (of which five are self-financed programme) including two under graduate programs, one post graduate program, one Ph.D program and two diploma programs.

The inbuilt flexible syllabus of the planned curriculum is prescribed by the Bar Council of India. The College enriches it by adding the components of advocacy skills, professional ethics, values and social commitment, through its clinical methods of teaching namely, Client counseling, Moot Court, Alternative Dispute Resolution (Negotiation, Mediation), Legal Aid Clinics, Consumer Clinic, Child Rights Clinic, Prison Clinic and Mock trial. The varied learning abilities of the students are considered while designing such activities. Guest lectures/workshops/seminars/conferences by advocates/judges/academicians/experts from India and abroad are held to provide more practical inputs and legal perspectives. The faculty designs the subject outline along with class activities like seminars, simulation exercises and research assignments. The students are encouraged to participate in NSS, Sports (intercollegiate/University/State/National level) and other extra-curricular activities.

Curriculum is flexible. The Board of Studies (BOS) consists of faculty members from law colleges in the State of Goa. At a joint faculty meeting of the colleges, required changes are discussed and deliberated; the proposals are forwarded to BOS which meets every six months.

Feedback is collected manually from students and teachers every semester.

Teaching-learning and Evaluation

Student enrollment is from within the State and also from outside the State and country. The number of students admitted from reserved category is in accordance with the total number of seats earmarked as per government rules.

The Institution caters to specific needs of each student in order to facilitate the overall development of the student through mentor system and training sessions. Mock tests and remedial classes are conducted. Pattern of internal assessment caters to the needs of the advanced as well as slow learners. Faculty and Principal are

easily accessible to students. Faculty members are well qualified and 90% of the permanent faculties are Ph.d holders.

Classroom learning is made learner - centered through innovative practices like legal crossword solving and simulation exercises. ICT is extensively used by students and teachers in the classrooms. The teachers also employ collaborative teaching technique where two teachers engage a lecture in combination with a view to bring about different aspects of discussion on the subject and also engage in planned debate. Learning beyond the classroom is the theme of Law Clubs, Clinics and ADR Board.

The five year LL.B course and the LL.M program have continuous internal assessment, which is transparent, well-designed and consistent with academic calendar. IQAC verifies the components and the marks. Students have participated/excelled at national/international competitions for law students. The college maintains the record of students pursuing studies abroad as well as those who have qualified in judicial services, and other Government services.

Research, Innovations and Extension

VMSCCL firmly believes that research activity by faculty and students are crucial for the growth and development of any institution.

1. Research

VMSCCL is recognized as a Research Centre with a vast collection of resources both in print and electronic form. The Library has a Research room and is equipped with computers with internet facility. Departmental Research Committees is set up to supervise research work. Presently, 10 faculty members are Ph.D holders and have contributed immensely to the rich research tradition of the Institution. The College has its own annual peer reviewed journal *Salgaocar Law Review* and in house Newsletter publication titled '*Law'racle*.' .

2. Innovation

The Institution has meaningful collaborations with Lisbon University (Portugal), Macquarie University (Australia), WMO (World Mediation Organization), Asian School of Cyber Laws and other institutions of learning which has earned it recognition, both, in the State, India, and abroad. Students and faculty have enriched their learning experiences from these associations.

3. Extension

The Institution's commitment towards social responsibility is being achieved through the organization of various outreach programmes for the less privileged members of the community. Active participation by Students and faculty in various programmes earned the Institution appreciation by the *Indira Gandhi NSS Award* in 2013 -2014. College involved in facilitating access to justice for children, creating awareness of laws for consumers, spending time with senior citizens, holding blood donation camps are some of the diverse ways in which the 25 Legal Aid Cells, Clinics and the NSS Unit of the Institution.

Infrastructure and Learning Resources

The independent building in a dedicated campus exclusively for legal education situated within 3 km. radius of the High Court, District Court and Civil Courts in a serene and peaceful location, is itself a unique feature of the Institution.

All class rooms are air conditioned and equipped with computer/projector facility. There is a spacious and aptly-furnished moot court hall and an air-conditioned Conference Hall with audio visual facility which comfortably seats 200 persons. Locker facility is provided to students.

Principal and Administrator have independent chambers. Governing Council Room is used for regular meetings. The office space is assigned to office staff including the Accountant, all of them having sufficient number of computers, printers and Xerox facility. Intercom telephone is installed in all functional spaces including canteen and conference hall. Three spacious rooms are kept as staff rooms, in addition to the Director of Physical Education's room.

The College Library functions in an independent three – storied building spread over 2379. 93 sq.m. The library is well connected to broad band internet with Gen-Lib software and online legal database. It is fully automated and computerized with open access system. Besides a vast collection of law books, there are also books that cater to diverse interests.

The cyber lab is well- equipped with 52 computers with internet connectivity Wi Fi facility is available within the campus. Book Bank functions from a separate space on the first floor.

College has well-equipped gymnasium, indoor games facility and a canteen functional during working hours.

Student Support and Progression

The College website and prospectus provide information to students about admission, course content, teaching programme and academic requirements.

During admission, the faculty members hold counseling sessions with students along with parents. This helps to identify difficulties and provide suitable guidance. Each student is assigned a mentor (teacher). The placement cell provides information on prospective employment, and connects with employers to conduct selection process in the college.

Class room teaching is supplemented by clinical method that focuses on skill development and professional ethics. Guest lectures, certificate programmes, seminars/workshops, soft skills training, leadership training, Model exams and remedial classes are held.

The system of feedback enables the institution to comprehend and achieve the levels of expectation of all stake holders. The encouragement given to the Students' Council has nourished their cultural skills and communication abilities. 50 % of the seats for Class representatives are kept apart for ladies.

The Consumer clinic, Child Rights Clinic and Prison Clinic provide practical learning to the members. Moot Court Society and ADR Board train students for participation in various national and international competitions. Legal Aid programs promote and aid capacity building.

The organization of Lex Infinitum – International Dispute Resolution Competition has helped the student

community to expand their network with law students/professionals from India and abroad.

The college has a registered Alumni Association. The alumni have supported the institution by providing internship for students, delivering guest lectures, guiding students for competitions and acting as resource persons for the legal aid programs.

Governance, Leadership and Management

The College fulfills its mission and vision by providing quality legal education, aimed at equipping our students to be professionally competent and socially relevant legal professionals. The College has adequate number of fully qualified and competent faculty. Connectivity to community and its legal issues/needs is built through the student-run free Legal Aids Cells established across the State. NSS Unit of the College also focuses on the role of students in good governance and social responsibility. Excellence in legal education is ensured through specialized clinical legal education and training in Moot Court, Client Counseling, Negotiation and Mediation in addition to focused concept building through class room teaching/activities.

The management extends supports to all academic, research and co-curricular activities by providing required infrastructure, competent staff and logistic support. Administrator is appointed to lead the administrative staff and to provide due support for such activities. The Principal leads the College and guides and coordinates with the faculty, staff and students in carrying out all activities.

Decision making through consultative participative process involving all stakeholders is a distinctive feature of the college. All activities are conducted after extensive deliberations at the faculty meeting, followed by specific committee meetings. Principal consults the management and updates them about the activities and the requirements. Administration of academic and faculty related functioning is delegated to the HOD. Each prime activity has a faculty as Director, assisted by an Associate Director. The 3 member Advisory Committees aid and advise the Director. The IQAC overviews all activities.

Institutional Values and Best Practices

The institution designs and implements all its activities giving emphasis to its vision/mission. Community engagement is the core of legal aid activities. Gender equity is meaningfully inbuilt into the institutional functioning. The legal aid activities rendering community legal literacy programs give due importance to the topics concerning rights of women and children. Safety and security of students is assured in the campus. Ladies common room and wash rooms are adequately spaced. 50% of the class representatives' seats are reserved for ladies. Anti-Ragging Committee and Internal Complaint Committee for Prevention of Sexual Harassment is constituted. Every student has a mentor (teacher).

Environmental consciousness runs through the institutional functioning. Waste management is effectively taken care of. The college also gives importance to reduction in waste generation and minimal use of plastic. Rainwater harvesting, vermin-compost unit and solar lighting unit are among the key features in sustainable environment management. Environmental consciousness within the campus is promoted through Vanamahotsava, maintaining of biodiversity and consciously minimizing use of paper, by resorting to e transactions/notices.

Facilities for differently-abled include ramp, special washroom and scribes for examination. The College

functions as a centre for many programs, organized by government (like Election related Training Programs, Examinations) and non-government organizations (like yoga classes). The faculty of the college acts as resource persons for various academic/community programs. Imparting moral/ethical values is inbuilt into the educational format.

Activities that are designed through meticulous planning, and a system open to ideas, have resulted in exemplary best practices in the Institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DEVI SHARVANI EDUCATION SOCIETY'S V. M.SALGAOCAR COLLEGE OF LAW
Address	Miramar Caranzalem (Post)
City	PANAJI
State	Goa
Pin	403002
Website	www.vmslaw.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M Ramakrishna Prasad	0832-2462225	7350198881	0832-2464218	vmscl@rediffmail.com
IQAC / CIQA coordinator	G. Shaber Ali	0832-2462366	9834687243	0832-2464211	shaberali007goa@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	26-03-1973			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Goa	Goa University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	21-10-1998		View Document	
12B of UGC	21-10-1998		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCL,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
BCI	View Document	31-05-2005	60	College has applied and paid fee for BCI affiliation for the current academic year The same has been sent to NAAC Office Bengaluru

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Miramar Caranzalem (Post)	Urban	1.94	2525.72

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA LLB, Law	60	XII Standard	English	132	131
UG	LLB, Law	36	Graduation	English	120	108
PG	LLM, Law	24	LL.B.	English	50	36
Doctoral (Ph.D)	PhD or DPhil, Law	72	LL.M	English	24	20

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				4				11			
Recruited	1	0	0	1	4	0	0	4	2	9	0	11
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				5			
Recruited	0	0	0	0	0	0	0	0	1	4	0	5
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	9	3	0	12
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	0	0	2	4	0	10
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	0	5	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	4	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	4	15	0	19

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	270	21	1	0	292
	Female	459	15	0	0	474
	Others	0	0	0	0	0
PG	Male	17	1	0	0	18
	Female	50	1	0	0	51
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	8	0	0	0	8
	Female	12	0	0	0	12
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	5	8	4	8
	Female	6	13	5	12
	Others	0	0	0	0
ST	Male	15	10	6	6
	Female	14	19	11	12
	Others	0	0	0	0
OBC	Male	38	57	41	42
	Female	66	89	76	48
	Others	0	0	0	0
General	Male	253	243	230	207
	Female	404	347	365	402
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		801	786	738	737

Extended Profile

1 Program

1.1

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

Response: 418

1.2

Number of self-financed Programs offered by college

Response: 5

1.3

Number of new programmes introduced in the college during the last five years

Response: 1

2 Students

2.1

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
737	738	786	801	779

2.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
129	129	135	135	137

2.3

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

2016-17	2015-16	2014-15	2013-14	2012-13
194	195	208	233	214

2.4**Total number of outgoing / final year students****Response: 1044****3 Teachers****3.1****Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
21	21	18	17	16

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

2016-17	2015-16	2014-15	2013-14	2012-13
21	21	18	17	16

3.3**Number of sanctioned posts year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
21	21	18	17	16

3.4**Total experience of full-time teachers****Response: 336****3.5****Number of teachers recognized as guides during the last five years**

Response: 4

3.6

Number of full time teachers worked in the institution during the last 5 years

Response: 20

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 12

4.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
56.47	59.95	57.29	52.47	39.01

4.3

Number of computers

Response: 52

4.4

Unit cost of education including the salary component(INR in Lakhs)

Response: 0.3643

4.5

Unit cost of education excluding the salary component(INR in Lakhs)

Response: 0.07662

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The **inbuilt flexible curriculum** is as prescribed by the Bar Council of India offers 39 value added/career oriented programs.

- **Courses offered as part of Curriculum**

Curriculum is designed to include **practical subjects** that inculcate the skills of advocacy, the values and ethics of the profession through various clinical methods of teaching like Client counseling, Moot Court, Alternative Dispute Resolution, Consumer Clinic, Child Rights Clinic, Prison Clinic and Mock trial.

- **Design of Curriculum**

At the start of each semester, the subject teacher through informed process using the medium of either notice board/ what's app and social media, outlines the subject to the students.

The normal class duration is of 50 minutes wherein the teacher uses both teaching method, with various teaching aids in addition to practical training methods. The details of the subjects offered are put up on the college website hard copy is available in the college library for photocopying.

- **Review and updation of Curriculum**

The curriculum is updated by the Board of studies who meet periodically and proposes changes whenever required.

- **Curricular Activities**

The structured curriculum is covered through a series of **value added class activities** such as simulations, role play, using problem solving method, case studies and skill training through seminars either library research or practical field designed. Compulsory moot courts on various law subjects are drafted and monitored while inculcating mooting skills on socio-legal issues demonstrating a glimpse of real factual cases. Client counseling process trains the students in articulative behavior and approach required to attend clients of varied human behavior and suggest appropriate legal advice. The students are also trained in other advocacy skills through discussion and debates. Guest lectures are conducted to provide more practical inputs for students from experts/ lawyers from various fields.

The skills required of a lawyer is also incorporated through inter disciplinary, developmental and innovative learning experience through various seminars/ conferences along with community based Legal Aid cells which initiates socio legal projects and awareness amidst the process of learning. The law degree

programme is an intensive course and the students are required to mandatorily complete 100 hours in Legal Aid literacy and awareness through monitored guidance of faculty incharge, for the various community based legal aid cells. They have to also undergo internship training as a part of the course.

- **Diploma programs in collaboration with International and National institutions**

The college conducts Diploma in Civil Law in collaboration with Lisbon University and Diploma in Cyber Law in collaboration with Asian School of Cyber Law, Pune. Civil law course exposes the students to ideas of western jurisprudence that are in variance with common law, and to initiate them into comparative jurisprudence, while the cyber law helps to train the students in theoretical and practical aspects of computer and its related crimes.

- **Evaluation**

The College follows **continuous evaluation** for all the courses and semester system. The students are assessed by the Intra Semester Assessment (ISA) and Semester End Assessment (SEA). The ISA is through pre-scheduled tests and seminar presentation.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 28.39

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	6	7	3	3

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 28.95

1.2.1.1 How many new courses are introduced within the last five years

Response: 121

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 25

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

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

Response: 8.24

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
93	66	55	55	45

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The curriculum of undergraduate programs has subjects like **women and the law, human rights, child and the law, labour laws, environmental law**. In addition, the college conducts series of **guest lectures** by inviting experts from various fields to address issues relating to Gender, Environment and Sustainability, Human Values and Professional Ethics.

Professional Ethics lectures are conducted by using case law, simulation exercises and lectures on Advocates Act in order to inculcate **professional ethics**.

The course design provides **opportunity to learn professional ethics** through mock trials, moot court, internship program of 30 days in lawyer's chamber and observing trial of civil and criminal cases in courts.

The **Professional Ethics** for Alternative Dispute Resolution System (ADRS) is offered by ADR Board through simulation and role play.

Further, the College has established a permanent Consumer Clinic, **Human Rights** {Prisons Clinic} and Child Rights Clinic to provide legal aid to the aggrieved parties wherein students learn Professional Ethics while dealing with live clients.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response:

1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

Response: A. Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.24

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	17	18	15	21

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 85.59

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
261	278	279	286	285

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
314	314	330	330	335

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 32.61

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

2016-17	2015-16	2014-15	2013-14	2012-13
49	30	55	45	38

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institution caters to the specific learning levels of the student in the following manner:

- Specific learning requirements of the student are noted during the **counselling session** in the beginning of the academic year.
- A faculty is allotted to each student as a **Mentor** who constantly communicates with the student to understand the requirements as well as difficulties in learning.
- In order to facilitate **learning**, **sessions** are conducted on use of online resources as well as the library resources.
- In the beginning of the year the students are trained on use of **soft skills**.
- Sessions on research methodology are conducted for the first year students to equip them with research skills.
- Pattern of **internal assessment** has variety in assignments to foster a specific skill of student. It caters to the needs of the advanced as the well as slow learners. Seminar is a compulsory component of internal assessment.
- Training sessions on **seminar presentation** are conducted to guide the students in preparation of seminars.
- The college has a **Debate Society** which serves as a forum for the students to voice their opinions and float new ideas thereby encouraging the spirit of questioning, justifying and also learning.
- Students are also given **orientation** for **Moot Court** preparation for preparing for practical papers. A group of students is allotted to a teacher who guides them in preparation
- There are also a series of **guest lectures** conducted in order to expose the students to practical knowledge.

Programs for advanced learners:

- The students in charge of the Legal Aid Cells are trained in leadership development and

organizational skills.

- A special orientation is given for the students selected to the Moot Court Society for representing students in national as well as international competitions.
- Orientation is also given to the members of ADR Board, to hone their skills of negotiation and mediation. Similarly they are also trained in client counseling.

Programs specifically for slow learners:

- To cater to the needs of the slow learners specifically, teachers provide **personal attention** to students.
- **Mock tests** are conducted to prepare the students for the Semester End Assessment.
- The faculty also makes available the **hand-outs** of the course contents to the students.

The students are encouraged to **meet the faculty** with any difficulty in learning.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 343:15

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

Experiential learning methods:

- Methods such as **case study, legal crossword solving, Judgment analysis, Simulation exercises, Public Mediation, Role plays and poster making** are used for better understanding of the subject.
- **Client Counseling sessions, Negotiation and Mediation simulation exercises** are conducted for the final year students where each student is made to participate in the mock session and actually learn skills through performance.
- For the purpose of client counseling session, an **interview of a client and counsel is video graphed and screened** for the students.
- The teachers also use **collaborative teaching** technique where two teachers engage a lecture in combination with a view to bring about different aspects of discussion on the subject and also engage in planned debate.
- **The Constitutional, Criminal, Human Rights, Labour Law, Consumer, IPR and International Law Clubs** of the college serve as a platform for learning through discussions, sessions by experts and conduct of competitions on the subjects.
- During the International Mediation Competition, "Lex Infinitum" hosted by the college, sessions by **International Experts** on Alternative Dispute Redressal System are held for the students.

Participative learning methods:

- **Mock trial** is conducted for the final year students where a court room scene is enacted based on a real case to understand the complete proceeding leading up to the judgment.
- The members of the **Alternative Dispute Resolution Board** are given orientation on the skills of ADR by faculty. The students, who have represented college in competitions, share their experience.
- Learning also takes place through the **Legal Aid Cells** of the college functioning at different locations in Goa. Students learn to communicate with clients, draft legal documents, fill forms for assisting public in availing benefits of social welfare schemes.
- The **Prison Reforms Clinic** gives exposure to the students to have firsthand experience of interacting with the prison inmates. Students, under the guidance of the faculty, undertake project, conduct jail visits for interviewing inmates as well as hold sessions to inform them about their rights.
- Learning also takes place through the **Consumer Clinic**, the members of the clinic hold meetings for the purpose of discussion on the consumer laws, and the procedure of making representations before the Consumer Forums. The clinic receives clients for whom representations are made by students to the forums.
- The college also runs a **Child Rights Clinic** in association with Juvenile Justice Board, Children's Court and Stop Child Abuse Now-GOA (SCAN-Goa), an NGO working for child rights. The members of the clinic attend the hearings of the Juvenile Justice Board as well as the Children's Court and assist them in the conduct of the hearing.

Problem Solving methods:

- College also has adopted **method of problem solving** as one of the teaching and learning experience. College creates hypothetical problems to teach substantive and procedural law wherein the students are expected to apply the relevant law provisions. Some of the faculty members adopted **open book** mode of problem solving.
- Clinics also provide opportunities to students in solving the problems of the community as highlighted in participative learning methods.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 37

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 40.29

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching-learning

- The **ICT** is used extensively by the teachers as well as the students to enhance the quality of teaching and learning. The teachers make use of video clips and pictures relevant to the subject so as to engage the attention of the students and make learning easy and interesting.
- For the purpose of **training in the skills and procedure** of client counseling, the faculty, with the help of the students, record a mock client counseling session and screen it for the students of the final year.
- **Role play** is used effectively as a method of teaching for certain courses. The students are given a role to play and they act out a scene through which other students learn the concepts in law.
- **Law Club activities** help the members to study the specific area of the subject through interactive sessions, poster making, competitions and wallpaper. Students are encouraged to join and participate in the Clubs and activities.
- Another method of **innovative learning** is through the medium of ADR Board. The members of

the board have interactive sessions to discuss their experience in the competitions they participate in and also give valuable suggestions to others. There is a separate orientation session conducted by the faculty in skills of ADRS. The members also get an opportunity of learning about ADRS from the Expert Sessions during the Lex Infinitum.

- **An Innovative avenue of learning by doing** is offered through three Clinics of the college namely -

1. The Prison Reforms Clinic
2. The Child Rights Clinic
3. The Consumer Rights Clinic

Through these clinics, the members learn to deal with stakeholders directly, learn the functioning of the judicial forums, learn drafting as well as the relevant laws.

- **Mock Trial** is another novel method adopted by the college. The students of the final year act out a complete scene of crime, reporting of it to the police, trial before the court, the procedure and the outcome. It is in a very simplified form where the whole class understands the actual working of the substantive and the procedural law.
- **Training** in Client Counselling, Negotiation and Mediation is imparted to the students of the final year by using simulation exercises.
- In addition, the students are also required to undertake **Empirical Research Projects (LL.M)** involving field study.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 42.58

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	9	9	7	5

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years**Response:** 9.08

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 29.64

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	6	6

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- The five year LL.B course and the LL.M program has continuous internal assessment. **Internal Quality Assurance Cell (IQAC)** verifies the components for internal assessment of every course before giving to the students. The IQAC assesses the feasibility of each component based on the requirement of the component, amount of efforts to be put in, time required and the learning outcome as well as the suitability to the subject.
- The IQAC verifies the performance of the students at the end of each semester.
- The difficulties of the students are redressed through **additional lectures** as well as guidance in solving question papers.
- **Internal Grievance Committee** is established to redress CIE issues.
- The Choice Based Credit System has been implemented for the LL.M Program.
- **Semester system** is followed by the college for all the courses. Besides the CIE every student has to undergo Semester End Assessment.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The mechanism of Internal Assessment for each course has three components. It includes

- 1.Seminar presentation
 2. Written test
 3. Assignment includes components like problem solving, open book test, article review, judgment analysis, legal quiz, project on the subject, group activity and library activity.
- The mode of Internal Assessment is made known to the students in the **beginning of the semester**.
 - Each component of assessment in each course is scheduled at regular interval so as to evenly distribute it throughout the semester.
 - Each internal assessment is **returned to students** to maintain transparency.
 - **Feedback** on each assessment is given by the teacher to concerned students.
 - At the end of every semester, total marks of internal assessment of each course with a breakup in the components are **displayed on the notice board**. The students are required to verify their marks. In case of any discrepancy, the student is required to meet the concerned subject teacher.
 - **Feedback** on teaching learning is taken from student so as to understand the feasibility of the assessment system and their views on it.

- Internal Grievance Committee is established to redress CIE issues.
- **The Internals Scrutiny Committee** verifies internal assessment marking pattern after the submission of marks of the course at the end of the semester.

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

Response:

- **Double evaluation practice** is adopted for the LL.M course.
- **Personal Verification of marks** is available for all the three courses. The student is allowed to verify the assessed answer-sheet. Photo copy of the answer sheet is handed over to the student for verification.
- Both undergraduate programs have the provision for **revaluation**.
- **Marks of each internal component are disclosed** to the student immediately after valuation, to maintain transparency.
- The college has an **Internals Scrutiny Committee** for verifying internal assessment marking pattern.
- There is an **Internal Grievance Committee** established to redress the issues in relation to examination.
- The facility of **personal verification** is also available for the **exam conducted by the college** for F.Y and S.Y B.A. LL.B course. The time limit for Personal Verification of marks for College examination is one week.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- Academic calendar is **finalized in the beginning** of each academic year in the staff meeting.
- Each event for the academic year is **scheduled date wise**.
- The academic calendar is **displayed** on the student notice board as well as website and circulated through social media such as WhatsApp and Facebook.
- **Staff meetings** are conducted in order to plan for the scheduled event to ensure that the schedule is strictly adhered to.
- **Review meetings** are also conducted during implementation of the program.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

General Outcomes of the Law Program:

On the completion of Law Program, the student will acquire the eligibility to join:

- The Bar to Practice of Law
 - The Bar to Practice of Law
 - Judicial Services
 - LL.M (In country/Abroad)
 - Philosophy of Law
 - Legal Process Outsourcing
 - As Legal Advisor In Law Firm
 - Non-Governmental Organization
 - As Prosecutors
 - As Law Clerk
 - Government Services
 - Legal officers in PSUs and Private Organizations
-
- The Knowledge and understanding of Indian Legal System and the administration of justice in India.
 - The ability to find law, understand the law, Comprehend it, apply it to a particular fact situation, break it down into its component parts, recognize it and employ it creatively to serve clients interests, and evaluate the strength of its authority and its probable impact on clients.
 - The skills to deal with ethical and moral issues in the legal profession.
 - Learn the different role of lawyers and the ways in which lawyers can effect social change through innovative interpretation of legal principles.
 - The ability to render legal advice in a professional manner to the clients.
 - The ability to make use of information and materials from a variety of sources in research in the field of law to find solutions.
 - The skills necessary to integrate the knowledge, frame suitable questions for examination of witness in the court, and develop suitable strategies to provide competent representation to the clients.
 - Oratory skills necessary for a legal professional.
 - Skills in legislative drafting.
 - Leadership skills enabling the student to lead as well as to work in a group.
 - The understanding of the professional ethics and the responsibility of a legal professional.
 - The ability to bridge the gap between law and society and make the law socially relevant.

BA., LLB.,Program Specific Outcomes:

- It is an integrated Program with combination of law subjects with other subjects such as History, Economics and Political Science. The student learns to adopt an interdisciplinary approach towards the study thereby making it comprehensive.
- Provide the opportunity to place the law in the context of other disciplines in order to provide an

integrated understanding of law and its function in society.

- To develop integrated approach to the legal problems by using the knowledge in other allied subjects.
- Learn to appreciate the interrelation between law and subjects such as economics, political science and history.

The course is designed to create professionally competent and socially sensitive students. The B.A. LLB program also seeks to provide students with exposure to the theoretical as well as practical aspects of law.

Students desirous seek admission to the Five Year Law Programme have to fulfil the eligibility criteria below and also undergo the requirements of the admission procedure.

Degree Program Specific Outcomes:

- Use their previous exposure to the subject in the graduation in understanding the law.
- Recognise Law as a dynamic discipline requiring professional lifelong learning and skill development.
- Understand and uphold the highest ethical standards in discharging responsibilities to clients, other professionals, the courts and the public.
- Understand the correlation between law and society.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- Assessment of attainment of course outcome is done through various methods such as
 - Internal test
 - Seminar presentations
 - Problem solving
 - Group Discussions
 - Research projects
 - Open book exam
 - Practical exam
- The students are selected to be members of the **Moot Court Society** through a selection process based on their performance.
- Selection also takes place for the membership to the **ADR Board** through practical sessions.
- A percentage of students who graduate every year, join the **LL.M program** of the college.
- The college constantly associates with the **alumni** through the academic and non-academic programs organized by the college where the alumni engage guest lectures, sit as judges for

competitions.

- The college **maintains the record** of students pursuing studies abroad as well as those who have qualified in judicial services, and other Government services.

2.6.3 Average pass percentage of Students

Response: 75.19

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 785

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1044

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.04

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 10.81

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.05

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Initiatives for creation and transfer of knowledge are as follows:

1. **Lex Infinitum Knowledge Sessions** – The idea initiated by students who had participated in international mediation competitions held at Paris and Vienna in 2015 took shape as Lex infinitum 2016 – An International Dispute Resolution Competition, as a result of discussions and planning by the Principal and team of faculty and students. The Knowledge Sessions engaged by the experts from across the world proved to be an effective knowledge sharing experience on ADR updates on a variety of topics, to law students and others from all over the country and abroad. It also helped to create a platform for networking of people interested in ADR. The activity has become an annual feature of the college.
2. **Contemporary Legal Development Forum** – This is for faculty to make presentations and hold discussions on contemporary legal issues.
3. **Law Clubs** to provide a venue for study and deliberations on specific areas of law. Each law club admits 20 students and is coordinated by two faculty members.
4. **Prison Reforms Clinic:** The object of the Project is to verify the suitability of the eligible convicts for release on remission, in the light of relevant provisions of Law and the considerations mentioned therein. The report is submitted to Government of Goa.
5. **Consumer Clinic** provides hands-on experience to develop lawyering and research skills. Students represent clients before the consumer forum. The Clinic also has specialized task forces assigned to research on an area and conduct awareness programs in schools on the same. The Clinic has the distinction of constituting a “**Green Squad**” which inter alia raised issues of shifting firecracker business situated in crowded markets to open space. As a result of this initiative, the municipality of Mapusa has taken action and shifted the firecracker business to open areas. In addition, the Green Squads delivered around 80 lectures in schools sensitizing children on the hazards of cracker bursting.
6. **Ph.D Thesis, LL.M Dissertations and Moot Court Memorials** containing extensive research are maintained in the library for reference.
7. The **report of legal literacy programs** and the content of talks are blogged.
8. **RTI Translation** Bandora Free Legal Aid Cell of the College undertook and completed a project to translate the RTI Act, 2005, into Konkani so as to make it easily accessible and comprehensible to all.
9. **Workshop on “Law School Based Legal Service Clinics”:** A Joint Initiative With Government of India and United Nations Development Program -21st-22nd August, 2015, for training the law teachers from different parts of the country on running Legal Service Clinics in their institutions.
10. **Professional Development Training on Teaching ADR Skills and Ethics for Better Legal Services:** In association with International Bar Association-Clinical Legal Education Chair, National Law School of India University, Bangalore and Menon Institute of Legal Advocacy Training, organized a four-day workshop for law teachers during 3rd – 6th December 2014.
11. **Human Rights of Marginalized Group:** Awareness and Sensitization Program for Youth funded

by National Human Rights Commission, New Delhi on 9th February 2017

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 3

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.75

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.52

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	9	11	14	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 0.34

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	8	17	1	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

I. Legal Aid Society

Free Legal Aid Cells of the College are spread out throughout Goa. The objective is to inculcate sensitivity in law students to address the legal needs of the community. The prime activities in the community include:

- Students conduct legal awareness programs/campaigns including **talks, street plays, flash-mobs and door to door campaigning** all over Goa. Almost **1900 such programs** had been conducted in the last five years.
- **Welfare schemes** of the Social Welfare Directorate of Goa is promoted by the legal aid cells, by conducting awareness campaign and further assist them in the legal formalities for procuring the schemes. Two illustrations are as below:
 1. More than a thousand senior citizens cards have been obtained in this way.
 2. A team of students worked exclusively on the 'Krishi Card' project, where they coordinated with the department and assisted the farmers/agriculturists in filling their application forms and aiding them in procuring their Krishi Cards. Adequate awareness campaigns were undertaken by the team to encourage the beneficiaries to apply for the card.
- **RTI Act was translated** into Konkani, for publications so as to enable the local community know the law.
- **Projects on mid-day meal scheme, over pricing above MRP, child labour in the coastal shacks, Sexual harassment in public transport** were taken up and report submitted to the concerned authorities.
- Students are **encouraged to attend Gram Sabha** to acquaint themselves with the local issues, and participate in resolving them.
- The **Inter Legal Aid Cell Competition (INTERLAC)** involves submission of projects by the legal aid cells involving field work on community related issues like public transport and garbage disposal.

II. NSS Unit

The NSS Unit of the College organize community-centric activities including programmes on Aids Awareness, sensitization of voters and blood donation camps. The Unit has commemorated special days such as *Vanmohatsava* (Tree Plantation), National NSS Day and National Youth Day by inviting erudite and socially committed Resource Persons to provide insights on various themes.

III. Law Clinics

The College has the unique distinction of having three Law Clinics providing hands-on experience to students so as to develop their lawyering and research skills. The Consumer Clinic, Child Rights and Prison Clinics provide students an opportunity for community engagement and experiential learning.

IV. Law Clubs

In order to foster interest and provoke critical thinking among students in emerging areas of law and contentious socio- legal issues, the College has constituted seven Law Clubs in the subjects of Constitutional, Criminal , Labour, Human Rights, Consumer and International Law and Intellectual Property Rights.

V. Debate Society

The Debate Society provides a platform for the students to discuss, debate and dissent about current socio legal issues at the local and national level.

VI. ADR Board

The ADR Board trains students in peaceful settlement of disputes through negotiation and mediation, with a view to make them peacemakers in a world of increasing disputes.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

File Description**Document**

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 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 last five years

Response: 36

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., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	7	7	9	7

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 14

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	3	2	2

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 16

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	3	2	2

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The teaching and learning processes adopted in the institution aim at innovative practices ensuring **learner centric teaching** methods. Audio visual methods and other simulation activities are so designed to impart concept learning as well as skill learning inside the class room frame, in addition to the lecture method. Law Clubs, Consumer Clinics, Child Rights Clinic and Prion Clinic and Legal Aid Cells are prominent among the out of the class learning.

Spacious well ventilated class rooms consist of green board, dust free chalk, stage, Air conditioned, LCD facility in all rooms, internet facility, Notice Board, Clock, Calendar, Lectern with College Logo.

Apart from the regular classrooms, the students are provided with the following facilities:

- Computer Lab
- Smart Class
- Moot Court Hall
- Meeting Room
- Conference Hall
- NSS Room
- Library – Independent three storied building
- Book Bank Room
- Legal Aid Centre
- Research Centre
- Examination Center
- Locker facility to students

File Description	Document
Link for Additional Information	View Document

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

Response:

At the institutional level, the college has following facilities for sports, games, and gymnasium for student's physical development:

Director of Physical Education of the college is provided with separate room with computer facility.

College is having separate room for indoor sports.

Students avail all the required facilities for indoor and outdoor sports.

Students participate in the following events:

- **Outdoor-** Cricket net practice, Control Cricket, Shuttle Court, Volley Ball Court, Kho Kho, Kabaddi, Judo, Taekwondo, Tennikoit, Cycling, Cross Country race
- **Athletics** – tug of war, throwing events, shot put, and hammer throw
- **Indoor** - Table Tennis, Caroms, Chess

Financial Assistance is provided to sports activities conducted through college.

Students of the college participating in sports and athletic activities are provided with financial support in the form of travelling allowance, kit allowances, refreshment allowances, and winner kit allowances.

College has a special Gymnasium developed on the Ground Floor with 70 sq.mtr area and consists of the following facilities worth Rs. 22,05,000/-:

- 1.Special Flooring and Mirrors
- 2.Seated Chest Press
- 3.Shoulder Press
- 4.High Lat Pulley
- 5.Seated Leg Curl
- 6.Abdomen Machine
- 7.Smith Machine
- 8.Cross over Cable
9. Weight Bench
- 10.Decline Bench
- 11.Incline Bench
- 12.Dumbbell Rack
- 13.Wt. Plate Tree and Olympic
- 14.Leg Press Machine
- 15.Hexagonal Rubber Dumbbells
- 16.Weighing Scale
17. Weight Training Rods Olympics
- 18.47" EZ Curl Bar Olympic
- 19.Treadmill
- 20.Spin Upright Bike
- 21.Cross Trainer

For the purpose of maintenance and training of students and faculty, a trainer is appointed for gymnasium.

On Second floor of the college building, Sports Room is developed with display of Medals, Prizes, and Certificates achieved by the College students in various sports activities.

Cultural activities - Conference Hall with changing room facility, sound system, amplifier, mixer, key board, speakers, micro phone, collar mike and cordless mike is allowed to be utilised by students who

participate in cultural activities.

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 29.66

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
16.92	15.2	14.96	15.95	14.22

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The **College Library** building is an independent three – storied building adjacent to the main building spread over 2379. 93sq.mts. The ground floor built up area is 1029.53 sq.mt, which includes basement that is the house for bund periodicals. Second floor built up area is 878. 90 sq.mts and third floor is 537. 43sq.mts. The library building is named as HIRABAI VASSUDEV SALGAOCAR LIBRARY. It consist

vast collection of books and an on line legal data base and digital library. It is fully automated and computerized with open access system. Besides a vast collection of law books, there are also books that cater to diverse interests. Online e-journals, AIR manuals and CDs with multiple user facilities are also made available. Students are provided with standard text book in each subject as a part of Book Bank scheme.

There is a Library Advisory Committee which meets regularly and continuously monitors the functioning of the library. The books and journals are purchased as per the recommendation of the Library Advisory Committee from time to time as approved by the Principal. The purchases are made by the Library Advisory Committee on the basis or requirements of the students and teachers.

The latest arrivals are always put up on a separate table next to the counter. The Librarian also personally informs the faculty about the arrival of new books requested by them.

The library has books for general reading books required for competitive examinations in judicial service and administrative service. It also provides the following information

- Information regarding job opportunities.
- Opportunities for higher studies abroad.
- Information on Conferences, Workshops, Seminars.

Important features of library are as follows:

- Independent building with 2443sq kms built up library area
- Library is fully automated with New Gen lib library software
- Separate carols sections for boys and girls
- 5 lakh pages - of rare books are digitized
- Rare Books include-
 - Chancery Division of Law Reports – 1866-1947
 - Queen's Bench Division of Law Reports – 1866-1947
 - King's Bench Division of Law Reports – 1901-1947
 - Indian Decisions from 1875 to 1900
 - Appeals and Cases from 1866-1947
- Library is connected with broad band wi-fi facility
- AIR CD off line data base is available in library
- 35279 - Total collection of books
- Separate book bank facility with - 9610 books
- AIR CD off line data base is available in library
- Separate book bank facility with - 7610 books
- Separate SC/ST books cell
- Gifted/ Donated books (919 books)
- Separate set of books for Legal Aid Cell (1893 books)
- University contributed books (249)
- Subscribing 33 National and International Journals
- Subscription of 8 Magazines and 12 News Papers (local/national)
- Open Public Access Catalogue (OPAC)
- LexisNexis, N- LIST
- New Gen Lib soft ware

- Photo copying and print out facility is available in the library
- Reprography machine

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

College has not obtained any rare books, manuscripts, special reports for library enrichment during the last five years. However, college library has the following rare books collection:

- Rare Books include-
 - Chancery Division of Law Reports – 1866-1947
 - Queen's Bench Division of Law Reports – 1866-1947
 - King's Bench Division of Law Reports – 1901-1947
 - Indian Decisions from 1875 to 1900
 - Appeals and Cases from 1866-1947

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

(INR in Lakhs)**Response:** 4.69

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.97	10.05	.80	10.7	.95

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 25.59

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 226

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

Independent Cyber Laboratory is developed with total 52 computers and server room on the second floor of the library building. Cyber lab administrator is appointed from management funds. The computer systems are continuously monitored by a Computer Lab Administrator appointed for that purpose. The

College has adequate number of computers, laptops and other ICT equipment like Printers, Scanner, internet connection (G Wave and Broad Band), Routers and Wi Fi connections.

Upgradation takes place whenever required and as suggested by the Computer Lab Administrator or the faculty. There is also a committee of three faculty members who look after such needs under the aegis of the Cyber Society.

4.3.2 Student - Computer ratio

Response: 16.27

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 20-35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 21.11

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

2016-17	2015-16	2014-15	2013-14	2012-13
6.9	18.4	18.2	11.44	3.53

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

The established systems and procedures for maintaining and utilizing physical, academic and support facilities are as follows:

1. College Library

Timings

The college library is open on all working days from Monday to Saturday from 8.00am to 5.00 pm.

Membership

All the students are enrolled as members of the library as soon as they are admitted to the college. They are handed over their library card on arrival. Library membership is renewed every year subject to the re-admission in the new academic year. Library card is not transferable. Members should keep the library informed in case of any change of address.

Library Circulation Policy

Books are issued against the library card only. The five year course and three years degree students are issued two books at a time for a period of eight days. The LLM students are issued five books at a time for a period of eight days. Books should be returned to the library within due date or else a fine will be levied in accordance with the fine structure as decided by the library committee from time to time. Students should carry the library card regularly and it should be produced as and when asked by the library staff. Loss of the books should be informed to the library and must replace it with a new book.

Library Conduct Policy

There is a register maintained separately for students and faculty to make an entry while entering and exiting from the library. There are separate sitting areas for the boys and girls for reading and reference. Students should refrain from removing or attempting to remove library materials or property without formal check-out or other authorization. Damaging library reading materials by marking, underlining, tearing off pages and by damaging or defacing them in other way shall attract penalties. Consuming food and smoking within the library is prohibited.

2. Compters - Comuters are monitered regularly by the Computer Lab Administrator appointed by the management.

3. Sports - Sports Director with the help of Sports committee consisting of students monitor and manage various sports related activiites.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 5.55

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

2016-17	2015-16	2014-15	2013-14	2012-13
56	44	30	46	36

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 8.53

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
74	75	68	55	54

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

- 1.For competitive examinations
- 2.Career counselling

- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and meditation
- 8.Personal Counselling

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 41.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
330	298	298	372	312

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 6.67

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
65	54	35	56	45

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 7.22

5.2.2.1 Number of outgoing students progressing to higher education

Response: 14

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 80

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) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	13	9	12	15

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	13	9	12	15

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 6

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	0	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

- The College has a democratically elected vibrant **Student Council** which in furtherance is actively involved in organization and working of the academic and administrative bodies/committees of the Institution.

Presence of active Student Council in Academic activities

- The socio legal initiative of the College has successfully spread its wings in far spread areas of Goa largely due to the efforts of the students to **set up new cells, mobilise the general public to seek assistance, organize legal literacy camps, programmes**. The incharge and deputy incharge of the legal aid are infact the student representatives who pass on this torch to the successive students after regular interval.
- The bi annual publication of the institute, **Lexpressions**, is also an initiative of the students.
- Over the years, the students have **organized moot court competitions** and participated at the national and international ones.
- The students are involved in **organization and participation of client counselling, mediation and negotiation competitions** under the tutelage of the ADR board.
- The students plan and manage micro level activities like **quiz, treasure hunt, case analysis, panel discussion and display of informative charts** under the Law Clubs.
- The **debate society** is a movement of the college promoting a platform for students to express their views.
- The students are involved in all the activities of the **child rights clinic**.
- The **consumer clinic** has grounded itself due to the efforts of the students in filing cases, pursuing matters of public interest.

Presence of active Student Council in Administrative activities

- The Sports Secretary of the College under the guidance of the sports director is instrumental in organization of sports events at the institution level and also helping students participate at the other events organized.
- The State level inter higher secondary competition on contemporary issues 'LAWGICAL' is chalked out and implemented successfully by students.
- The student council under tutelage of the Cultural secretary and the Chairman is tangential in organisation of lex festivalis, dahi handi.
- In the early phase prior to 2015-16, the Students of the College successfully organised an

extravagant event, TATVA inviting participation from a large quarter of colleges from Goa.

- The students of the college get together to organise Lex infinitum, the international mediation and negotiation competition. The involvement can be measured on the lines that this event is getting bigger and better every year with more international teams participating and experts from world over vying to be a part of this event.

Presence of active student council and representation of students in following Bodies/Committees:

- The General Secretary of the College is a member of Internal Quality Assurance Cell.
- The Sports Secretary is a part of Sports Committee.
- The students are on board of the Canteen committee of the college which helps to bridge the gap between the requirement of the student population at large, overseeing the hygiene, and overall maintenance of the canteen.
- The students are on the Anti-Ragging committee panel.
- The General Secretary of the College is a defacto incharge of the finance committee of the international event, Lex infinitum.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 14.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	14	14	15	15

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has registered official Alumni Association. Following is the contribution from the association:

- The illustrious alumni of the college have constructively supported the institution in allowing students to complete their **internship programme** in their chamber.
- They assist the College in running the statutory bodies of the like of **internal complaints committee**.
- Alumni are involved in guiding the students of the college for the purpose of following the **Civil and Criminal Cases** which is a part of their academic requirement.
- Alumni were involved by the college for the purpose of delivering **guest lectures**.
- Alumini association supports the college in organization of **national and international competitions** in various capacities including as judges. Total of 108 alumni visited the college in the capacity of moot judges. The 10 expert alumni visited college to deliver lectures under guest lecture series.
- Alumini has also notably contributed in assisting students through guidance during their preparation for national level moot court competitions.
- ADR Board has also received the support of our alumni in their capacity as subject expert.
- During the organization of programmes and regular legal aid cell activities the alumni also help as **resource persons** and **mentors** respectively.
- Alumini has helped in collaborating with **government departments** by bridging the gap and work in the areas of child rights clinic, biodiversity board and election commission.
- On the financial front also, the alumni has come forward and helped in organizing Tatva, Lex Infinitum and provide **financial assistance** to students for participating in ADR competitions of international acclaim.

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

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision Statement: 'Let Justice be done though the Heavens fall'

Mission Statement: 'Excellentia Justitia et Humanitas' which means 'Excellence in Legal Education in pursuit of justice and service to humanity'

The College fulfills its **mission and vision** through the following:

1. By providing quality legal education, aimed at equipping our students to be professionally competent and socially relevant legal professionals through adequate number of fully qualified and competent faculty
2. Connectivity to community and its legal issues/needs is built through the student-run free legal aids established across the state. The legal literacy programs, law reform projects, public interest litigations, para-legal services, survey, legal aid camps, legal advice and promotion of social welfare schemes go to ensure the mission statement. NSS Unit of the College also focuses on the role of students in good governance and social responsibility.
3. Excellence in legal education is ensured through specialized clinical legal education and training in Moot Court, Client Counseling, Negotiation and Mediation in addition to focused concept building through class room teaching/activities.

All this is made possible because of the cumulative impact of a pro-active management, effective leadership of the Principal and constructive participation of teachers and active role of alumni in decision making.

1. Pro-active Management and Consultation

- The management extends supports to all academic, research and co-curricular activities by providing required infrastructure, competent staff and logistic support.
- Administrator is appointed to lead the administrative staff and to provide due support for such activities.
- Local management committee meets regularly
- Management meetings are attended by the Principal and Administrator.
- Constant consultation via email and telephone
- Bimonthly reports and Annual Report are submitted to the management by Administrator and principal respectively.
- The Management encourages the faculty to upgrade their skills by providing for - Loans for purchase of laptop, Sufficient books and materials in the library, All other infrastructural facilities
- Management member attends all major programs of the College.

2. Effective Leadership of Principal

The Principal leads the College and

1. Guides and coordinates with the faculty and staff in carrying out all activities.
2. Takes initiative in the planning, execution and review of all programmes of the College, as well as encourages faculty and student initiatives.
3. Motivates faculty in career advancement and ensures an environment conducive to academic growth.
4. Grants Duty leave for faculty for participating in academic programs.
5. Ensures democracy in decision making involving all the stake holders
6. Entry to students, faculty and staff to Principal's Chamber is open during working hours.

3. Constructive Participation of Faculty in Decision making

1. A week-long meeting is conducted at the beginning of every semester, for drawing up academic calendar, and responsibilities are assumed/assigned
2. Saturday meetings discusses and reviews - Activities and issues, Plan of action/ Solutions, Proposals for new programs or betterment of existing activities
3. Every activity is designed to involve a multitude of faculty members, with specific responsibilities.
4. Each major activity is headed by two faculty members, who are aided and advised by a 3 member advisory committee.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Decision making through **consultative participative process** involving all stakeholders is a distinctive feature of the college. All activities are conducted after extensive deliberations at the faculty meeting, followed by specific committee meetings. Principal consults the management and updates them about the activities and the requirements.

Administration of academic and faculty related functioning is delegated to the HOD. Each prime activity has a faculty as Director as the head, and assisted by an Associate Director. The 3 member advisory committee aid and advise the Director.

Legal Aid Society – A Case Study for decentralization and participative management, practiced in the institution.

Legal Aid is a unique activity, which is in consonance with the College motto of 'Excellence in Legal Education in pursuit of Justice and Service to Humanity'. This mammoth activity comprising of 25 to 40 free legal aid cells spread across Goa, is administered through a well-knit, organizational structure, where decision making is devolved to the end level of the hierarchy.

The Functional Hierarchy

- 1.Principal is the apex authority for all activities.
- 2.Director heads the Society, assisted by an Associate Director
- 3.Each faculty is in charge of 2-3 legal aid cells, who will inspect the weekly attendance register, approve the theme and content of legal literacy programs and act as the guide and facilitator for the cell.
4. The Cell is headed by a Student in charge and assisted by a Deputy in charge, nominated by the cell members unanimously or selected by the faculty team which conducts annual inspection of the Cell.
- 5.All students are members of Legal Aid Cells for a period of minimum two years.

Operational sequence

- 1.The functionalities of the Legal Aid Society for the academic year is deliberated at the faculty meeting
 - 2.Inspection of Legal Aid cells by team of faculty and reporting to Director
 - 3.Ranking of Cells done by Director and Associate Director based on inspection report.
 - 4.Admission of new members by Director
 - 5.The specific plan of action drawn by Director and intimated to faculty members
 - 6.Orientation to cell members by faculty in charge. as to their functioning and the module of programs.
 - 7.Leadership training and orientation to Students in Charge by Principal and Director.
 - 8.Student in charge presents attendance and cell journal to faculty in charge every Monday for verification.
 - 9.Periodic review meetings of teacher in charge and the cell members.
 - 10.The theme of legal literacy programs/project is proposed by students at the cell meetings and approved by faculty
 - 11.The budget estimate approved by Director
 - 12.The faculty in charge visits the cell for legal literacy programs
 - 13.The expenditure incurred for the program is submitted to the Director for verification
 - 14.The approved expenditure is send to Principal who forwards it to the Administrator, for reimbursement of expenditure to the students.
 - 15.Review of activities at the faculty meeting at the end of the year
- Sensitizing students to the needs of the community
 - Training the students
 - Spreading legal literacy
 - Benefits to the locality

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Example of an activity successfully implemented based on the strategic plan

1. Perspective Planning

The College has always been a pioneer as far as clinical legal education is concerned. Having seen the popularity and spread of moot court and client counseling competitions, the college decided to innovate in Alternate Dispute Resolution (ADR) training involving negotiation and mediation procedures.

The **planning** aimed at the following:

1. Constitution of ADR Board to train students in ADR and participate in National and International competitions.
2. Orientation sessions followed by real negotiation sessions for final year students.
3. Conduct an international competition in the line with International standards.
4. VMSCL to be a brand name in ADR education in India.
5. Secure a name for the college in the world mediation map.

Having implemented (a) and (b), the College embarked on (c) which resulted in LEX INFINITUM 2016.

2. About Lex Infinitum

1. Lex Infinitum is an international dispute resolution competition, launched by the College in 2016
2. It is one of a kind where 24 law colleges from the country and abroad participate.
3. The competition was preceded by a panel discussion by experts and a day long training workshop for participants.
4. Simultaneously knowledge sessions are conducted for delegates.
5. To assess the competition and to engage knowledge session, the event brings in more than 30 experts and professionals in ADR from across the globe.

3. Challenges

1. Raising fund through sponsorships and partnerships
2. Procuring experts from abroad
3. Securing participation of foreign teams
4. The event being the first one of its kind in India, the scheme of implementation had no best practice to refer to from other institutions.

4. The Strategy

This being an event requiring resource mobilization including human resource and funding required strategy to be drawn 7-8 months in advance.

1. Organizing Committee constituted with Principal as the apex authority, a faculty member as

Director and a Student as the President. Specific departments were delegated to Student Co-ordinator under guidance of 1-2 faculty members. A team of students was added as task force for each department.

2. MOU with World Mediation Organization, Germany was drawn by the Principal, and Lex Infinitum carried the name, “VMSCL – WMO”, thereby securing a wider reach for the event.
3. Advisory Board with Principal, Director, WMO representative, Expert and Knowledge Partners.
4. Problem Drafting Committee and a Guidelines and Rules Committee of experts/professionals
5. Finance Committee identified potential sponsors/partners and approached them with an appeal for funding/partnership
6. Tourism Department of Government of Goa was approached for concessions in GTDC hotels, for accommodation of teams and experts.
7. Weekly review meetings of the Organizing Committee and Departmental Committees ensured setting tasks & deadlines, review and coordination between different departments.

5. Success

The event proved a great success, with participation of 6 foreign teams, all major national laws schools and prime law colleges in India. College name is marked internationally in the area of Mediation and Negotiation. The event served as a forum for effective networking and opportunities for students and experts in the field.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

1. **Organizational Structure** – The Governing Council, Local Management Committee, Principal, Administrator, Teaching and Non-Teaching Staff
2. **Governing Council** comprises of President, Vice President, Secretary and other members. The Governing Council meets whenever required especially when policy decisions are involved.
3. **Local Managing Committee** comprising of nominees of management, teaching faculty, administrative staff and a lady representative. Principal acts as the ex officio secretary. LMC meets minimum twice a year.
4. **Administrative setup**

- a) Principal is the head of the institution having apex authority over academic and administrative functions. He represents the college in the relevant governmental and university forums.
- b) Administrator is in charge of general administration including monitoring finance, maintenance, general infrastructure, sale and purchase. He also has supervisory control over the administrative staff.
- c) Head of the Department – is the in-charge of academic matters including timetable, workload allotment, general discipline.
- d) Coordinator, PG and Research Centre is the in-charge for LL.M and Ph.D programmes.
- e) Bodies and Committees, statutory and non-statutory for specific purposes.
- f) IQAC monitors all activities of the college minutely.

The structure of the administration is such that the duties and functions of every official is defined. Reviews and meetings are held to ensure functional efficiency and responsibility of each individual.

The communication to the Management is either through the Principal or through the Local Managing Committee which has both representatives of the academic staff, administrative staff as well as that of female employees. Only in case of major policy issues, the matters are referred to the Management. That is, the Governing Council would decide such matters considering the recommendations and representations by the Principal.

Annual budget is prepared by the Principal, also considering the budget proposals put forward by the event coordinators.

5. Functions of various bodies and committees

- a) **Moot Court Society** – Select students to be members of the MCS and train them to participate in national and international competitions; and conducts compulsory moot courts for students, as part of practical paper requirement. Two faculty members are appointed as the Director and Associate Director. An Advisory Board comprising of 3 faculty members, aid and advise the Moot Court Society.
- b) **Legal Aid Society** – Establish and run Free Legal Aid Clinics throughout Goa, in urban, semi urban and rural areas. Two faculty members are appointed as the Director and Associate Director. An Advisory Board comprising of 3 faculty members aid and advise the Legal Aid Society. All faculty members are assigned as in charge of 2 legal aid cells.

Specialized Clinics namely, Child Rights Clinic, Prison Reforms Clinic and Consumer Clinic focuses its work on specialized areas. Each of the clinics are headed by a Director and assisted by an Associate Director.

- c) **ADR Board** - Select students to be members of the Board and train them to participate in national and international competitions; and conducts compulsory client counseling and negotiation sessions for students, as part of practical paper requirement. Two faculty members are appointed as the Director and Associate Director. An Advisory Board comprising of Principal, Professional Mediator and a faculty, aid and advise the ADR Board.

- d) **NSS Unit** – Headed by two Program Officers, organizes activities for NSS Unit as required by NSS Coordinator of Goa University and the Government. NSS Advisory Committee is constituted to guide in planning the NSS activities.
- e) **Co ordinator, LL.M and Research Centre** – Conducts LL.M Program and provides for registration of Ph.D students, appoints Departmental Review Committees, holds DRC Meetings and Viva Examination for Ph.D.
- f) **Program coordinators for BA LL.B and LL.B Degree**– prepares the time table, manages lecture arrangement, attendance records and internal assessment.
- g) **Election Committee** – conducts election for Class Representatives, Students Council and University Class Representatives.
- h) **Students' Council** – A faculty acts as the Chairperson and Office Bearers are elected by the members of the Students' council. Two members elected from each class constitute the Student's Council. The Students' Council is involved in all student activities of the college and organizes inter class competitions and cultural activities.
- i) **Internal Complaints Committee on Prevention of Sexual Harassment** – Constituted as per statutory norms, the Committee meets regularly, reviews the working condition of women staff and does make suitable recommendations. Awareness programmes are conducted and Information about the Committee is displayed on the notice board. It conducts inquiry in case of complaints and submits report to Principal.
- j) **Grievance Redressal Committee** – To inquire into complaints and take appropriate action, as required.
- k) **Anti-Ragging Committee** – To take steps to create awareness on the law of anti-ragging, take preventive measures and take action in case of complaint. Students are required to give an undertaking in their admission form that they will oblige by the rules relating to anti-ragging.
- l) **Faculty Committee** – The perspective institutional plans and strategies are always initiated and discussed at the faculty meetings wherein implementation strategies are also finalized. It prepares academic calendar, assigns responsibilities for specific programs, draw plan of action and execute the programs. The activities are planned by involving students/ students' council, Administrator and non-teaching staff as and when required.
- m) **Administrative Staff Committee** – prepares plan of action for functioning, assigns responsibilities and reviews action taken.
- n) **Admission & Counseling Committee** – Conducts Counselling for students along with their parents before admitting.
- o) **Examination committee** – conducts examinations as per university norms.
- p) **Library Committee and Cyber Committee**–Gives inputs and suggestions for better administration of Library and Cyber lab respectively.

- q) **Sports and Gymkhana Committee** – aid and advise the Director of Physical Education in improving/maintaining sports and gymkhana facilities
- r) **Purchase Committee** – procures essentials for the institution. Requisitions may be made by faculty to the Administrator via HOD.
- s) **Parent Teacher Association**
- t) **Alumni Association**

The activities are planned by involving students/ students' council, Administrator, staff, faculty, and the Principal.

6. Service Rules, Procedures and recruitment

- a) The faculty members are governed by the Service Rules of Goa University and the administrative staff is governed by Goa State Service Rules.
- b) The recruitment policy is as per the Government directive
- c) The College strictly follows the reservation policies of the state government.
- d) Selection is based on skills and knowledge.
- e) Faculty Selection through duly constituted committee according to University rules.
- f) The teaching posts are advertised in the national newspapers for permanent faculty and in local newspapers for visiting faculty.
- g) Visiting faculty is invited depending upon the needs of a particular semester. They are paid per lecture remuneration as per UGC and Goa University directives.
- h) Part time and adhoc faculty are recruited by a Local Selection Committee.
- i) The post of administrative staff is advertised in the local newspapers and listed in the Employment Exchange.
- j) Adhoc staff is paid as per the scale prescribed by State Government.

7. Promotional Policies - For any promotion, Departmental Promotion Committee is constituted for administrative Staff and Career Advancement Committee for academic staff.

8. Grievance Redressal Mechanism

- a) **Internal Complaints Committee on Prevention of Sexual Harassment**

This is a statutory committee consisting of with a female faculty as the Chairperson and two other female members, one each from faculty and administrative staff.

b) Anti-Ragging Committee

A statutory Committee comprising of Principal and two faculty members

c) Grievance Redressal Committee - College Examinations

Comprises of Principal, HOD and Senior Faculty

d) Grievance Redressal Committee - Internal Assessment

Comprises of Principal, HOD and Senior Faculty

e) General Grievance Redressal Committee

Grievance of students and faculty on any matter other than those falling under the above mentioned committees are taken up by this Committee, comprising of HOD and two faculty members.

f) **Local Management Committee** acts as the Grievance Redressal Committee for academic staff

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

CONCEPT Moot Court, being a practical paper component has always been given due importance in the college.

PROCEDURE At the end of every academic year, review meetings are held, wherein many suggestions were made by faculty members for improvement of moot court in college.

The following points were raised, deliberated and decisions taken thereon.

- 1.Moot Court Society shall have two faculty coordinators, The Director would manage the competition moot courts, and the Associate Director would be charge of holding compulsory moot courts in college which is part of practical paper requirement.
- 2.Problems for compulsory moot court must be issued a month in advance so that there is ample time for students to prepare. Variety of moot problems shall be issued, to avoid copying from previous year's work.
- 3.It was pointed out that there is a shortage of new Moot Court Problems, for the compulsory moot courts in college. As decided, each faculty drafted 1-2 problems and added to the problem bank.
- 4.The training and orientation imparted for members of Moot Court Society should be extended to all students, after release of problem for compulsory moot.
- 5.Mentors shall be appointed for students, who would be giving orientation and special classes for moot court based on the specific moot problem. (The performance of the students improved in the Compulsory Moot Court remarkably as a result of such mentoring.)
- 6.The students selected to the Moot Court Society were to be given training on research, memorial writing and format of footnoting.
- 7.Subject teachers were to be assigned as Coaches for Teams participating in national competitions, based on the subject of their moot problem.
- 8.Students were required to give mock presentations before 1-2 faculty members before leaving for the competition.
- 9.Special training to be imparted to the members of Moot Court Society (MCS) on e-research and the online database installed in the college.
- 10.Advisory Committee shall be appointed for the MCS. The Committee would periodically meet and review the functioning of the society and difficulties if any would be sorted out.
- 11.Use of library for members of MCS, were drawn, and a form was required to be given by the team members, for issue of additional books. The form once authorized by the Director would enable the students to issue more books.
- 12.Policy for Reimbursement of expenditure and budget is finalized at a meeting of the Director, Advisory Committee, Principal and Administrator.
- 13.The meetings, deliberations and recommendations of the Faculty Committee, Advisory Committee and Finance Committee have brought in constructive reforms in the functioning of Moot Court Society.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

- Loan facilities
- Housing accommodation
- Employees Credit cooperative society
- Leave Travel Concession
- Medical reimbursement
- Grants for seminars, conferences
- Study leave for Faculty Improvement program under UGC with pay
- Earned leave, half pay leave, casual leave, duty leave, child care leave for female, sabbatical leave, duty leave and lien provision.
- Sabbatical leave with pay for research.
- Special financial assistance for researchers in line with stated research policy or the college
- Study leave with pay under Goa Govt.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 12.38

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	1	6	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 2.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	1	1	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 8.57

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	6	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The object of the Performance Appraisal System is to vouch culture of professional learners and be committed to the yearning educational demands of the students of the institution. This paves the way to not only enhance ones ingenuity and knowledge but also to impart knowledge and disseminate need based education to the students.

1. For Teaching Staff

The teaching staff submits 6 monthly report during the period of probation and for confirmation in service of the teacher. The 6 monthly report (See Form C-3 Statute SC – 5(viii)(i)) includes the following:

- Personal details
- qualification

- subject taught
- teaching experience
- date of joining the college
- participation in extra - mural activities which includes co-curricular activities and service to community
- administration of college committees
- regularity, punctuality
- college relationship, student – teacher relationship
- class control
- reading habits and other matters

The **teaching staff** also has a form of self-assessment report for college lecturer (see Form C-4 Statute SC – 5 (viii)). It includes the following:

- Basic information
- courses taught and work load
- teaching methods
- contribution to COSIP & COHSSIP Schemes in college or through ULP
- other contribution in teaching methods; evaluation techniques and course development
- Academic and professional growth
- participation in extra - mural activities which includes co-curricular activities and service to community
- administration of college committees
- information about contribution
- general observations
- reading habits and other matters
- evaluation by the senior most lecturer in the department or the HOD or Principal

Post 2006 the system is based on Score for career Advancement Scheme Promotion of College Teacher's (API Score). This constitutes:

- Teaching, Learning and Evaluation related activities
- Co – curricular, Extension and Professional Development related Activities
- Research and Academic Contribution

2. For Non - Teaching Staff

There is a yearly performance report for Group 'C' and 'D' employees. For Group 'D' the report includes the name, work details, intelligence, amenability to discipline, honesty and integrity, punctuality, devotion on duty and special remarks.

For Group 'C' the report constitutes the name, work details, assessment by the reporting officer, and remarks by reviewing.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly**Response:**

College conducts internal and external audit regularly. College audit is up to date.

Budget is prepared annually at the beginning of every year.

Budget is submitted and approved by the Principal, Administrator and Chartered Accountant.

First, Budget is placed before the Local Management Committee. Once, it is approved then it is submitted to Governing Council

Then, that budget is submitted to the Management/Governing Council for their approval

Once it is approved, amount is spent under the appropriate head

Every year, accounts are audited by the authorized CA (M/S. Thali and Company) and auditor statement and certificate is submitted to the institute.

Same auditor statement and certificate are forwarded to the Government.

Auditor statement is signed by Principal, Governing Council and Chartered Accountant.

Government audit team will inspect the College accounts.

There is constant checks and balances on the finances of the college.

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

Response: 17.28

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
4.08	12.95	0	0.25	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

30/06/2014

NOTICE

RESEARCH POLICY

The issue of formulating a well-defined Research Policy was under consideration of the college for quite some time now. After a thorough discussion with the stakeholders and the committee members, the college is pleased to announce the Research Policy, which shall be effective from the date of notification.

1. **OBJECTIVE:-** The principal objective of this research policy is to promote Fundamental Research in Law and related areas by providing necessary facilities to the teaching staff of the college.

MAJOR COMPONENTS

I. FUNDING FOR RESEARCH PROJECTS

1. The college shall encourage teachers to apply for Research projects through UGC, ICSSR or any other body, which supports Research projects. In case a teacher applies for funding through management, the proposal shall be favourably placed before the management for prompt action.
2. The principal investigator of the project shall have freedom in deciding subject area of the project, methodology, scope and other intricacies of the project with no interference of any nature from the management.
3. In case of funded projects, the principal investigator shall be provided with requisite advance within 24 hours of the written application to the Principal requesting for funds.

II. INFRASTRUCTURE FACILITIES

1. The college shall provide the necessary infrastructure required for completion of the project.
2. Separate cubicles in the library shall be provided for the Researchers.

III. OTHER BENEFITS

1. The Researchers shall be allowed to take any number of books from the library as are required for their Research and shall be allowed to keep these books with them for maximum of 6 months at a stretch.
2. The management shall provide facility of e-library with subscription to N-List, Lexus-Nexus etc. in addition to hard copies of books and journals.
3. The Researchers shall be allowed to make unlimited use of Wi-Fi facility.
4. The management shall sanction study leave to the staff for pursuing PhD degree subject to clearance from UGC/ Govt. of Goa.
5. The Senior Researchers who have completed their PhD shall also be provided with sabbatical leave as per Govt. terms and conditions.
6. The Researchers shall be provided with facility of flexible timings whenever they visit University

or other college for reference work required for their study.

7. Any contribution in terms of research paper or project has to undergo plagiarism test from the Goa University.

IV. RESOURCE MOBILIZATION

Teachers are encouraged to apply for research funded projects. The resources generated out of these projects shall be shared between the institution and project coordinator in the following manner

1. All expenses incurred on equipment's on carrying out the project shall be deducted from the total project fund
2. The net surplus if any shall be distributed between the project coordinator and the institution in the proportion of 90% and 10%.
3. The equipment and books purchased for research project shall be the property of the institute.

6.5 Internal Quality Assurance System

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

Response:

IQAC of the College has contributed significantly for institutionalizing the quality assurance and strategies and processes in the following ways

1. Mock Trial/ Trial Advocacy

Following are the objective of Mock trial:

- To provide students with practical experience of a court room
- To acquaint the students with latest supreme court judgments
- To train the students in procedural laws
- To develop soft skills of the students and remove stage fright
- To improve the art of eloquence

Mock Trials are conducted by Final Year students. The students depict the trial, starting from the factual occurrence, leading to investigation by police, adducing evidence in the Court through chief and cross examination of witnesses, the arguments by Counsels and culminating in the verdict by the Court. Mock Trials also aim at learning the practical know-how of the Criminal Procedural Law. The faculty in charge trains the students in the depiction and guides them on the know-how.

Mock trials have been a success in so far as students enthusiastically participate in the activity. The mock trial is then performed before the faculties of the college and students.

2. Law Clubs

V M Salgaocar College of Law has formulated a unique system of Law Clubs in order to facilitate creativity, awareness, and interest in current issues in various legal fields. There are seven Law Clubs initiated by the College. Each Law Club is headed by two faculty members. The students' membership for the Club is optional. The Club activities help to sensitize students about current happenings, through debate, panel discussions, poster making competition, quiz competition, role play and other activities. They provide opportunities to its members to get together and share ideas, and develop their knowledge of law in practice.

File Description	Document
Link for Additional Information	View Document

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

Response:

IQAC reviews and ensures the quality in teaching and learning process, structures and methodologies and learning outcomes:

1. Feedback System: Feedback forms, assessing the teaching of the faculty by students is taken twice a year. The feedback is then shown to the faculty in person and Principal then guides the faculty on improvement measures.

2. Internal Assessment: The College has an internal assessment system which is open and transparent. This internal assessment comprises of three main components. Every faculty (per subject) explains these components to the students and the total number of marks it carries. The students are guided as to how to prepare for these components. The marks they obtain are made known to them immediately. This assessment helps the teacher in identifying the weaker students and remedial classes are conducted for them. These remedial classes help the students in understanding the concept and improve on their performance. For advanced learners there are further inputs which enhance their performance in internal assessment.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 5.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	9	4	5	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Following table highlights the improvements in the college during the preceding five years

I

SR. NO.	AREA	INFRASTRUCTURAL DEVELOPMENT	
		Before 2012	After 2012
1.	LIBRARY	<ul style="list-style-type: none"> Students were allowed to issue three books at a time. 	<ul style="list-style-type: none"> Students are allowed to issue books at a time.

		<ul style="list-style-type: none"> Students were allowed to keep the books for 7 days. 	<ul style="list-style-type: none"> Students are allowed to keep the books for 15 days.
2.	CLASSROOMS	<ul style="list-style-type: none"> 16 classrooms. All were not smart classes. All the classes were not air conditioned. 	<ul style="list-style-type: none"> 12 classrooms All are smart classrooms with Projector. All the classrooms are air conditioned.
3.	GYMNASIUM:	<ul style="list-style-type: none"> The college had a gymnasium but with minimal facilities. 	<ul style="list-style-type: none"> The College has a modern gymnasium with all the equipment located on the first floor of the main college building.
4.	LOCKER FACILITY	<ul style="list-style-type: none"> No locker facility was available. 	<ul style="list-style-type: none"> The institute provides a locker facility to the students for the safe of their belongings.
5.	CYBER LAB	<ul style="list-style-type: none"> Cyber Lab was in the college building. 	<ul style="list-style-type: none"> Looking at the increase in students to research, the library is shifted into the library building. The students are benefited by having a parallel access to Computer internet and the books.
6.	STAFFROOM	<ul style="list-style-type: none"> There were <i>two</i> staffrooms located on the first floor of the campus. 	<ul style="list-style-type: none"> The staff of the college have <i>three</i> independent staffrooms with modern facilities viz. air conditioning, printers, independent storage spaces along with a small kitchen.
7.	COMMON ROOM	<ul style="list-style-type: none"> College had provided a common room for the female students. The room has an attached washroom. 	<ul style="list-style-type: none"> The college has allotted a common room for the female students on the third floor of the campus. Entry to the common room from the second floor is restricted to female students only. A bed and a sofa has been provided in the common room along with sports equipment like table tennis etc. for recreational purpose.

II

SR. NO.	AREA	ACADEMIC IMPROVEMENT	
		Before 2012	After 2012
1.	Ph.D Holders and Research Guides	<ul style="list-style-type: none"> Six Ph.D holders and no faculty from the college was a research 	<ul style="list-style-type: none"> At present, college has 10 degree holders out of

		guide	research guides.
III			
SR. NO.	AREA	SOCIAL DEVELOPMENT	
		Before 2012	After 2012
1.	Legal Aid Cells	<ul style="list-style-type: none"> Legal Aid Cells throughout the state of Goa. No format of major and minor programme. 	<ul style="list-style-type: none"> Legal aid cells throughout Goa. Students provide valuable tangible service to the Systematic preparation and reporting of major programme. Various Schemes of the are made known to the Students help the senior getting their senior citizens Legal Literacy programme conducted by every law Street plays and skits so that students connect and the locals residing Free Legal Advice is provided to people in need of legal
2.	Lex Infinitum	<ul style="list-style-type: none"> NO LEX INFINITUM BEFORE 2012 	<ul style="list-style-type: none"> Lex infinitum is an annual initiative of the college to promote Alternate Dispute Resolution in India. This initiative which was started in 2016 provides the opportunity for law students of interacting with experts in the field from the globe. The mega event is organized in association with World Organisation, German Young Mediators Initiative, Law LLP, Indian Institute of Arbitration and Mediation, Singapore International Arbitration Centre. The competition comprises Negotiation and Mediation Competition. The alumni of the College have excelled in the field of law with the students and

their experience.

IV

SR. NO.	AREA	RESEARCH IMPROVEMENT	
		Before 2012	After 2012
1.	SALGAOCAR LAW REVIEW	<ul style="list-style-type: none"> Not available 	<ul style="list-style-type: none"> The annual Law journal 'Salgaocar Law Review' launched in the year 2012. The publication of this journal is a platform to promote legal research and interest on a broad spectrum of legal issues and challenges. In keeping with its tradition of excellence in legal education and training, it invites Contributions in the form of original articles, case comments, reviews and lecture transcripts from academicians and legal practitioners.

V

SR. NO.	AREA	PLACEMENT CELL	
		Before 2012	After 2012
1.	PLACEMENT CELL	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> The College has established a Placement Cell to facilitate employment opportunities to the final year students and help them embark on their legal careers. On 9th March 2017, Mr. N. K. LPO from Pune, conducted a mock interview exam for the students. Mr. N. K. LPO appeared for the written test and 10 students qualified the test. 1. Sukruti Chodankar 2. Malvika Malgaokar 3. Vaishali Mahoto On 22nd March 2017, Mr. N. K. LPO conducted a mock interview exam for the students. Mr. N. K. LPO appeared for the written test and 10 students qualified the test.

			conducted placement the campus. 8 Student written exam. One Stu selected (Malvika Mu
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Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 98

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
43	18	20	12	5

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

1. Safety and Security

1. The College has a gated campus at Miramar which is a well frequented area in the city of Panaji and is bounded by a compound wall, with a single entry gate.
2. A watchman is kept on guard for 24 hours. Students and staff enter the campus by producing the ID Card.
3. Entry to college canteen is limited to students and staff.
4. The building is well-lit, and CCTV cameras are installed at various points.
5. Girls and boys have separate wash rooms.
6. A ladies common room is provided on the second floor, the entry staircase to which is closed for gents.
7. The faculty rooms are placed in the first floor permitting easy access to students from all floors.
8. The library counter is positioned in a manner affording view to every part of the library.
9. There is separate reading space in library for girls.
10. Locker facility is available for students and faculty.
11. Anti-Ragging Committee and Internal Complaints Committee for Prevention of Sexual Harassment

established, to deal with specific grievances.

12.50% compulsory seats for ladies in class representative elections.

2. Counseling

Four levels of counseling are provided for in the college.

1. All faculty members are involved with counseling during admission of students every year, where the parent and student meet a faculty member who has been teaching that class for the previous year. The teacher provides counselling to the student on academic as well as related issues.
 2. Teachers are assigned as mentors for a specified number of students. The students are required to meet the teacher once every week with their movement diary, which would be verified by the teacher and the student's attendance and other aspects are looked into by the mentor.
 3. When any personal difficulty is brought forth before the principal or any faculty, or observed by them, the student (in case of a girl) is advised to meet a lady teacher who will talk to the student and find out the problem or difficulty faced by the student. Suitable counseling is given by the senior teachers in this regard. The fact that the number of female teachers is higher than the male teachers, makes the entire scenario a very gender friendly one for the girl students.
- Where the teacher identifies the need for a professional counseling or legal help, the college contacts the suitable person/NGO and arrange for meeting between the said person/s and the student. either in the College premises or in the expert's office considering also the convenience of the student.

3. Common Room

The second floor of the main building houses a 67 sq.m.area room, marked as Ladies' common room (with attached wash-room). A bed and sufficient seating facility is provided. The windows are curtained. The entry staircase to the ladies common room is closed for gents and a board indicating the same is affixed on the stairway.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 9000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 16.84**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)****Response:** 4140**7.1.4.2 Annual lighting power requirement (in KWH)****Response:** 24580

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The waste management in the institution is as follows:

1. **Solid waste management:** Dustbins are kept in all the classrooms, conference hall, staff room, Canteen and at various points in the campus. The solid waste is segregated into dry and wet waste. The dry waste is collected by the Municipal authorities twice a week. Wet waste is decomposed through a compost pit maintained in the campus for the purpose of eco-friendly waste management. The compost is used as manure for the plants and trees.
2. **Liquid waste management:** The wash rooms, wash basins, and the canteen kitchen water are all connected appropriately to the drainage system, which is well maintained.
3. **E-waste Management:** The e-waste is disposed of through auction, at an interval of two years.
4. **Reduction in Waste generation and Minimal Use of Plastic:** Food in canteen is served in steel plates and other crockery. Plastic throw away cups, plates are totally avoided. Paper waste generation is also restricted to a great extent by using one side papers for printing, and rough work. Moreover notices, reports are issued/filed through electronic methods. Students are discouraged to use plastic files for assignment submission.
5. **Earthworm Manure Unit**
6. **Solar Lighting Unit**

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- 1.The rain water falling on the terrace is channeled through a pipe line and led to an open well situated in the centre of the campus building. The well water is thereby recharged and thereafter pumped to fill the overhead tank, which is connected to the pipelines in the washrooms.
- 2.Campus ground area is cemented only at the entrance and parking area. Maintaining the remaining ground area as untiled/uncemented is a conscious step to allow maximum seepage of rainwater to the earth in the natural process, thereby enriching the groundwater conservation.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:**The Green Practices at VMSCCL**

The institution believes that environmental awareness must be action based. Environmental consciousness within the campus the College is promoted through the following:

1. Vanamahotsava is celebrated in the College every year by planting trees, as well as manure them.
2. Biodiversity is maintained by keeping locally found plants, shrubs and trees. Medicinal plants and local fruit trees are grown in the premises.
3. The college has promoted green practices by encouraging various student and faculty groups to go paper-less by creating WhatsApp groups to circulate notices, sharing documents and submission of reports.
4. Wastage of paper is discouraged. Students are advised to use the previous journals for the subsequent semesters as well. One side papers are used for rough work and prints.
5. College offers Environmental studies and environmental law courses in the first year and third year respectively.
6. Students are also encouraged to participate in environment awareness activities organized by NGOs and Government Departments.
7. Plastic use is minimized within the campus, especially in the canteen area. Food is served only in reusable vessels.
8. Students' submission of assignments in plastic files is prohibited

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.02

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.0279	0.0102	0.0117	0.0113	0.0006

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 50

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	8	12	7	9

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 74

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	32	3	0	34

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 0

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**Response:**

Our College celebrates all the major national festivals and birth anniversaries of great Indian personalities.

Every year, the NSS unit of college celebrates 15th August – the Independence Day. The celebration starts on the eve of Independence day with the NSS volunteers preparing charts and collage depicting the history of the Indian Freedom struggle. A power-point presentation is made highlighting the national heroes and the major historical events in the freedom struggle like the Dandi March, Revolt of 1857, the Quit India Movement and so on. On 15th August, after the unfurling of National Flag and the National Anthem, a short programme is presented by the NSS unit of college. After the address of the Principal on the importance of the day, the students give talks on the Independence struggle, stage dramas and sing patriotic songs in the honour of the Nation and the National freedom struggle.

Similarly, 26th January - the Republic Day celebration is also held every year. As the Constitution of India came into force on this day in the year 1950, this day is of great relevance in the life of a law student. The Constitutional Law Club of the college in the academic year 2014-15 presented Constituent Assembly debates on Article 21 of the Indian Constitution on the eve of Republic Day. Article 21 was depicted in three stages: The Constituent Assembly Debates on Article 21, Court's interpretation of Article 21 and the present ambit of Article 21. Different roles were assigned to law club members. The excerpts from the Constituent Assembly Debates on Article 21 were selected. A very informative power-point was prepared by Law club members explaining the history of making of India's Constitution, the different landmark case laws on Article 21 of the Indian Constitution.

Every year, the college also celebrates the Constitutional Law Day on the 26th November. To celebrate the day on which the Constitution of India was adopted in the year 1949, the members of Constitutional Law Club organize constitutional debates, treasure hunt on preamble and fundamental rights. The events are open to all the students of the college. The students who register for the events are divided into teams and different events are held.

Gandhi Jayanti is celebrated to commemorate the birth anniversary of the Father of the Nation, Mahatma Gandhi. The faculty, staff and students carry out shramdhan on this day through the Swachhata Mission.

In the Academic year, 2013-14, On 20th August the N.S.S. Unit observed the Birth Anniversary of late Prime Minister of India, Shri Rajiv Gandhi as "Sadbhavana Diwas". The aim was to promote National Integration and communal harmony among the people of all religions, languages. Students recited the prayers and value teachings of the different communities and their songs depicting national integrity and common brotherhood. This was followed by taking of the Sadbhavana Pledge.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Administrative transparency

The structure of the administration is such that the duties and functions of every official is defined. Reviews and meetings are held to ensure functional efficiency and responsibility of each individual.

The communication to the Management is either through the Principal or through the Local Managing Committee which has both representatives of the academic staff, administrative staff as well as that of female employees. Only in case of major policy issues, the matters are referred to the Management. That is, the Governing Council would decide such matters considering the recommendations and representations by the Principal.

The object of the Performance Appraisal System is to vouch culture of professional learners and be committed to the yearning educational demands of the students of the institution. This paves the way to not only enhance ones ingenuity and knowledge but also to impart knowledge and disseminate need based education to the students.

- 1.The management extends supports to all academic, research and co-curricular activities by providing required infrastructure, competent staff and logistic support.
- 2.Administrator is appointed to lead the administrative staff and to provide due support for such activities.
- 3.Local management committee meets regularly
- 4.Management meetings are attended by the Principal and Administrator.
- 5.Constant consultation via email and telephone
- 6.Bimonthly reports and Annual Report are submitted to the management by Administrator and principal respectively.
- 7.Management member attends all major programs of the College.

Academic Transparency:

In the following manner the college achieves academic transparency

- 1.A week-long meeting is conducted at the beginning of every semester, for drawing up academic calendar, and responsibilities are assumed/assigned
- 2.Saturday meetings discusses and reviews
 - Activities and issues
 - Plan of action/ Solutions
 - Proposals for new programs or betterment of existing activities
- 1.Every activity is designed to involve a multitude of faculty members, with specific responsibilities.
- 2.Each major activity is headed by two faculty members, who are aided and advised by a 3 member advisory committee.

Decision making through **consultative participative process** involving all stakeholders is a distinctive feature of the college. All activities are conducted after extensive deliberations at the faculty meeting, followed by specific committee meetings.

Administration of academic and faculty related functioning is delegated to the HOD. Each prime activity has a faculty as Director as the head, and assisted by an Associate Director.

Academic – Internal Assessment , disclosure of marks to students, papers given back, seminar in open class, assessment do ne in open class, marks announced in class

Exam – student can verify his answer script after evaluation

Financial Transparency

1. Financial – Budget prepared by Principal in consultation with concerned faculty, and the administrator, at the beginning of the academic year.
2. Budget statement is approved by Local Management Committee and the Governing Council. A copy is thereafter provided to the faculty.
3. At the end of the academic year, auditing is done by internal and external auditors.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice – I - Child Rights Clinic

1. Title of the Practice

‘Child Rights Clinic’ of VM Salgaocar College of Law

2. Objectives of the Practice

1. To protect the rights of children by assisting and supporting them in the cause of justice.
2. To provide referral services to children who are victims of abuse and other offences
3. To provide legal assistance to children in proceedings before the Children’s Court.
4. To ensure that the rights of children, who have unwittingly violated the law, are duly recognized and respected in proceedings before the Juvenile Justice Board before whom they are brought for correction.
5. To mould students into professionally competent and socially responsible citizens by equipping them with various professional and social skills and a hands-on learning experience.

3. The Context

V. M. Salgaocar College of Law has taken several initiatives in imparting quality legal education for more than three decades in the State of Goa. The Motto of the College is “*Excellentia, Justitia et Humanitas.*” While academic excellence is its highest priority, the College is actively involved in community engagement. Ever-sensitive to the needs of the community within which it works, the College established its own Child Rights Clinic, about two years ago, to facilitate access to justice for children across the State who are deprived of their rights and therefore denied justice. Goa being a tourist destination, it attracts maximum tourists both national and international. This scenario results in many children either being victimized or getting involved in various kinds of delinquency.

4. The Practice

The Clinic is a live –client clinic. The Clinic works in close association with the Department of Women and Child, Government of Goa; the Goa State Commission for Protection of Rights of Children, the Children's Court, the Juvenile Justice Boards(North and South Goa), the Goa Police, Educational Institutions, , statutory bodies, and all stake holders including NGO's with a view to strengthen the child protection system in Goa.

Only interested and dedicated students are enrolled as members of the Clinic. A section of the enrolled students are assigned visits to the JJB and the others, to the Children's Court. As a part of the "Visit to the Court" programme , visits by two members to the JJB and to the Children's Court are scheduled on each working day. Besides reading the case files and observing the proceedings on the assigned date, the concerned students assist the Board in preparing the *Roznama* and drafting bail and other applications, on behalf of the Child in conflict with the law. The students also provide assistance to the Board by finding out relevant authorities and judgments on a particular point of law. The support of the Clinic is also enlisted in the preparation of the database of child offenders in the State of Goa on the basis of their age, educational qualifications and social background including other criteria.

Students visiting the Children's Court read the case file and assist the Prosecution in counseling and briefing the child victims in some cases. In certain cases, the students prepare and file necessary applications before the Court on behalf of the child victims. They also help the Court in finding out judicial pronouncements on important points of law.

Students submit a weekly report of their visit to the Board/JJB both orally and in writing about their observation and their experience in the concerned court to the faculty in charge/supervisor

5. Evidence of Success

1. The practice followed by the CRC has helped to bridge learning and practice together and has thereby contributed towards transformative learning.
2. Provided opportunities to students to apply class room learning in practice and develop valuable social and professional skills.
3. Students have gained first-hand experience and exposure to laws and the procedures followed in the Juvenile Justice Board and the Children's Court.
4. Students got the opportunity to learn and participate in a wide range of research opportunities as regards local, national and international child –protection and child welfare legal measures.
5. The CRC has provided a link connecting law students with the community that ensures a more just, child-friendly and sustainable society.
6. Facilitated access to justice for child victims and child offenders
7. Through its awareness and training programmes, contributed towards ensuring sensitivity to child rights.
8. Allowed for the fulfillment of a significant social responsibility.
9. Provided social relevance to legal education.

6. Problems encountered and Resources required

The smooth working of the Practice entails commitment, punctuality from the students, provision of financial and other resources, cooperation and encouragement from the authorities.

Whenever the students found it difficult to visit courts due to academic work like seminars, assignments,

they reschedule their visit to the court by exchanging the scheduled date with fellow members.

Members of the Clinic include students from all classes. While senior students are already acquainted with substantive and procedural laws, junior students lack that knowledge. Some authorities inadvertently failed to perceive that students visiting the courts also belong to the Second year of Law. Such a situation has to some extent been rectified by having meetings with the Presiding officers/Magistrates /Members and the court staff.

The College need to work out scheme to meet various student expenses such as those relating to travel to the courts and of refreshments. The other resources required include Stationery, Full –time supervisor/in-charge and premises within which to function/operate.

Best Practice – II – Lex Infinitum

1. Title of the Practice

“Lex Infinitum 2016 – International Dispute Resolution Competition” of V.M.Salgaocar College of Law

2. Objectives of the Practice

1. To familiarize and popularize the concept of alternate dispute resolution to students of law from all over the country and also among legal fraternity and general public;
2. To connect the participants and delegates to the experts in the field of ADR;
3. To provide a forum for law students at national and international level to meet each other, learn and share their best practices with one another;
4. To secure to students the opportunity via scholarships (which were the prizes for winners) to study in reputed foreign universities) and
5. To establish the College as a champion of ADR and skills learning for law students.

3.The Context

Legal Services and legal profession itself is undergoing a change. Alternate Dispute Resolution Methods are widely adopted in the business world and demands lawyers who are trained and skilled at negotiation and mediation. Moreover, the College mission to evolve legal education in pursuit of justice and service to humanity looks forward to peaceful settlement of disputes, where there is a win-win situation. Negotiation and Mediation are methods to settle disputes without damaging relationship between the parties. Therefore it is essential the lawyers of tomorrow are equipped with the skills and methods of ADR. The added advantage of holding an international competition is the opening up of networking opportunity to students and experts. Since the event would bring in experts from all over the world, the opportunity of learning from them would be ensured through knowledge sessions and workshops that would be conducted by the experts.

4. The Practice

Lex infinitum is an international dispute resolution competition. The following steps were adopted to

conduct the event.

1. Formation of a Core Team: As a first step, a core team was formed comprising of students and faculty. Meticulous planning took place at the meetings of the core team and responsibilities were assigned to separate departments namely, Finance, Teams, Experts, Problem Generation, Rules, Competition, Knowledge Sessions for Delegates, Scores, Production, Hospitality, Transportation, Awards & Certificates, Media and Socials.
2. Plan of Action: A detailed plan of action for each of the departments was drawn and timeline was marked for each task.
3. Finance: A team of students secured sponsorship and funding from institutions, lawyers and entrepreneurs.
4. Drafting of Rules: The Rules were drafted after studying the way in which similar competitions are held by CDRC Vienna and ICC Paris.
5. A website for Lex infinitum was created and all information relating to the event was updated.
6. Mediation Problems and Confidential information – A team of students and faculty was involved in drafting of mediation problems. The same was sent for approval of a team of experts. The Confidential Information was prepared by the team and released to the teams and experts only half an hour before the competition.
7. Registration of Teams and Delegates: A team of students communicated with all premier law colleges in India and abroad and secured sufficient participation. The event had 24 teams participating in total.
8. Competition Schedule: An elaborate schedule of the competition, and team fixtures were drawn.
9. Scoring criteria: The criteria for assessment were meticulously made, and the same was sent to the experts for their comments and suggestions. The criteria were uploaded in the website much in advance so that the teams knew what is expected.
10. Setting the venue: Within the available resources the college ambience changed to one of a mega event. This was secured by the planned and relentless work of the production team.
11. Socials: The social meetings were planned and executed in a way that would provide a venue for the students to meet each other and build contacts with the experts as well. The experts also could network with colleagues.

5. Evidence of Success

The event received good participation from 2 foreign teams, 7 experts from abroad and 15 from India. The College entered into a MOU with World Mediation Organization (WMO), Germany for 3 years and Lex Infinitum would carry the title “VMSCL-WMO”. The knowledge sessions proved extremely resourceful and the event rendered an excellent exposure to our students to network with world class negotiators and mediators. Over and above the students and faculty gained tremendous confidence in hosting mega events like this in future.

6. Problems encountered and Resources required

The competition itself was a new concept which required immense study and clarity of each stage, all of which required a well-trained team of faculty members who are acquainted with negotiation and mediation. The tasks at hand were:

1. The Competition, being international and the teams and experts (judges) being from different countries, a brilliant team of students was required to identify and contact all of them and assure

their participation.

2. Obtain sponsorship and funding, creating partnerships
3. Infrastructure– sufficient number of negotiation chambers with sound system, special lighting and elegant ambience
4. Accommodation and facilities for experts and participants
5. Framing negotiation problems and confidential information for every round, which required special skill and creativity
6. Once the confidential information was released, the teams were quarantined in such a way that they do not interact with anyone else till the event starts. All of these called for serious planning and brilliant team of students and faculty members.

7. Notes (Optional)

Lex Infinitum, in addition to promotion of negotiation and mediation, also proved to be a capacity building activity, as the students and faculty experienced the coordination and organization of a mega event, which calls for multi-dimensional skills and brilliant teamwork. The event promoted professionalism in way of functioning among students.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

LEGAL AID SOCIETY OF V. M. SALGOACAR COLLEGE OF LAW

Aims

Legal Aid is a prominent activity of the College which is in consonance with the College motto of 'Excellence in Legal Education in pursuit of Justice and Service to Humanity'. Believing that the objective of legal education is creation of socially relevant legal professionals, V.M. Salgaocar College of Law established its Legal Aid Society in 1998, it now has 27 Free Legal Aid Cells stretching across the State of Goa.

Functioning

For the students to easily and effectively function, the cells are located at their residential vicinity, so that they are aware of the issues pertaining to the locality as also able to attend to the clients visiting the cell in expeditiously. The Cells are housed in places which are easily accessible to the general public like Panchayat buildings, schools, churches or temple premises. Every week on Saturdays, the cells function for minimum of two hours.

Activities

Our Free Legal Aid Cells encompass all the 7 key aspects of legal aid, namely

1. Legal literacy programs – The Cells organize Legal Literacy Programs / open forum in the nature of governmental authority – community interface, to resolve the problems in the locality. The students also conduct legal awareness talks in schools, mahila mandals etc. Street-plays in the local language in public places has proved to be an effective mode for spreading legal literacy.
2. Legal Advice – Students in consultation with faculty provide them with legal advice to the “clients” who seek advice.
3. Legal Representation – The students represent clients before quasi – judicial authorities like the Consumer Forum.
4. Para-legal services - Assistance in procuring senior citizens cards, ration cards, birth and death certificates, and drafting affidavits and filing such other documents as are required for obtaining benefits under the welfare schemes of the Government.
5. Alternate Dispute Resolution – Promoting ADR through negotiation are undertaken by the students, wherever possible.
6. Public Interest Litigation – Students are encouraged to file Public Interest Litigation after conducting proper research and making appropriate requisition to the government authorities on the concerned matter. So far 17 PILs have been filed in the High Court, the latest one being in 2017.
7. Law reform – Students are encouraged to undertake research projects on various legislations and record their findings in the form of a memorandum and submit to the government requesting for appropriate law reform.

All these activities strive to make access to justice a reality for common man and at the same time trains the students in an unparalleled way the various skills required of a lawyer, and which goes unattended in the other academic programs.

More than all, students testify that they feel content and happy in doing legal aid activity, resulting in alumni's continued participation in the activities. Legal Aid is not just part of curriculum compliance, rather a way of life for our students and faculty.

Academicians from India and abroad, visit the College to learn and understand the ‘Goa Model’ of Students-run Free Legal Aid Services.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Institutional distinctiveness

LEGAL AID SOCIETY OF V. M. SALGOACAR COLLEGE OF LAW

Aims

Legal Aid is a prominent activity of the College which is in consonance with the College motto of 'Excellence in Legal Education in pursuit of Justice and Service to Humanity'. The College has established its Legal Aid Society in 1998.

Functioning

For the students to easily and effectively function, the cells are located at their residential vicinity. The Cells are housed in places which are easily accessible to the general public. Every week on Saturdays, the cells function for minimum of two hours.

Activities

Our Free Legal Aid Cells encompass all the 7 key aspects of legal aid, namely

1. Legal Literacy Programs – The Cells organize Legal Literacy Programs / open forum in the nature of governmental authority.
2. Legal Advice –Students in consultation with faculty provide them with legal advice to the “clients” who seek advice.
3. Legal Representation – The students represent clients before quasi – judicial authorities like the Consumer Forum.
4. Para-legal services – The Legal Aid Cells also give assistance in procuring welfare schemes of the government
5. Alternate Dispute Resolution – Promoting ADR through negotiation are undertaken by the students, wherever possible.
6. Public Interest Litigation – Students are encouraged to file Public Interest Litigation. So far 17 PILs have been filed in the High Court, the latest one being in 2017.
7. Law reform – Students are encouraged to undertake research projects on various legislations.

Concluding Remarks :

The manifold accomplishments of the college bear testimony to the fact that the college lives up to its motto in the true sense. The college has carved for itself an independent identity owing to its excellence in teaching and its outreach programs which connect it closely to the society.

The most unique feature of the college is its clinical set up which functions through as many as 25 Legal Aid Cells operative throughout the State of Goa making legal assistance available at grass root level. The

association of these Cells with the Government Departments, Panchayats, religious institutions, Clubs, Mahila mandals and youth organizations go a long way to show that the college and its philosophy has been well received by all the sections of the State.

The dynamic leadership of the Principal assisted by the team of highly qualified faculty as well as administrative staff and the constant support from the management is the stronghold of the college.

On the home front, the college has a well-designed and robust system of teaching-learning, assessment as well as research. The teaching pattern is student- centric, aimed at over all development of each student. With the varied opportunities and encouragement, the students soar high not only in academics but also in co-curricular activities nationally as well as internationally.

It is in recognition of such multifaceted existence that the college also has been honoured with Educational Institution of the Year by the Business Goa in the year May 2017.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 834 Answer after DVV Verification: 0</p> <p>Remark : The HEI has misunderstood the question they have given the proof for a list of awareness activities instead of number of students undertaking field projects or internships, hence this metric cannot be accepted.</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: C. Feedback collected and analysed Remark : The HEI has not provided proper proof for the action taken after analysing the feed back. Hence the option has been edited.</p>																				
2.1.1	<p>Average percentage of students from other States and Countries during the last five years</p> <p>2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>61</td><td>49</td><td>51</td><td>49</td><td>45</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>15</td><td>17</td><td>18</td><td>15</td><td>21</td></tr></table> <p>Remark : As per the name list provided the number has been modified .</p>	2016-17	2015-16	2014-15	2013-14	2012-13	61	49	51	49	45	2016-17	2015-16	2014-15	2013-14	2012-13	15	17	18	15	21
2016-17	2015-16	2014-15	2013-14	2012-13																	
61	49	51	49	45																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
15	17	18	15	21																	
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>73</td><td>68</td><td>72</td><td>69</td><td>72</td></tr></table> <p>Answer After DVV Verification :</p>	2016-17	2015-16	2014-15	2013-14	2012-13	73	68	72	69	72										
2016-17	2015-16	2014-15	2013-14	2012-13																	
73	68	72	69	72																	

2016-17	2015-16	2014-15	2013-14	2012-13
49	30	55	45	38

Remark : As per the name list provided as proof the number of actual students admitted from reserved categories has been changed .

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer before DVV Verification : Yes

Answer After DVV Verification: No

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
625	677	684	660	660

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : Since the list of students and the number participating has not been specified anywhere in the proof, this metric has been reduced to 0.

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation

8. Personal Counselling

Answer before DVV Verification : B. Any 6 of the above

Answer After DVV Verification: E. 3 or less of the above

Remark : As per the given document proof, the proofs which are provided are not relevant to this metric. Hence, the numbers has been modified.

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	11	20	16

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : Since the list of students and the details of the company has not been mentioned clearly, this metric has been reduced to 0.

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 55

Answer after DVV Verification: 14

Remark : As per the document proof, the numbers does not match with the HEI input. Hence, the numbers has been modified.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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) year wise during last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0	13	9	12	15

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
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0	13	9	12	15
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5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
15	48	30	42	45

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	13	9	12	15

Remark : As per the revised data.

5.4.3

Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : As per the clarification, the proofs are not provided, and hence cannot be accepted. Hence, modified.

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : D. At least 2 of the above

Answer After DVV Verification: E. None of the above

Remark : There are no proofs attached to this particular metric. Hence, changed.

7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :0</p> <p>Remark : As per the given document proof, the proofs which are provided are not relevant to the the HEI input. Hence, the numbers has been modified.</p>
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2.Extended Profile Deviations

Extended Profile Deviations
No Deviations