

Report of Academic Audit at V M Salgaocar College of Law 2022-2023

Date of Audit: 6th February (Monday) and 8th February 2023 (Wednesday)

Auditors: Dr. Shashikala Gurpur & Dr. Rupal Rautdesai

Objectives: a. To assess NAAC readiness,

b. To ready for A or A+ Grade in view

c. To assess gaps and suggest improvements: short term, medium term and long term

Brief of Proceedings, Remarks & Suggestions

Sr. No.	Items covered during Audit	Remarks / Suggestions of Auditors - Dr. Shashikala Gurpur & Dr. Rupal Rautdesai
1	Welcome and general observation of Premises	<ul style="list-style-type: none"> • Signages regarding directions need to be there (minimalism than clutter, consult a designer for least expensive facelift, bright colors, as goa has enough water, to make it brighter) • Boards at the entrance to be occupied with posters of various activities of different cells (can be running e-display) • Preferably a premise map of floors and what is there on the floors to be put up • Student sitting areas need to be there • Empty Wall Areas near the staircases should be used for inspirational posters, and use photos of students winning moot and other competitions to encourage other students • Sexual Harassment related IC committee board should be of the same type and of same format like other boards in the entrance lobby
2	Presentation by Dr. Shaber Ali – Covered – Introduction to Audit members, Vision and Mission of the Institute, Achievements, Application	<ul style="list-style-type: none"> • Vision and Mission – Okay: can redefine, showing linkage to objectives, programs, activities, show vision committee meet etc • Suggest to look at some top International law schools' vision and mission and revise if necessary • May apply by March 2023 for next NAAC Cycle (asking how early, will revert) • Presentation made on various aspects and achievements such as Nyaya Bandhu, publications, e-content, trial advocacy, lex infinitum, National Moot Court Competition, 9 MoUs, CSR funds etc. • Suggestions on content of ppt – The content were not categorized/ organised as required – need to focus on:

		<ul style="list-style-type: none"> ✓ Compliances based on last NAAC report ✓ gap filing measures (Last SSR finding – how tried to fill): focus on those areas ✓ improved curriculum, research, teaching learning, innovation and best practices (This to be presented criteria wise, how it is improved, include marks weightage) ✓ SWOT Analysis ✓ Future Vision • Suggestions on power point presentation – Colours of the text (Red) not readable, the slides design can be formal, green background not formal. • Other Suggestions <ul style="list-style-type: none"> ✓ Try MoU with Vanderbilt; MOUs to be categorized as International, National, Local etc ✓ Welcome address 5 mins to be given by Principal and only one Presentation to be made for 30 to 45 mins by IQAC head (whoever is stronger) ✓ After presentation document checking (on screen of scanned evidences), not in the form of presentations, but use of excel sheet for each criterion which should include links to evidences ✓ Need more research publications and research projects ✓ Certificate courses as value addition courses on teaching and research skills, ADR skills, trail advocacy skills ✓ Align both: documentation and ppt, then take for exhibition
3	Presentation by Dr. B. S. Patil - The presentation was done criteria wise	<p>Criteria 1 - Curricular Aspects</p> <ul style="list-style-type: none"> • Observed that Internal continuous evaluations do not happen across all programmes as some are governed by State University, therefore suggested to put suggestion to present that as your vision in the BoS, so that it comes on record that your institution has that vision and tried to bring change • Those who do not have continuous internal evaluations can be shown to have training through the clinics or value-added courses, example research skills wherein certificate for minimum 30 hours of engagement (face to face plus self-study and practical work) <p>Criteria 2 - Teaching-Learning and Evaluation</p> <ul style="list-style-type: none"> • Advance learners and slow learners' identification is done through viva and internal exams • Suggestion – To use avenues such as induction, mentoring, peer mentoring, IT skills to identify and reassess the advance and slow learners • Other suggestions given: <ul style="list-style-type: none"> ✓ To have mentoring criteria, mentoring format and maintain mentoring records

- ✓ Mentoring format to capture – biographic details, goals, hobbies, interests, information regarding financial and family support, friend support etc. to channelize the student
- ✓ Ask questions and they will assess themselves; teachers (Mentors) will realize how the students as they mature change their goal post towards better outcomes
- ✓ Need for Mental Health support to be provided or guided by the institute – counsellor to come and address – record it ; also have on call counselor agreement or letter and put in NAAC records

Criteria 3 - Research, Innovations and Extension

- Presented proposal for Centre for Research, Innovation and Analysis (CRIA) – Suggestion given to call it Salgaocar Law Centre for Research, Innovation and Analysis (SL-CRIA) and to perform following functions:
 - ✓ Support PhD / LLM Research
 - ✓ Helping to convert research in to publication
 - ✓ Apply and carry out Research projects
 - ✓ Full time researcher can be appointed among the existing teachers who should be given less teaching
 - ✓ Regulatory research
 - ✓ Obtain funding from Govt. / Non-Govt. bodies
 - ✓ UGC funding – ICSSR
 - ✓ Local Collaborations
 - ✓ Have e-Newsletter (Half-yearly)
- Innovations suggestion – Use of technology in Student Life Cycle Management – an urgent requirement – suggested to contact Dr. T R Subrmanya Sir and understand from him the model adopted by their institution as it is cheaper
- For the proposed Incubation Centre, following are the suggestions:
 - ✓ Policy document to contain details of advisors, mentors, visiting judges, lawyers and scholars
 - ✓ Senior lawyers / Law firms can give drafting assignments to lawyers under the incubation programme
- SL-CRIA and IPR Cell of college – can give consultations, advise and provide training on IPR to various University Departments and other colleges, institutions.
- Observed that Research publications are very low compared to the number of faculty, therefore following suggestions given tackling the crisis:
 - ✓ Use the grant (50 thousand rupees) that is provided for Research and Publications by the Management – target SCOPUS, Web of Science and UGC Care list

		<p>journals</p> <ul style="list-style-type: none"> ✓ Organise and Participate in National Level Conferences with publication opportunities ✓ Appoint Research Mentors: internal and external ✓ All faculty members to set yearly targets and to achieve the same – minimum 2 for Asst. Prof., and 4 for Associate Professor <ul style="list-style-type: none"> • Research project funding – is just a little over and above 1 lakh, need to cross the 5 lakh goal to ensure full marks in that question • Research and Consultancy projects can be sought from corporates – one of the areas where research and training required is for the ICC members constituted in corporates under POSH Act – another area is to conduct research and training for schools for POCSO <p>Criteria 5 – Student Support and Progression</p> <ul style="list-style-type: none"> • Placement Cell – There is a faculty incharge, but no placements facilitated on campus – V M Salgaocar will loose out on marks if this is not facilitated, therefore following are the suggestions to streamline placement cell records and activities: <ul style="list-style-type: none"> ✓ Have a Placement cell policy document in the first place ✓ BCI requires 5 internships in 5 years, so create a process where the students are motivated, facilitated and evaluated on internships and their experience ✓ Encourage students to apply for online internships ✓ Provide recommendation letters to students for internships and keep records of the same ✓ Make it mandatory for students to submit their internship certificates to college ✓ Placement cell to have IT qualified good coordinator under principal and management faculty guidance, to maintain database of Employers, do cold calling for internships and placements ✓ Placement Cell to create e-brochure containing details of final year students and send to various companies and law firms inviting them for on-campus placements ✓ Provide internship orientation ✓ Internships usually lead to placements – need to maintain data of such PPOs (Pre-Placement Offers) ✓ Take a survey of students and ask their preferences of cities/towns they would like to work in ✓ Organize career orientation sessions during induction and even later ✓ Students can be provided Judgment writing training through Judicial Academy, Civil service training, NET/SET training for LLM students
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		<ul style="list-style-type: none"> ✓ CV writing workshops right from 1st year – for internship purposes • NCC not there – but can align with DEMPE college which has NCC, show tie up where your students could be enrolled in NCC in their college. • Suggested, if there is no hostel provision, then show efforts taken to outsource some hostel accommodations or tie up with local PGs which are affordable, near to college, safe, hygienic, as students come from far-fetched places in Goa, and they may have to travel 3-4 hours daily. Grade the accommodations available as per facilities and provide the information preferably by email to interested students, for records purposes. • Transport facility not there – suggested that the institute can do survey among all students and faculty and take a call on if transport facility should be provided as per the results of the survey. Of course, charges will be laid on the students if transport is provided say for example from Panaji Bus stop to College. • Show communications to students to understand their grievances and the mechanisms put in place • Need to show through records and evidences how much you care about the students • Prof. Sonal shared her experience of helping students regarding accommodation, the same can be documented in the form of a report from her to the Principal (backdated), but henceforth create a mechanism / system to percolate information to students and document the same. <p>General Recommendations</p> <ul style="list-style-type: none"> • Do a SWOT Analysis, what are your strengths, what are your weaknesses, what are the opportunities, and what are the threats • Use Learning Management Systems (LMS) / Moodle can be used – which will take care of attendance, generating reports of assignments etc. • Information regarding attendance can also reach parents if LMS is used
4	Meeting with Stakeholders such as – Alumni, Parents and Lawyers	<ul style="list-style-type: none"> • Generally, there was positive feedback from the parents, alumni and lawyers • However, they had some suggestions such as <ul style="list-style-type: none"> ✓ Some parents felt that there should be uniform/dress code ✓ Parents further said that Website should be regularly updated with information • Suggestions of Auditors <ul style="list-style-type: none"> ✓ Regarding Website it is suggested that the college can provide information such as Calendar, Exam Time Table, PTA meeting, Moot Court and other

		<ul style="list-style-type: none"> Event calendar, Alumni Achievements ✓ Attendance App (could be included within the Learning/Course Management Tool) to be used to send parents the message regarding the attendance ✓ Alumni engagement in training for internship and placement
5	Visit to Exhibition Area	<ul style="list-style-type: none"> • Observations: <ul style="list-style-type: none"> ✓ Students were formally dressed and giving very good explanations of the achievements ✓ Trophies and Certificates, won for International and National Competition were on display • Suggestions: <ul style="list-style-type: none"> ✓ Exhibition must be criteria wise – Achievements, Highlights and Statistics of each criteria to be made on charts/posters must include graphs, photos etc. ✓ Posters, photos on wall areas missing for events and achievements – Only for sports event there was a flex banner ✓ Document Student experience in the Justice Project ✓ There can be a newsletter / magazine – yearly / half yearly which contains photos and an account of the achievements of the students and faculty ✓ Showcase Alumni Achievements – example Om D’costa, Vishesh Kulkarni etc
6	Interaction with Students	<ul style="list-style-type: none"> • Strengths of the college <ul style="list-style-type: none"> ✓ Students get practical experience ✓ College helps in internship ✓ Students learn organization skills through various competitions ✓ Students learn problem solving skill ✓ Students happy with teaching and teachers • Students’ expectations / Observations <ul style="list-style-type: none"> ✓ Increasing the number of practicing lawyers as visiting faculty ✓ Local kids when they are preparing for moot court competitions, they would like to have hostel/some accommodation as they work till late hours ✓ Some students would like to have hostel accommodation through out the year as they travel from very far areas such as Sawantwadi and others ✓ Local Transport upon payment – Students face discrimination while coming in local buses due to half ticket payment system for students; therefore students would like to have a local bus facility from Panjim Bus stop to college and return, they are ready to pay for the same. ✓ Internet (Campus Infrastructure) - Stronger Wifi - uniform throughout the building – during online

		<p>national moot competition students had to use their own data</p> <ul style="list-style-type: none"> ✓ Bridge courses in legal English language required ✓ Preparatory phase very less for exam ✓ Internals only two types for all subjects – 1. Presentation and 2. Problem solving based Test ✓ Grouping of subjects very odd choices – example Interpretation of Statutes is grouped with Insurance subject ✓ Access to library till 7 pm ✓ Open house system not there is VM Salgaocar college of Law ✓ Requirement of Generator Back up as recently there have been too many power cuts which affects the teaching learning process ✓ Boys washroom upgrading and maintenance required ✓ Campus safety as there have been some thefts – cctv footage to be maintained <ul style="list-style-type: none"> • Suggestions <ul style="list-style-type: none"> ✓ Conduct a survey as to the needs of students such as hostel, transport etc, based on which arrangements that are possible can be made ✓ Temporary guest house provision can be made for moot court participation ✓ If feasible for the management, they can outsource the service and levy a monthly fee on the student - thus provide a special bus service upon payment for the students at particular hours; such bus to have a placard of V M Salgaocar college when plying for college purposes ✓ Students in their 1st year must be given an orientation/induction in goal setting and various vocations for law graduates; 2nd and 3rd year students will get more clarity about what they want to do ✓ Internals where there is engagement of students such as in group discussion, mock trial etc. can be planned for some subjects ✓ For LLB even if there are no internals – presentation can be encouraged and certificate for such presentation can be provided ✓ Open house during the middle of a Semester to be carried out to know students grievances regarding teaching and other feedback
7	Documentation Check of Criteria 1 - Curricular Aspects (100)	<p>Observations and Suggestions</p> <p>1.1.1 - Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of</p>

continuous internal Assessment (20)

- For Programmes Conducted – All Programmes **Affiliation document** from Goa university **not shown**
- **Programme Structure** not available in required format with sign and stamp of university; however, the programme structure is available in handbook given to students upon admission – **to be put up on website with sign and stamp**
- Academic Calendar okay – to be put up on website
- **Course Syllabus – Regularly reviewed in BoS and documentary evidence of BoS minutes to be provided as evidence**
 - ✓ Create a policy (Policy for curriculum, revision and development meeting). This has to be done before BOS meeting
 - ✓ Mail to be sent to every faculty on suggestions of revising the syllabus and justification
 - ✓ faculty to propose new course if required considering the industry demands, students skills, human values and the skills listed in NEP 2020.
 - ✓ minutes of the meeting to be prepared and presented by BOS during the University BOS meeting (for documentation)
- In Academic Calendar – don't use the word "test" use words like Component I & II
- **Mapping document of PO-CO, also CO-SO missing – 1-day mandatory workshop to be held for faculty members regarding Blooms Taxonomy, Course Outcomes, Programme Outcomes, Session Outcomes, interlink with Teaching Plan and Assessment (Internal & External)**
- Assessment Plan showing diversity in Internal Assessments missing

1.2 - Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years (30)

- Students need to be informed about the SWAYAM portal for enrollment as per the courses offered. On completion of the course collect the certificates from them.
- **Plan Value-Add courses (of 30 hours) minimum and offer it to all batches – Only then the numbers and percentages will be there for NAAC purposes – Also maintain all documentation as per the list of documents shared by Auditors - else will loose marks here**

		<ul style="list-style-type: none"> • Need to show more than 25 such programmes SWAYAM & Value-add to get full marks and more than 50% of students enrollment overall for five years <p>1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum (10)</p> <p>With the written description, documentary proof (such as syllabus of courses highlighted with crosscutting issues) to be provided in the additional information section on the portal</p> <p>1.3.2 - Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year) (20)</p> <ul style="list-style-type: none"> • Internships are mandatory for the LLB and 5-year Law programmes – Documentation of the certificates each student has received from their internship to be gathered and provided as evidence for the latest academic year. • For field work if college intends to show Legal Aid Work – then attendance records can be shown but Link to report of the field work on the website/ sample photographs of the field work are necessary – Suggested on website have a tab of legal aid and under that year wise programmes can be reported via reports from students containing pictures. Such report must be signed and stamped by college and then uploaded on the website. • Need to show more than 35% undertaking internship / field work through the documentation to obtain full marks for this question <p>1.4 – Feedback System - Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (20)</p> <ul style="list-style-type: none"> • Documentary proof of feedback collected from various stakeholders required • Also, Action Taken Report (ATR) based on the feedback received is necessary document to be submitted. ATR must be signed and stamped. • If college wants ‘A’ (full marks) in this quantitative
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		metric then it has to show - Feedback collected, analysed, action taken and feedback hosted on the institutional website
8	Documentation Check of Criteria 2 - Teaching-Learning and Evaluation (350)	<p>Observations and Suggestions</p> <p>Key Indicator – 2.1 Student Enrolment and Profile (40)</p> <p>2.1.1 – Enrolment Percentage (20) Documents okay – document of sanctioned intake from Goa University to be shown for first years only - need to be signed and stamped</p> <p>2.1.2 – Percentage of seats filled against seats reserved for various categories – SC, ST, OBC as per reservation policy (20) Documents okay – But need to follow the list of documentation provided by the auditors to V M Salgaocar college which is as per NAAC requirement</p> <p>2.2 – Student Teacher Ratio (40)</p> <ul style="list-style-type: none"> • Documents need to be signed and stamped • To get full marks here need to show Student Teacher Ratio <20:1 <p>2.3 Teaching-Learning Process (40)</p> <p>2.3.1 - Student Centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences using ICT tools (40)</p> <ul style="list-style-type: none"> • Description of 500 words okay but need to utilize maximum word limit • Supporting Documentation not sufficient – need to follow the list of documentation provided by the auditors to V M Salgaocar college which is as per NAAC requirement <p>2.4 Teaching Profile and Quality (40)</p> <p>2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years (15)</p> <ul style="list-style-type: none"> • Some documents available, but documentation not complete as per NAAC requirement • Example - Letter for yearwise sanctioned posts by competent authority (including management sanctions), appointment letters (without the salary component) and percentage calculation document, not provided <p>2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt. during the last five years (consider only highest degree for count) (25)</p> <ul style="list-style-type: none"> • More number of teachers to register for Ph.D. – those already registered to complete at the earliest

		<ul style="list-style-type: none"> • Documentation not complete <p>2.5 Evaluation Process and Reforms (40) 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time-bound and efficient (40)</p> <ul style="list-style-type: none"> • 500-word description needs to be improved and must ensure it covers all the points asked in B to I provided in the list of documents given by Auditors as per NAAC requirement • All supporting documents for the points B to I in the list of documents to be kept signed and stamped <p>2.6 Students Performance and Learning Outcome (90) 2.6.1 - Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated (25)</p> <ul style="list-style-type: none"> • Documentation not found on website • Attainment document to be prepared <p>2.6.2 – Attainment of POs and Cos are evaluated (20)</p> <ul style="list-style-type: none"> • Documentation must contain internal and external evaluation results and mapping COs and POs document to be prepared <p>2.6.3 Pass percentage of Students during last five years (45)</p> <ul style="list-style-type: none"> • Documentation to be completed as per NAAC requirement (List also provided by the Auditors) <p>2.7 Student Satisfaction Survey (60) 2.7.1 Online student satisfaction survey regarding to teaching learning process.</p> <ul style="list-style-type: none"> • To prepare result document of online survey after every online survey of student feedback • Document that shows that feedback is taken regularly is required
9	Documentation Check of Criteria 3 - Research, Innovations and Extension (110)	<p>Observations and Suggestions</p> <p>3.1 Resource Mobilization for Research (10) 3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs) (10)</p> <ul style="list-style-type: none"> • Strictly maintain E-copies of the grant award letters for sponsored research projects • Maintain the list of endowments/projects with

		<p>details of grants as required by the data template</p> <ul style="list-style-type: none"> • For scoring full marks need to show grant of more than 15 lakhs as per the benchmarks document of NAAC <p>3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge (patents filed, published, incubation center facilities in the HEI to be considered) (10)</p> <ul style="list-style-type: none"> • Establish an incubation center which can be operated by Advocates, IPR Expert as consultant. • Other Colleges could be extended assistance • Legal consultancy for Startups • Constitute Incubation Centre and Placement Cell- IPR Cell and Entrepreneurship Cell may also operate as incubation Centre. • Name CRIA as Salgaocar Law Centre of Research, Innovation and Analysis (SLCRIA) - can be constituted as Research and consultancy • Incubation Centre Focus areas – How to start a business, Liasoning with Advocates, obtain Business licenses, incorporation of Company. • Maintain Logbook <p>3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years (5)</p> <ul style="list-style-type: none"> • Documentation to be as per the NAAC requirement • Total number of such programmes must be more than 40 in 5 years to score full marks <p>3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years (10)</p> <ul style="list-style-type: none"> • Number of research papers are very less, numbers need to improve • Suggested to utilize the money given by Management to go for conferences and submit papers to various journals • Training for faculty on research papers to be organized <p>3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per</p>
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teacher during last five years (15)

- Number of edited Chapters are okay
- Need to improve participation in national and international conference – faculty may have gone, collect data if they have gone

3.4. Extension Activities (40)

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years. (15)

- Extension activities are good, but the 500-word description must cover and answer maximum information asked within 3.4
- Documentation in the form of reports containing pictures to be provided – example of reports of programmes conducted under Legal Aid cell – Who are the beneficiaries, how many beneficiaries? Etc.
- Legal Consultancy / Training to be included as extension
- Awareness and literacy programmes to be included
- Mention the Number of Students benefiting from the Program
- Mention the people benefiting from the Program
- Include Street plays
- For extension activities of para legal nature – Help provided by a student to a citizen to apply for a particular govt. scheme – then data / report should contain - Name of student/s, Name of Client, Scheme title, Time taken to avail the scheme and signature of the client on a Thank you note or report / Client form, student report on the work done for procuring the scheme.

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies (5)

- Letter of Appreciation from Panchayat or Government bodies can be a Letter of Recognition/Appreciation.
- E-copies of award letters and letter of recognition to be maintained.
- Use the proper names of each Legal Aid Cell (e.g. Vasco Legal Aid Cell - in the Data Template (as Organising Unit/Agency)
- Scanned copies of attendance list of students for extension activities to be maintained. Similarly, List of attendees record to be maintained by Legal Aid Cells.

		<p>3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years (20)</p> <ul style="list-style-type: none"> • At least more than 40 such extension programmes are required to be shown for the period of 5 years to score full marks which is achievable • Even if the programmes conducted by each Legal Aid Cell in different localities are shown this number can be achieved, however the documentation of each programmes as per the NAAC requirement such as Geo Tag photos needs to be followed <p>3.5. Collaboration (20)</p> <p>3.5.1 The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field project, On-the- job training, research and other academic activities during the last five years</p> <ul style="list-style-type: none"> • More than 20 number of Functional MoUs / Collaboration Letters / Linkages need to be shown for the above items to score full in this criterion
10	Documentation Check of Criteria 5 - Student Support and Progression (140)	<p>Observations and Suggestions</p> <p>5.1 – Student Support (50)</p> <p>5.1.1. Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies and philanthropists during last five years (20)</p> <ul style="list-style-type: none"> • Full marks only when more than 70% of students receive such scholarship / freeship • Sanction letters of such scholarship/freeship required as documentary proof • Can show reward / concession in fee <p>5.1.2. Capacity building and skills enhancement initiatives taken by the institution include the following (10)</p> <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills

- Not enough programmes conducted for capacity building – need to organize soon all the below
- ICT Value add course – which will include besides normal ICT topics, learning of legal databases
- Bridge Course – for legal language can be conducted
- CV building, public speaking and personality development course – will be considered as soft skills and also come within communication skills

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years (10)

- Placement Cell to organize - Career Counselling sessions to be organized – enrollment data and attendance to be shown
- NET / SET Sessions – for LLM students
- This data is not available for all five years
- Need to show more than $\geq 40\%$ of students undertaking such programmes for full marks

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (10)

- Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms required
- Circular/web-link/ committee report justifying the objective
- Minutes of the meetings of student grievance committee
- Timely redressal to be shown

5.2. Student Progression (35)

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years (25)

- Some data available, but mostly data not tapped
- Need to find out through Alumni connects and create database and gather evidence for past years
- Students clearing Bar Council exam data can be shown – Sanad or marksheets to be shown as evidence
- Students' who have taken up LLM at VMSCL –

data can be easily procured

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations) (10)

- Create a google form and circulate to the students of all years and all batches through email – provide an attachment option in the google form where the students can attach the certificates of such state/national/ international level exams taken
- From the gathered information create tabulated information year wise for each category

5.3 Student Participation and Activities (45)

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years (20)

- If documentation for more than 30 awards/ medals can be shown then can get full marks here – award letters/ certificates will be required, where no letters or certificates only medals and trophies then the photos of such trophies / medals to be provided

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions) (25)

- Participation in more than 30 such events in five years to be shown for full marks
- Soft copy of circular/brochure indicating such kind of activities to be provided as evidence
- List of events along with the list of participants and year wise signed by the Principal and bearing stamp

5.4 Alumni Engagement (10)

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (10)

- Alumni engagement needs to be strengthened
- Show documentation of Alumni engaged in Moot Court Judging and other events of the college

		<ul style="list-style-type: none"> • Show Alumni engagement in terms of sponsoring / part sponsorship of some events • Instituting some endowment/scholarship etc.
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Concluding Remarks:

Exhibition was moving with quick gathering of materials, concept and energetic committed students. It could have better mix of achievements of institute, students, faculty, alumni, placements, research, teaching innovation among others

Based on quick general and high weightage criteria focused mock audit, it is felt that **there is only 5 to 10 per cent improvement compared to last NAAC.**

We have pointed out how to start the thorough improvement. This is limited to 3 major criteria. Others either support or draw on these. A balanced harmonious attention to academics, their presentation, alongside community outreach needs to be brought in. Documentation needs to be guided and trained to the highest standards and perfection

To reach A or A+, the team must start working on war-footing on incorporating these suggestions. If all the existing resources are organized well and made ready, **it may reach 15 to 20 per cent improvement, within a month, going for nearing A**

If A++ is the goal, it will require 50 per cent improvement from last NAAC and will take one year of hardwork on consistent, conscientious and concerted basis engaging experts, students and technology as well as management specialists to hand-hold faculty.

When A++ is aimed at, A+ or A is not very far

Immediate Actions required by the Institution and its faculty members

Short term (in 30 days and before sending IIQA)

- As the NAAC recognition for VMSCSL was from Nov. 2018 to Nov. 2023 – Institutional Information for Quality Assessment (IIQA) to NAAC to be ready to be submitted by **March 2023, can be reviewed twice and then sent by 3rd week of April 2023** (As Institutions need to submit IIQA six months before the expiry of accreditation status)
- **Website not working and takes a user to unsafe portals – this needs to be immediately fixed and all technical issues to be resolved and updated as per IIQA data by end of March 2023, at least 2 weeks before submission of IIQA.**
- New website can be replaced as and when ready, but the old website has to function without any issues.
- **Appoint 2 IT and management experts at executive or coordinator level for IQAC and secretariat for data handling, documentation and reporting updates**
- **Review every document to be uploaded at 3 levels, if it complies with the winning formula, with 3 consultants**
- **Management to invest on Learning Management System which will generate automatic reports for various batches**

- Circulate the NAAC Manual, List of Documents and Benchmark document to all faculty members for reference and action: consultants to guide smart quick gap filling and improvement

Medium Term (ongoing till final documentation is done)

- Faculty to start Documentation for all years, criteria wise immediately – and complete in one month – by end of April 2023, set timelines for each stage, review with core team and work
- Organize one more audit for two days towards mid or end of May 2023 for checking the progress on implementation of the given suggestions and recommendations
- Each Criteria Head and the Criteria members of the college to take initiative and immediately start implementing all of suggested measures

Long term (ongoing till NAAC is done)

All faculty to be motivated, unified, talked to
Better cohesion with technical, non teaching and faculty: for better documentation
verification coordination
Stress management workshops
Small group motivation
Recognition and incentives to faculty and staff based on reviews

We both are immensely thankful for the trust reposed, cooperation and learning

All the best

Prof Dr S Gurpur
Prof Dr Rupal Rautdesai