South Calcutta Law College Self study Report 2015

Submitted to NAAC
(In respect of 1ˢᵗ cycle Accreditation)

SOUTH CALCUTTA LAW COLLEGE

(AFFILIATED TO UNIVERSITY OF CALCUTTA)
6/1, SWINHOE STREET, KOLKATA-700019
TELEFAX: 2440-8182, E-mail: sclawedu@gmail.com

Ref No. : 333/NAAC-1/2015

Date: 17/12/15

To
The Director,
National Assessment and
Accreditation Council (NAAC)
P.O. Box no: 1075, Nagarbhavi,
Bangalore- 560072,
India

Sub:Uploading SSR to the college website

Sir,
In compliance of our LOI requirements, we are glad to upload our SELF STUDY REPORT 2015in our official website for First Cycle Accreditation showcasing the key aspects of the functioning of our college.

I ardently look forward to hear from you on your decision for peer team inspection in our college.

Yours faithfully,

Dr. Debasis Chattopadhyay

Principal
Principal
South Calcutta Law College
6/1, Swinhoe Street, Kol - 19

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PREFACE:

It is an opportunity to submit the Self Study Report (SSR) of our college to National Assessment and Accreditation Council (NAAC), Bangalore for Accreditation of our college for 1st cycle.

South Calcutta Law College affiliated to the University of Calcutta, and the Bar Council of India was established in the year 1970 with the noble vision of providing quality legal education to students of all sections of society irrespective of gender, academic and socio-economic standing and to enable them to stand up to the challenges of the new millennium with courage and conviction.

The college has evolved in the course of its journey of over four decades into a premier institute of legal learning. All the class rooms are well equipped with LCD projector, audio visual aids and internet connectivity to support new-age learning .The college provides wifi facility and is bringing Fiber wire technology of BSNL.

The institution has been ranked as number 1 in the Eastern Region and 25th in India among the legal institutions in India by India Today and NIELSEN Company These are a value addition to the Institution and demonstrate the strength of the institution .The Institution has set standards of excellence and strives tirelessly to live up to its reputation and to surge ahead in the days to come.

In view of the above the institution looks forward to getting validated and accredited as well as getting into process of institutionalself development through 1st cycle NAAC.

EXECUTIVE SUMMARY

South Calcutta Law College which is ranked 25th in India and 1st in Eastern Region (Source India Today,29th June 2015,surveyed by NIELSEN) is one the oldest legal institutions in India. It is imparting legal education to students of various states like West Bengal, etc. It caters to the need of students of abroad also like Bangladesh and Bhutan.It is affiliated to the University of Calcutta and recognised by the Bar council of India.

South Calcutta Law College organizes workshops, awareness programme, lectures, and ICT management. It collects maintains and analyses documents directly/through the college office. Policies regarding quality assurance are communicated in meetings of different sub committees, Teachers 'Council, Students union. We send all reports to the University, The Higher Education Department, the UGC.

A brief survey of the academic and co-curricular activities, considered criterion-wise shall be worth-while.

CRITERION -I:-CURRICULAR ASPECTS

The college offers B.A.LL.B (General) and B.A.LL.B Honours course. It is affiliated to the University of Calcutta and to the Bar council of India. The college provides add on training to students. Some students of our college have achieved good results in University as well as competitive examination for self-development. Faculty members go to attend orientation programme. The academic calendar of the college has the detailed programme of the lesson plans for Honours and General Courses.

The college facilitates innovative teaching-learning process through workshops/court visits/seminars, lawyer chamber visit/Legal Aid camp. We are applying for LLM course to be introduced from the next session.

CRITERION-II: TEACHING – LEARNING AND EVALUATION

With the aim of quality education and student empowerment, the website and prospectus provide all relevant information about admissions/ institutional facilities/ rule/ regulations etc. The College offers opportunities to SC/ST/OBC/Kanyasree/Minority communities provided by the Govt. of West Bengal. Freeship concessions are available to the economically weaker sections. The faculty members adopt innovative approaches to the teaching learning by introducing smart board/internet/LCD Projects/OHP/field work/visits to courts. The College Library purchases books and subscribes to various Journals. New books are purchased with the funds granted by the U.G.C. and West Bengal Govt. Books for preparation for competition examinations/internet facilities are provided to the students since the academic session 2010-2011. Examinations are held as per University schedules. Parents'-Teachers meetings are held.

CRITERION-III: RESEARCH AND CONSULTANCY

The Institution encourages and extends all help possible to promote research activities in the Institution. Adequate infrastructure and human resources are provided by the institution for smooth progress. Internet, LAN and Journals and e-journals subscriptions are made available to faculty to facilitate research project in their area. The College has received funds for Minor Research Projects funded by the U.G.C.

Ph.D.: Out of the eight full timers four have been awarded Doctorate Degree and four teachers have already enrolled for Ph.D.

Extensions: The College has an excellent record with respect to extensions activities in the different categories like legal aid, Health camps. A neighbouring slum has been adopted by the NSS units of the College, Community Orientation activities are reflected through blood donation camp/AIDS/awareness programme.

Collaboration:

It includes research work funded by U.G.C., Seminars (SEBI, British Council, Consumer Forum, District Legal Aid)

CRITERION-IV: INFRASTRUCTURE AND LEARNING RESOUREES

The floor area of our new site is 2111.60 sq.mt. at 57, K. N. Sen Road, Kolkata-700042and the present building is 483.99 Sq.mt. at 6/1 Swinhoe Street, Kolkata-700019. There are 16 classrooms in new building and five classrooms in the present building. Each classrooms can accommodate 175 students. Here the rooms have smart board with OHD facilities and have audio facilities. College has advanced audio-visual multimedia facilities like LCD Projectors (even in the common room), Laptops, and Desktop computers with internet connection.

The new building has two floors for library, students' common room (each for male and female, teachers reading room, students reading room). The library is enriched with more than 10,000 books, 16 journals etc. with Local Area Network (LAN), using KOHA Software has been installed for Services of Library.

There are 10 computers for Online Public Access Catalogue (OPAC). It is made available to the users to inform the students of availability of documents in library. Many new (8+3) computers have been installed in the library. The numbers will increase with time. There are two photocopiers in the library out of which one is in operation. In all there are around 21 computers in the college. These computers facilities are available to all students, Faculty members and staff. Video conference is also in the college. The college is under CCTV surveillance. Adequate funds have been allocated in the budgetary provision for maintenance of infrastructure every year.

CRITERION-V: STUDENT SUPPORT AND PROGRESSION

The official website www.southcalcuttalawcollege.com provides relevant information to stakeholders. Welfare schemes for students include financial assistance/scholarship from central/state govt./other agencies, reservation in admission, railway concession freeship/half freeship for tuition fees. Opportunities for career counseling, publication in wall magazine, participation in sports, NSS, cultural activities enable students to develop themselves. The College has adopted the U.G.C. Regulations on curbing the menace of ragging in Higher Educational institutes and has constituted an Anti ragging Cell governed by the senior faculty members. No instances of ragging have been reported for the last four years. The Institution does not have a registered Alumni Association. The College boasts of many students who excel in different fields. Many students obtain 1st class marks in the university examinations. The formation of the students union is strictly according to the Statute of the University of Calcutta. It brings grievances of the students, promotes the academic environment in the campus acts as a bridge between administration and students. Most of its financial requirements are met by the college.

CRITERION VI : GOVERNANCE, LEADERSHIP AND MANAGEMENT

The Governing Body is the highest decision making body with the Principal and its Secretary who plays the leading role in the governance and management of the institution.

The college has an efficient coordination/internal management system under the leadership of the Principal who implements its policies and gets it implemented through committees, constituted by the G.B. The Governing Body consists of teachers and non-teaching staff and two Government nominees and

two Calcutta University nominees. Teamwork leads to the best practice of the institution. The participative/democratic principle of the management propels all plans and policies and their implementation and effect, towards consultation with the Governing Body, IQAC and other committees. Thus empowerment through total decentralization of the administrative system prompts cooperation, sharing of knowledge and innovations. The development, supervised by the management, comprises extension of building, providing additional facilities, introduction of BA LLB (Honours) courses including of new faculty etc. Salary of all staff is paid on the last working day of every month through COSA (computerised Salary soft ware Account) funded by the Government of West Bengal. All permanent staff come under the provision of GPF. Group Insurance Gratuity is paid on the date of retirement. The casual staff enjoy ESI scheme, Health insurance is for students (1st year).Funds are allocated as per U.G.C schemes for building/Projects/equipment purpose. Income and expenditure are closely monitored by the Bursar, Accountant and seen by the Principal, Audit report is presented to the Higher Education Department, BikasBhavan up to 2013-2014.

CRITERION-VII:INNOVATION AND BEST PRACTISES

The Eco Club of the College named after the eminent scientist Jagadish Chandra Bose undertakes various activities related to environment awareness in and outside the college.

Innovative practices cover video lessons, MCQ test. It is done online completely. It helps the students very much. We are going for Library automation gradually. RFID Gate, KOHA software, Bar coding process is completed. The College has organized two national U.G.C. sponsored seminars. 3rd seminar is likely to be organized very soon and workshops on various topics.

Here I must say that South Calcutta Law College is ranked 1st in Eastern Zone and is ranked 25th in India as surveyed by India Today in Collaboration with NIELSON.

The college has an efficient coordination/internal management system under the leadership of the Principal designed and implementing its policies and place affecting through committees, constituted by the G.B ,of teaching and non-teaching staff and two Government nominees and two Calcutta University nominees. Teamwork leads to the best practice of the institution. The participative/democratic principle of the management propels all plans and policies and their implementation and effect, towards consultation with the G.B,IQAC and other committees. Thus empowerment through total decentralization of the administrative system prompts cooperation, sharing of knowledge and innovations. The development, supervised by the management, comprises extension of building, providing additional facilities, introduction of BA LLB (Honours) courses including of new faculty etc. Salary of all staff is paid on the last working day of every month through COSA (computerized Salary software Account) funded by the Government of West Bengal. All permanent staff come under the provision of GPF, Group Insurance Gratuity is paid on the date of retirement. The casual staff enjoy ESI scheme.The students of the first semester are covered under health insurance scheme. Funds are allocated as per U.G.C schemes for building/Projects/equipment purpose. Income and expenditure are closely monitored by the Bursar Accountant and seen by the Principal, Audit report is presented to the Higher Education Department, BikasBhavan.

1. PROFILEOFTHEAFFILIATED/CONSTITUENTCOLLEGE

1. Name and Address of the College:

Name:	SOUTH CALCUTTA LAW COLLEGE	
Address:	6/1, Swinhoe Street, Kolkata - 700019	
City:	Kolkata	State: West Bengal
Website:	www.southcalcuttalawcollege.ac.in	

2. For Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	Dr. Debasis Chattopadhyay	O:033-24408182 R:	9432495182		drchattopadhyay@gmail.com
Vice-Principal		O : R			
Steering Committee Co-ordinator	Dr. Nabamita Paul Roy and Dr. Surekha Somabalan	O: 033-24408182 R:	9836833200 9830570182		nabamita.paul@rediffmail.com and surekha_balan@yahoo.co.in

3. Status of the Institution:

Affiliated College   √
Constituent College
Any other (specify)

4. Type of Institution:

a. By Gender
    i.   For Men
    ii.   For Women
    iii.   Co-education   √

b. By Shift
    i.   Regular (Morning)   √
    ii.   Day
    iii.   Evening

5. It is a recognized minority institution?

Yes
No   √
If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.   N/A

6. Sources of funding:

Government	
Grant-in aid	√
Self-financing	
Any other	

7. **a. Date of establishment of the college:…08/08/1970…(dd/mm/yyyy)**

b. University to which the college is affiliated/or which governs the college (If it is a constituent college)

University of Calcutta

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i.2(f)	20/11/1991	
ii.12(B)	20/11/1991	12B certificate is damaged by the Flood.

(Enclose the Certificate of recognition u/s2 (f) and 12(B) of the UGC Act)

c. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) :
   Bar Council of India (B.C.I.)

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	Extension of approval (B.C.I.)	29/09/2015	Upto , December , 2015	We have already sent Required papers & fees.
ii.				
iii.				
iv.				

(Enclose there cognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐   No √

If yes, has the College applied for availing the autonomous status?

Yes ☐   No √

9. Is the college recognized

    a.   by UGC as a College with Potential for Excellence (CPE)?

       Yes ☐   No   √

If yes, date of recognition:……………………(dd/mm/yyyy)

    b.   for its performance by any other governmental agency?

       Yes ☐   No   √

If yes, Name of the agency……………………and

      Date of recognition: ……………………(dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location*	Urban
Campus area in sq. mts.	2111.60
Built up area in sq. mts.	2111.60

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities – New Building
- Sports facilities
  - ∗   playground   X
  - ∗   swimming pool   X
  - ∗   gymnasium   √

- Hostel   X

  - ∗ Boys' hotel   X

    - i.   Number of hostels
    - ii.   Number of inmates
    - iii. Facilities (mention available facilities)

  - ∗ Girls' hostel   X

    - i.   Number of hostels
    - ii.   Number of inmates
    - iii. Facilities (mention available facilities)

  - ∗ Working women's hostel   X

    - i.   Number of inmates

ii.   Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available—cadre wise) - No
- Canteen—   √

- Health centre–   X

Firstaid,Inpatient,Outpatient,Emergencycarefacility,Ambulance…….Healthcentrestaff–

Qualified Doctor   Full time   Part time

Qualified Nurse   Full time   Part time

- Facilities like banking, post office ,book shops   Book shop
- Transport facilities to cater to the needs of students and staff   X
- Animal house   X
- Biological waste disposal   X
- Generator or other facility for management/regulation of electricity and voltage   √
- Solid waste management facility   X
- Waste water management   X
- Water harvesting   X

12. Details of programmes offered by the college (Give data for current academic year)

S.I.No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student	No. of students admitte
	Under-Graduate	B.A. LL.B General and B.A.LL.B. (Hons.)	5 years	Higher Secondary	English	120 per semester 15 per semester	120 per semester 15 per semester
	Post-Graduate	LL.M (Applied for)	2 years	LL.B	English		
	Integrated Programmes PG						
	Ph.D.						
	M.Phil.						
	Ph.D						
	Certificate						
	UG Diploma						
	PG Diploma						
	Any Other (specifyandprovidedetails)						

13.   Does the college offer self-financed Programmes?

Yes   No | √ |

If yes, how many? | |

14. **New programmes introduced in the college during the last five years if any?**

| Yes | √ | No | | Number | 1 |

15. **List the departments:(respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.) -   Not applicable**

Faculty	Departments (eg. Physics, Botany,	UG	PG	Research
Science				
Arts				
Commerce				
Any Other (Specify)				

16. **Number of Programmes offered under (Programme means a degree course like BA, B.Sc, M.A, M.Com.)**
a.   annual system | |
b.   semester system | √ |
c.   trimester system | |

17. **Number of Programmes with**

a.   Choice Based Credit System
b.   Inter/ Multidisciplinary Approach
c.   Any other (specify and provide details)

18. **Does the college offer UG and/or PG programmes in Teacher Education?**

Yes | | No | √ |

If yes,
a.   Year of Introduction of the programme(s)…………………(dd/mm/yyyy) and number of batches that completed the programme
b.   NCTE recognition details(if applicable) Notification No.:………………………………Date: ………………(dd/mm/yyyy) Validity:………………………
c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
Yes | | No | √ |

19. **Does the college offer UG or PG programme in Physical Education?**

Yes [ ] No [√]

If yes,
a. Year of Introduction of the programme(s)………………..…….(dd/mm/yyyy) and number of batches that completed the programme
b. NCTE recognition details(if applicable)
Notification No.:…………………………………Date: …………. (dd/mm/yyyy)
Validity:……………………

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes [ ] No [√]

20. **Number of teaching and non-teaching positions in the Institution**

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/ State Government *Recruited*	1				3	7	9	2		
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*					10	3	11	3		
Yet to recruit										

*M-Male*F-Female

21. **Qualifications of the teaching staff:**

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
Permanent Teachers							**2**
DSc/D.Lit							
Ph.D.	1						1
M.Phil							
PG						1	1
Temporary (Contractual Govt. approved) Teachers							**6**
Ph.D.						2	2
M.Phil							
PG					1	3	4
Temporary (Contractual) Teachers							**1**

Ph.D.					1	1
M.Phil						
PG						
Part-Time Teachers (Govt. approved)						**2**
Ph.D.						
M.Phil						
PG					1	1	2
Part-Time Teachers						**8**
Ph.D.					1	1
M.Phil					1	1
PG					5	1	6
						19

22. **Number of Visiting Faculty/ Guest Faculty engaged with the College.**　　`12`

23. **Furnish the number of the students admitted other college during the last four academic years.**

Categories	Year1(2015)		Year2(2014)		Year3(2013)		Year4(2012)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	13	13	14	12	22	10	10	10
ST			1	1				
OBC(Minority)	15	6	3	8	6	10	12	18
General	102	94	68	74	79	96	74	75
Others								

24. **Details on students enrollment in the college during the current academic year:**

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located					
Students from other states of India					
NRI students	Bangladesh -1				1
Foreign students	Rayal Bhutan-18				18
Total					

25. **Drop out rate in UG and PG(average of the last two batches)**

　　　　　　　　UG
　　　　　　　　PG　　　　　　　`Nil`

26. **Unit Cost of Education**
     (Unit cost=total annual recurring expenditure (actual) divided by total number of students enrolled)
     (a) including the salary component　　　`Rs.16363.47/-`

(b) excluding the salary component | Rs.4478.26/-

27. **Does the college offer any programmes in distance education mode(DEP)?**

Yes ☐   No ☑ √

If yes,

a) **Is it a registered centre for offering distance education programmes of another University**

Yes ☐   No ☐

b) **Name of the University which has granted such registration.**

☐

c)   Number of programmes offered   ☐

d)   Programmes carry the recognition of the Distance Education Council.

Yes ☐   No ☐

28. **Provide Teacher-student ratio for each of the programme/ course offered - 1:40**

29. **Is the college applying for**

Accreditation: Cycle1 √   Cycle2 ☐   Cycle3 ☐ Cycle4 ☐

Re-Assessment: ☐

(Cycle1 refers to first accreditation and Cycle2,Cycle3and Cycle4 refers to re- accreditation)

30. **Date of accreditation*(applicable for Cycle2,Cycle3,Cycle4 and re-assessment only): N.A**

Cycle1:………………(dd/mm/yyyy)   Accreditation   Outcome/Result………...Cycle2: ………………(dd/mm/yyyy)   Accreditation   Outcome/Result……......Cycle3:……………… (dd/mm/yyyy) Accreditation Outcome/Result……......
Kindly enclose copy of accreditation certificate(s) and peer team report(s)as an annexure.

31. **Number of working days during the last academic year.** | 260 days

32. **Number of teaching days during the last academic year**

(Teaching days means days on which lectures were engaged excluding the examination days)

180 days

33. **Date of establishment of Internal Quality Assurance Cell (IQAC):** IQAC September, 2015……(dd/mm/yyyy)

34. **Details regarding submission of Annual Quality Assurance Reports(AQAR)to NAAC:**
N.A
AQAR (i)   ………………(dd/mm/yyyy)

AQAR (ii)   ………………(dd/mm/yyyy)
AQAR (iii)………………(dd/mm/yyyy)
AQAR (iv) ………………(dd/mm/yyyy)

35. **Any other relevant data(not covered above)the college would like to include(Do not include explanatory/descriptive information)**

(1) New Building
(2) India Today

CRITERION WISE ANALYTICAL REPORT

CRITERION – I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementations:

1.1.1. State the vision, mission and objectives of the Institution and describe how these are communicated to the students, teachers, staff and other stake holders.

Vision and Mission:

The empowerment of young men and women through higher legal education and learning and guiding them to self-reliance. The college has striven to offer its students Bachelor of Laws degree of the University Of Calcutta in both Honours and General streams, approved by the Bar Council of India.

The college has a highly motivated, qualified and dedicated teaching faculty, who are forever using their ingenuity to devise ways and means for making the UGC Curriculum as interesting as possible. They are well aware of the capabilities and limitations of the students and prepare and deliver lectures accordingly, as a result of which there is an active participation of students in classes. Discussion in classes benefits the students and teachers alike: students getting a clearer concept about the various topics and teachers getting a direct feedback on the effectiveness of their teaching of the topic.

Teachers of the college are constantly in the process of upgrading themselves and their methods of teaching through regular participation in regional, national and international seminars.

Objective:

*   Advancement of learning accompanied by modern teaching aids.
*   Attainment of excellence through academics.

The regularly updated website highlights our vision and mission. The college prospectus regularly incorporates the renewed information.

Display boards placed at strategic locations in the college provides easy access for any entrant to important messages on a daily basis.

Students newly admitted are apprised of vision, mission and objectives of the institution on the first day of joining.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

The college considers the implementation of curriculum as an important activity. The University norms are followed by the college strictly in all aspects.

- The Institution strictly develops action plans for effective implementation of the curriculum which impart quality education to Law students. Lecturers prepare the schedule of work for each subject semester wise through the references citations in law available in our library and supported by Power-point presentation and e-contents. The college also organizes seminars and legal awareness camps.
- At the beginning of each semester, the affiliating University provides an academic calendar, based on which the institution's own calendar of events is prepared and made available to the faculty.
- Based on the class-wise time-table as well as the college calendar, the faculty members construct their individual lesson plans for the syllabus they teach.
- Curriculum delivery is also done through lectures, supported by Power Point Presentations, OHPs and e-contents development. Printed study material is also given to the students and through moot court training, the practical understanding for actual functioning of the courts procedure is also given to students.

1.1.3 What type of support (Procedural and practical) do the teachers receive (from the University and/or Institution) for effectively translating the curriculum and improve teaching practices?

Support from University:

- The University dispatches annual academic calendar and circulars to all its affiliated colleges which forms the basis for curriculum planning at institutional level.
- The Institution extends maximum support to the faculty for effectivelytranslating the curriculum.
- Incidentally, as the Principal Dr. DebasisChattopadhyayof the Institution happens to be the member of Board of Studies, the Institution gets its fullest support from the University to attain the academic excellence by way of effectively implementing the curriculum.
- The University conducts subject-wise workshops to help the teachers to deal with the new syllabus. Academic Staff College of the University also organizes regular Orientation and Refresher Courses which help teachers to update their knowledge and improve their teaching skills.

Support from College:

- The college encourages faculty members to become members of University bodies like Board of Studies (BOS), Board of Examiners (BOE), faculty members.
- For the purpose of effectively translating the curriculum and for improvingteaching practices, the College arranges workshops, seminars, conferences, etc., periodically, independently and many a time in collaboration with College, District Legal Service Authority and other NGOs.
- Modern teaching aids are made available to the teachers from time to time.
- Library is automated and updated.
- College motivates faculty members for research and publications.

1.1.4 Specify the initiatives taken up or contribution made by the Institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agency.

- The college has qualified faculties who are involving themselves completely on effective curriculum delivery.
- The academic programme of each semester is discussed in detail before the commencement of the semester in the staff meeting and accordingly the time bound blue-print is prepared.
- Each faculty accordingly prepares their own teaching plan for the completionof the curriculum within the time frame.
- Teachers are provided pressure- free atmosphere and ample opportunities toprepare for the accomplishment of the academic programmes.
- The Institution provides spacious classrooms with white boards, smart boardsand ICT based tools for the effective curriculum delivery.
- Apart from this, there is a daily teaching report kept in the office of the Principal which also shows the periods engaged by teachers and the topic.
- Teachers maintain teaching dairy which shows the topic covered in each day. It is reviewed by the Principal every day.
- The Principal personally visits the classrooms and reviews the progress. Results ofpre-semester examination, end semester examination, unit test, etc., are alsoanalyzed to ensure that the curriculum delivery is effective.
- The use of ICT also contributes for the effective implementation of curriculum.
- The student's feedback is also collected to ensure that the curriculum delivery iseffective.

1.1.5 How does the Institution network and interact with beneficiaries such as Industry, research bodies and the University in effective operationalization of the curriculum?

The college interacts actively with various stakeholders, beneficiaries in effective operationalization of the curriculum informally.
- College has unregistered Alumni Association, which consists of the practicing advocates, judicial officers, judges, professionals, businessmen and so on.
- Periodic guest lectures are arranged by the College.
- The college arranges Legal Aid Programmes in collaboration with District Legal Service Authority.

1.1.6   What are the contributions of the institution and/or its staff members to the development of the curriculum by the university? (Number of staff members/departments represented on the Board of studies, student feedback, teacher feedback, stakeholder feedback provided specific suggestions etc.
- The Principal is a Board of Studies / Faculty member.
- The feedback is collected from Students and other stakeholders.
- The college has also started certificate courses. The course material for these courses is decided after consultations with experts in the particular field.

1.1.7. Does the Institution develop curriculum for any of the courses offered (other than those under the preview of the affiliating University) by it? If 'Yes', give details on the process (Needs Assessment design, Development and planning) and the courses for which the curriculum has been developed.

On par with the regular academic programmes, the Institution is also providing certificate, diploma and other career oriented programmes to provide better and wider employment opportunities for which the Institution itself developed curriculum.
- Certificate Course in E-Filing, VAT and Taxation – it is a course for providing awareness to the students about the filing of Taxation. Therefore it is a short term course which can be studied by any graduate along with their regular course as add on programme and the curriculum is designed by the Institution.

These courses are introduced in the college by taking the need of the job market and the requests of the stakeholders into consideration.

1.1.8. How does Institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- The Institution ensures that the stated objectives of curriculum are achieved in the course of implementation by review of result, pre semester examinations, and the University results and through observing different activities conducted by the College in each academic year.
- Periodic progress is reviewed in staff meetings. New plans are formulated.
- Slow learners are given special assistance in study. The college also offers extended library facilities.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc. offered by the institution.

To attain academic flexibility the Institution offers the following curricular programmes and skill development programmes for providing ample employment opportunities to the wards:

- Certificate Course in E-Filing, VAT and Taxation
- Spoken English coaching program
- Computer learning.

1.2.2. Does the Institution offer programmes that facilitate to twinning /dual degree? If yes, give details.

No, the college does not offer programmes that facilitate twinning/dual degree. There is no provision for such programmes as per the norms and regulations of the university.

1.2.3. Give details on the various Institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

- **Range of core/Elective options offered by the university and those opted by the college –** The College has no option and college is bound to accept what is given by the University.

- **Elective Options –** The students can opt for the Honours papers from semester VI

Course	Electives

B.A.L.L.B(Hons)	
Sixth Semester	Paper-I Offences-against Child and Juvenile Offences
	Paper-II- Gender Justice and Feminist Jurisprudence
Seventh Semester	
	Paper-I- Patent Right Creation and Registration of Patents
Eighth Semester	Paper-II- International Trade Economics
Ninth Semester	Paper-I Law of Trade Marks and Design
	Paper-II Insurance Law
	Paper I- Corporate Governance
	Paper-II- Probation and Parole

Choice based credit.

As the college is an affiliated college, the limitation applicable to an affiliated college is applicable in case of our college also.

1.2.4. Does the Institution offer self-financial programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admissions, curriculum, fees structure, teacher qualification, salary etc.

N.A

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'Yes' provide details of such programme and the beneficiaries.

The college offers the following skill oriented programs, for the benefit of students who are doing their courses in the college. These programs are designed to enrich students' skills and knowledge application and increase their employability.

Add on courses that have been started:

- Computer course: MS office, basic computing, internet surfing and PowerPoint
- Vat, TDS and e-filing of returns

1.2.6. Does the university provide for the flexibility of combining the conventional face to face and distance mode of education for students to choose the courses/combinations of their choice? If "Yes" how does the institution take advantage of such provisions for the benefit of students?

- The College is offering the certificate course E-Filing, VAT and Taxation, Computer Learning in which the students can complete along with other courses.
- The college has also made proposal for making few law courses and an add-on so that any student can do it along with the B.A.L.L.B course in future.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the Institution to supplement the University's curriculum to ensure that the academic programmes and Institutions goals and objectives are integrated?

The College has made positive efforts to supplement the curriculum through the following measures:

- The Institution takes all the efforts to integrate its goals and objectives with its academic programs in order to supplement the university curriculum. The College organizes Seminars at National and State Level, Workshops, Guest Lectures, orientation programmes, Moot Courts in order to provide the students the latest knowledge and skills.
- The college offers Add- on courses to enrich the content of the curriculum.
- The teachers are sent to various seminars, workshops, orientationprogrammes, refresher courses, etc. to get latest knowledge.
- Students are encouraged to participate in events like quiz competitions, debates, moot court, exhibitions, etc. in their subjects both at college and intercollegiate level, to increase their comprehension of curricular aspects.
- Students are encouraged to apply for and execute research projects, summer internships, etc.

1.3.2. What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experience of the students and cater to needs of the dynamic employment market?

- On the basis of institution's interaction with industry through Placement Cell, the curriculum is gauged for any shortcomings which may hinder employability of students. Attempts are made to enrich the curriculum by conducting seminars, workshops, etc. for the students.
- To enrich curriculum and making learning more interesting, the department conducts activities like guest lectures, competitions for students etc.

1.3.3. Enumerate the efforts made by the Institution to integrate the cross cutting issues such as gender, climate change, environmental education, Human Rights, Indian constitution etc. into the curriculum?

Cross Cutting issues	Efforts made by the Institution
Gender	- A committee for Prevention of Sexual Harassment is established according to University guidelines. - Guest lectures are organized on gender issues.
ICT	- ICT related certificate office automation is taught. - Internet facility with speed up to 4 MBPS is provided in campus - Students can access e-resources subscribed through INFLIBNET on the campus as well as off campus

1.3.4. What are the various value-Added courses/Environment programmes observed to ensure holistic development of students?

The institution is aware of the importance of holistic development of students and therefore has taken many initiatives and a few of these initiatives are:

Moral and ethical values:

- Supporting services like NSS help to improve the moral and ethical consciousness of students through their activities
- Guest lectures are organized on NSS issues.
- The certificate courses offered in the college are all intended to make students more employable.
- Reference books are made available in the library to equip the students to face competitive exams.

Community Orientation:

- The NSS wing of the college helps to inculcate the spirit of the civic values among the students. Routine activities like blood donation camps, health survey, etc. are undertaken by NSS to orient the students toward community service.

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- Feedback from Students on curriculum is communicated   to the University for Appropriate Action through the Principal who is part of the Board of Studies.
- Chamber Visit and Court Visit are made compulsory as part of curriculum and the same shall be submitted in the form of record for evaluation.
- IQAC, based on such feedbacks, suggests and implements activities, value added courses, etc. to enrich the curriculum.

1.3.6. How does the Institution monitor and evaluate the quality of its enrichment programme?

The Institution has developed a systematic procedure to monitor and evaluate the quality of its enrichment program.

- Every course is systematically designed by the Bar Council of India and is entrusted to the Secretary Faculty of Law University of Calcutta for its effective implementation. The Principal being a member of Board of Studies and Faculty Member participates in formulating the syllabus.
- The impact of the programmes is also evaluated through the students'performance in University Examination, class room performance, participationin co-curricular and extracurricular activities.

1.4 FEEDBACK SYSTEM

1.4.1. What are the contributions of the Institution in the design and development of the curriculum prepared by the University?

- The college is an affiliated institution of Calcutta University and hence bound by the limitations of the affiliating University with regards to curriculum. However, Principal is on the Board of Studies, Syllabus Revision Committees, Teacher's Forums of various subjects of the affiliating University.
- The Institution takes keen interest and contributes its might in designing and developing the curriculum by the University. Many changes were brought in the syllabus, examination pattern, dynamics of teaching, evaluation system on par with the global trends and challenges.
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1.4.2. Is there a formal mechanism to attain feedback from students and stakeholders on curriculum? If 'yes', how is it communicated to the university and made use of internally for curriculum enrichment and introducing changes/new programmes?

The college collects feedback from stakeholders. There is a process called 360 degree feedback followed for the same. The feedback collected through this is analysed and also communicated to the management where decisions are taken. Some of the feedback is also communicated to the Affiliating University through the Board of Studies Members.
There is also a Management (Governing Body)feedback link provided in the college website.

1.4.3. How many new programmes/courses were introduced by the Institution during the last four years? What was the rationale for introducing new courses/ programmes?

Course	Year of Establishment	Rationale
5 Years B.A. LL.B. (Honours Course)	2011	To enable students to pursue Honours Course in their own college.

CRITERIA II: TEACHING LEARNING AND EVALUATION

2.1   Student Enrolment and Profile

2.1.1   How does the college ensure publicity and transparency in the admission process?

- **Advertisement on Website of Calcutta University and in Daily News Paper: Department of Law, University of** Calcutta publishes advertisement on its official website and in well circulated news papers (English and Bengali) about the admission test of B.A, LLB (5 Years Honours & General Course) which clearly indicates admission process.
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- **College Prospectus:**It clearly indicates subjects offered, fee structure, rules of admission process, facilities provided , rules regulations for discipline and direction of the college location with nearest railway station and bus route.

Transparency in the admission process is ensured through the following:

South Calcutta Law College ensures transparency from the stage of notification to the completion of admission process.

2.1.2   Explain in detail the criteria adopted and process of admission.

- Department of Law, Calcutta University publishes notification of admission in B.A.LL.B (5 Year General &Honours Course) on its website as well as well circulated newspapers.
- Common Admission Test is conducted. After clearing this test, counseling process takes place and students get admission on this basis.
- The admission is done in accordance with eligibility criteria prescribed by affiliating university.
- The reservation policies of the Government and University are strictly followed.
- The admission committee scrutinizes the received applications, examines the supporting documents, verifies the eligibility criteria, notifies the shortlisted candidates, receives fees and admits the candidates. All enquiries regarding admission are addressed by the committee members. Applications are also available online since last three years.

2.1.3 **Give the minimum and maximum percentage of marks for admission at entry level for the programme offered by the college.**

The following is the minimum and maximum percentage of marks for admission in B.A.LL.B. (5 yrs. General & Hons.) course in the academic year 2014-15

For Courses

Course	Min %	Max %
B.A.L.L.B(Hons)	Selection is made by C.U.(51.2%)	70.2%
B.A.L.L.B(Gen)	45%	94%

2.1.4 **Is the real mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Every year the college constitutes an Admission Committee to monitor the admission process. This Committee reviews the procedure of admission to ensure that all the norms are unscrupulously followed. The Committee also reviews the profile of the prospective students as well as the admitted students. Quality service is provided to the students during the admission process to ensure smooth execution of the process.

- All information regarding the B.A.LL.B. (5 yrs. General & Hons.) course, is published on the college website.
- A detailed and attractive prospectus is published by the college.
- The complete list of all candidates according to merits is displayed on the college notice board.
- Both student as well as teachers help-desks are made available at the time of admission.

2.1.5 **Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

* **SC/ST**

* **OBC**

* **Women**

* **Differently-able**

* **Economically-weaker sections**

* **Minority community**

* **Any other**

SC/ST and OBC students:

The SC and ST students are admitted as per the rules of reservation adopted by the government from time to time. There is also a relaxation of 5% marks in the cut off mark for admission. At the time of admission the college admits them by paying a nominal amount. The remaining fee is adjusted when they receive the free student ship or the scholarship.

Women:

* The vision, mission and objectives of the institution reflect the commitment to the cause of women's empowerment. However there is no reservation for women. They are provided with equal opportunities. Girls students **(Age between 17-19 years)** can avail the facility from **Kanyasree Prakolpo** (K1 and K2).

Differently-able:

* New building is under construction which would provide infrastructural assistance to these students. They would be allowed the use of lifts, wheel chairs, adjustable toilet fittings, ramp and fully automatic lift.

Economically Weaker sections:

* For those belonging to the low income category (below Rs. **5000/- per month**, income certificate issued by Gram Panchyat Pradhan, M.L.A or local Councilor is to be submitted by the student as relevant document) relaxation in college tuition fees is provided.
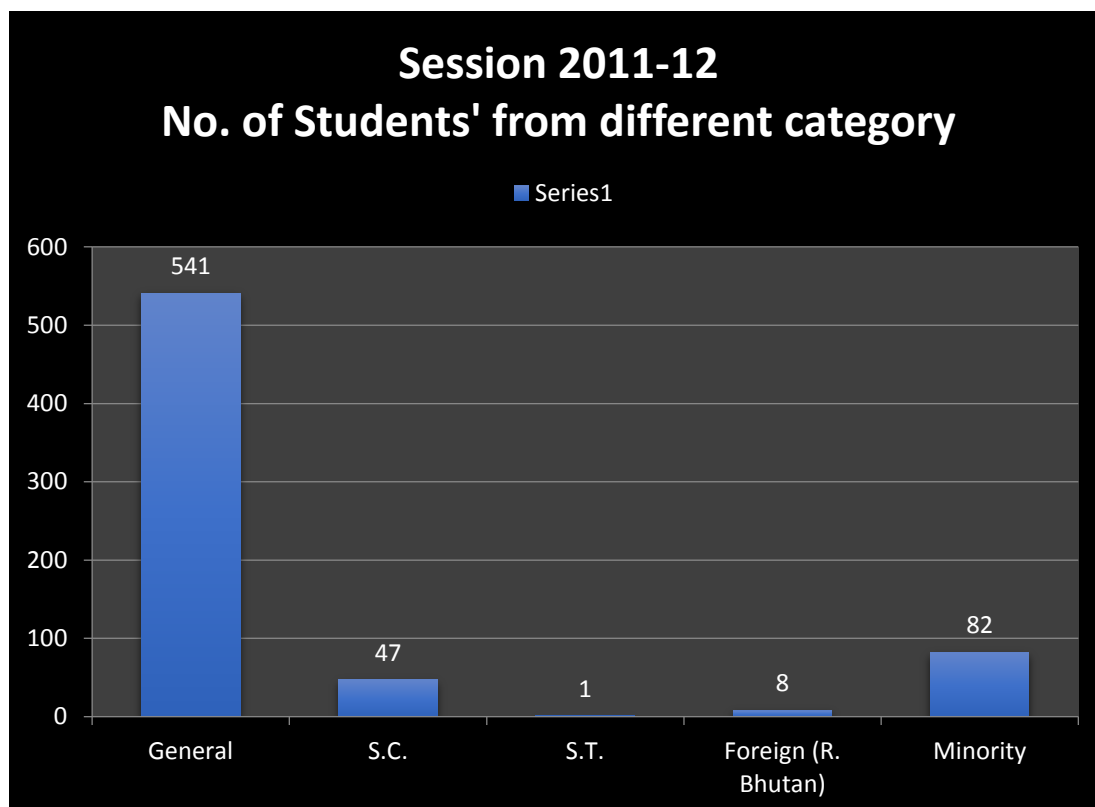
The Minority Community:

* College also facilitates the provision of scholarships and free student ship instituted by state government, (West Bengal Minority Development & Finance Corporation) to students of minority communities.

2011-12

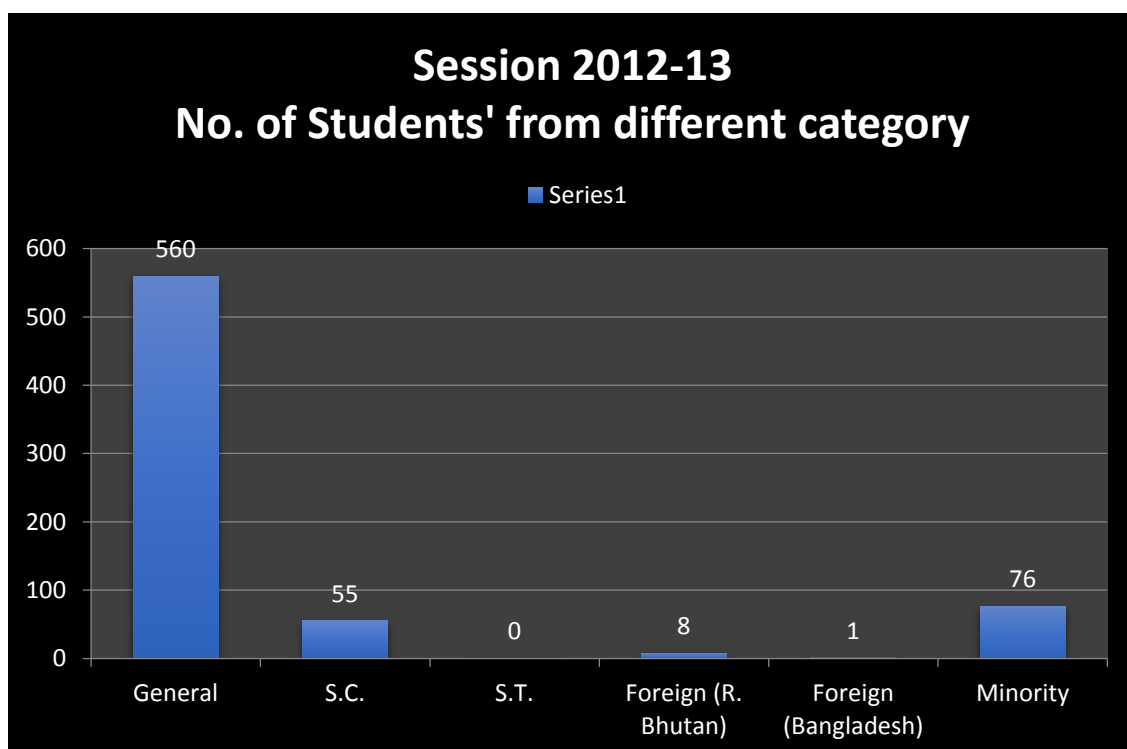|	Male	Female	Total

General	276	265	541
S.C.	28	19	47
S.T.	1	0	1
Foreign (Royal Bhutan)	4	4	8
Minority	40	42	82
Total	**349**	**330**	**679**

2012-13

	Male	**Female**	**Total**
General	237	323	560
S.C.	28	27	55
S.T.	0	0	0
Foreign (Royal Bhutan)	2	6	8
Foreign (Bangladesh)	0	1	1
Minority	51	25	76
Total	**318**	**382**	**700**

Session 2012-13
No. of Students' from different category

(Chart values: General: 560, S.C.: 55, S.T.: 0, Foreign (R. Bhutan): 8, Foreign (Bangladesh): 1, Minority: 76)

2013-14

Stdn. Category	Male	Female	Total
General	302	378	680
O.B.C.	1	0	1
S.C.	46	37	83
S.T.	0	1	1
Foreign (Royal Bhutan)	1	4	5
Minority	49	45	94
Total	399	465	864

Session 2013-14
No. of Students' from different category

■ Series1

Bar chart showing number of students from different categories: General 680, O.B.C. 1, S.C. 83, S.T. 1, Foreign (R. Bhutan) 5, Minority 94.
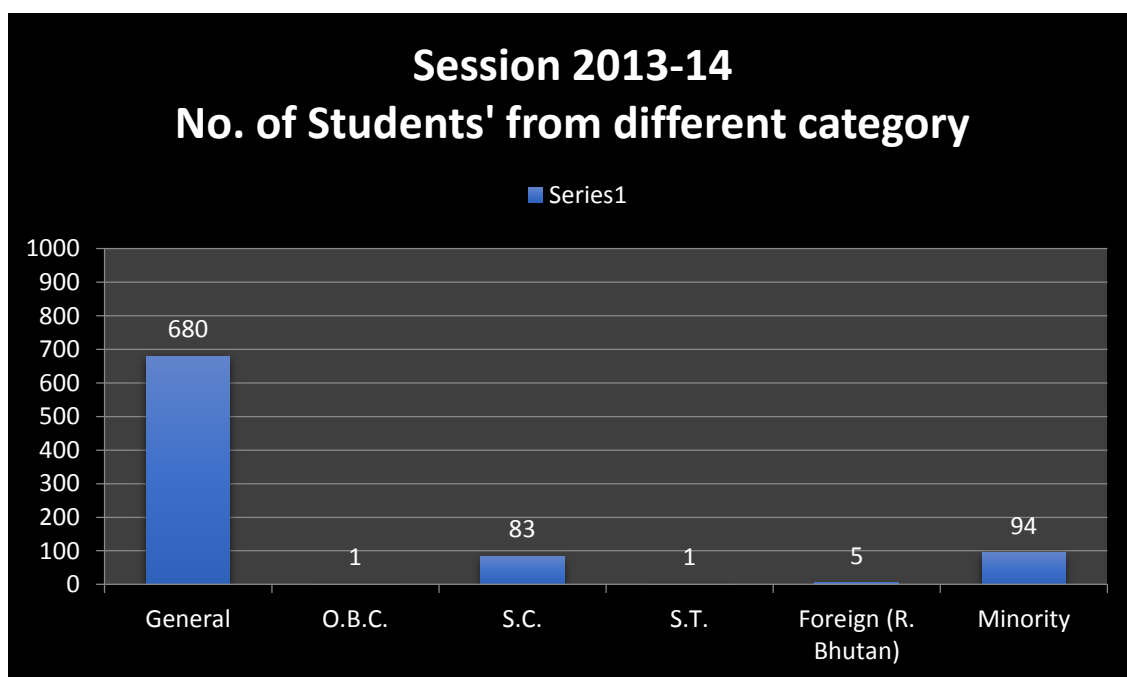
2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends .i.e. Reasons for increase/decrease and actions initiated for improvement.

Year	Programmes (U.G) At entry level	Number of applications/ Selected by C.U.	Number of students admitted	Demand ratio
2010-11	B.A.L.L.B(Hons)	15	13	
	B.A.L.L.B(Gen)	120	162	
2011-12	B.A.L.L.B(Hons)	15	14	
	B.A.L.L.B(Gen)	120	198	
2012-13	B.A.L.L.B(Hons)	15	15	
	B.A.L.L.B(Gen)	120	212	
2013-14	B.A.L.L.B(Hons)	15	17	
	B.A.L.L.B(Gen)	120	208	
2014-15	B.A.L.L.B(Hons)	15	15	
	B.A.L.L.B(Gen)	120	178	

Applications received
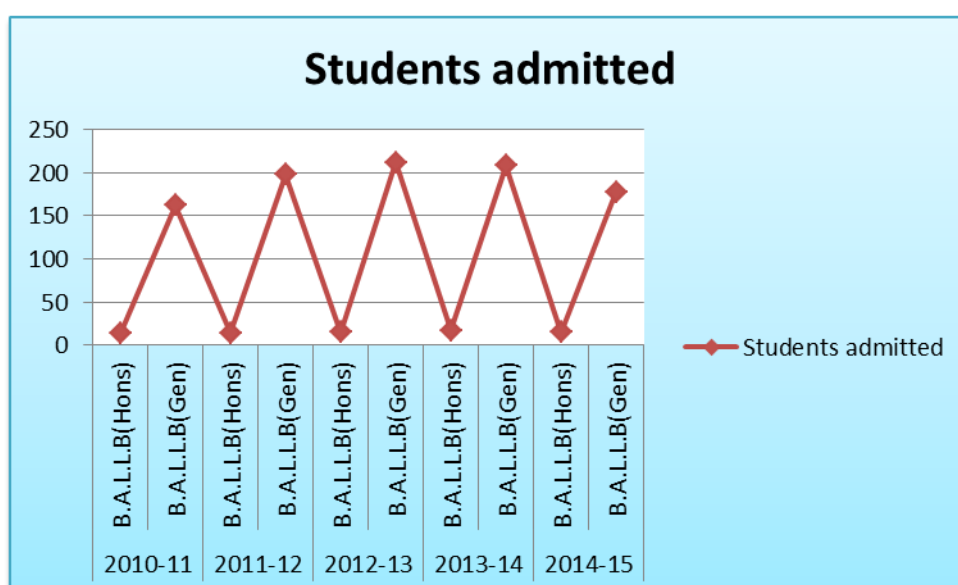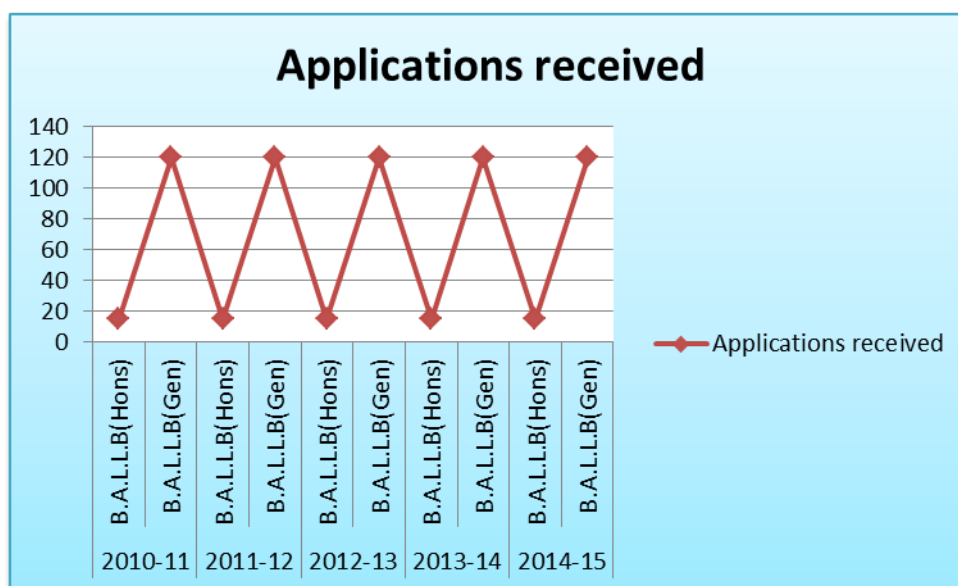
Students admitted

The graphs above give a picture of the trend on the number of applications received and the number of students admitted in the last four years. It is seen that the rate has been quite stable for the last four years.

2.2. Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently- able students and ensure adherence to government policies in this regard?

The institution is adopting the following measures to meet the needs of differently able students:

- New building is under construction which would provide many facilities.
- These students are assured of barrier-free access to all facilities by providing them with wheel chairs, automatic lift, adjustable toilet fittings, ramp at the new building at 57, K.N. Sen Road, Kolkata- 7000042.
- Fully automatic lift near Library in the new building.

2.2.2   Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the program? If 'yes', give details on the process.

Yes. Before the commencement of the programme from result of admission test , if possible through personal interaction the needs of students in terms of knowledge and skills are assessed .

Only students those who are keen for are admitted.

2.2.3   What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the program of their choice?

- The college adopts various strategies to help students in coping up with the course they have opted for. This is done by organizing bridge course.
- To enhance the competency in English language, the institution is providing English Course using "Language Lab" Software.
- Teachers personally interact with the slow learner students.
- Add-on courses, enrichment courses are planned to be offered. Following is the list of such courses:
➢ Computer course: MS office, basic computing, internet surfing.
➢ Vat, TDS and e-filing of returns.
- Remedial classes will be conducted for SC/ST, other needy students and slow learners in the new building.

2.2.4   How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Gender Sensitivity:

- The college has constituted a Women Cell and Committee for Prevention of sexual Harassment to deal with any grievance regarding harassment of women employees and students.

- To ensure women's safety in the campus premises CCTV cameras are installed at different locations.
- Students and staff respond with sensitivity towards any gender related issues.

Inclusion:

- With average student strength of 800, the college maintains healthy atmosphere.
- Equal consideration is given to all students regardless of their background, in allowing them access to learning facilities, placement opportunities, support services, etc.
- Through legal literacy programme and NSS Camps, the college conducts sensitization and awareness program on issues of gender inclusion, environment, etc.

Environment:

- The students actively participate in activities like plantation, campus cleaning etc. organized by Eco-club and NSS.
- Use of paper cups by college canteen is encouraged. Efforts are made to make the campus a plastic free zone.

2.2.5   How does the institution identify and respond to special educational/learning needs of advanced learners?

- Teachers identify the advanced learners by way of their presentations in group- discussions, seminars, Moot Court, etc. The students are further identified through classroom performance and examination.
- Teachers interact with students personally and identify the special educational needs. Additional reference books are recommended and provided by the College to such students.
- They are encouraged to participate in various inter-collegiate moot courts, debate, quiz and other competitions.
- Court Visits are arranged by college as part and parcel of B.A.LL.B.(5 Years Hons. and General) course are arranged as career guidance.
- Students are encouraged by giving certificates and felicitations.
- Experts are invited to deliver lectures on advanced and identified areas of law.
- Students are encouraged to participate in various seminars and interact with the eminent scholars and resource persons.

2.2.6   How does the institute collect, analyse and use the data and information on the academic performance (through the program duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

- For students belonging to different categories such as SC/ST/OBC & other weaker section, the college will organize remedial and judicial coaching classes sponsored by the UGC in the new building.
- The welfare department of the State Govt. as well as the union Govt. provides scholarships to the marginalized groups of students.
- Teachers act as mentor of students.Mentors arrange personal meetings with the students so that teachers can guide in studies and in solving their personal problems. Teachers collect the information on the academic performance of the weaker students through their examination results and class performance.
- Question banks are available on college website.
- Parent -Teacher meetings are conducted for motivation and guidance.
- Economically weaker students are given the opportunity to pay fees by installment
- The Governing Body, Principal and the staff of the college provide all emotional and moral support to such students and encourage them to complete the studies.

2.3 Teaching – Learning Process

2.3.1   How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- The college prepares a strategic plan regarding overall development which covers teaching-learning methods.
- The institution runs B.A.LL.B (5 Year Honours & General Course). The College has already implemented semester system of education as per the guidelines of the Bar Council of India and the University of Calcutta. The examination is conducted by the university and so the institution proposes an academic calendar for completion of courses & conduct of examinations in time in order to publish the result within the session.

- Academic calendar of institution is prepared in the vacation itself so that it is made available at the beginning of every academic year. Calendar displays dates of all academic events like
  - ➢ Commencement of session (July to June)
    Semesters - July to December and January to June
  - ➢ Date of college reopening after every vacation
  - ➢ Admissions
  - ➢ Conferences, Workshops and Seminars (Tentative)
  - ➢ Tentative dates of internal examinations
  - ➢ Tentative dates of University examinations
  - ➢ Extracurricular events-like cultural activities, legal aid camp (Tentative)
- A time table is constructed for teaching and faculty members prepare their lesson plans and maintain work diaries regularly.
- The Principal reviews the teaching learning process periodically.
- Personal interaction in between teachers and slow learners helps them to solve their academic problems
- Remedial classes will be conducted in the new building
- On the Basis of academic calendar, the college conducts internal examinations and practical training programme according to syllabus of B.A.LLB (5Year Course).

2.3.2   How does IQAC contribute to improve the teaching –learning process?

IQAC, prepares the plan for the implementation and realization of the goals and objectives of the institution. It makes periodic reviews of the activities. It discusses and makes action plans for the implementation of new and innovative techniques of teaching and evaluation.

Some of these with references to the teaching- learning process are:

- Extensive use of ICT based teaching-learning process.
- The lectures of law experts are organized to develop the legal knowledge and skills.
- Planning for new add-on courses.
- Promotion of research to enhance the quality of teaching.
- Encouraging organization of workshops, seminars and conferences.
- Improving the system of teachers' evaluation by students through feedback.
- Enhancing the infrastructure facilities in terms of space and equipments.
- Promoting library up gradation to make it more resourceful and student-friendly.
- Maintaining adequate balance between curricular, co-curricular and extra-curricular activities.
- Motivating faculty members periodically to attend programs on new and emerging technologies.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The teaching-learning process in the college is predominantly student-centric. The institution makes conscious efforts to sustain and improve student-centric teaching-learning process.
- ICT based teaching methodology is adopted by the College. All required facilities are made available to the teachers.
- The principal method of teaching is "lecture method" where students and teachers can directly interact with each other. In the classes where the student strength is more, the lecture method is applied with the aim that average student will be able to assimilate the concept. Teachers teach the subjects thoroughly and clears doubts immediately as per the requirements of the students.
- Most of theory lessons are assisted by Power Point presentation.

- The Faculty members encourage discussion method (Case discussion, discussion on topics of relevant emerging issues)
- It is always seen that institutional strategies help in overall development of students by achieving better knowledge. The College always plan the activities to enhance skill and knowledge of the students so that they can face this competitive world.
- The students get opportunity to discuss their difficulties in the subject, directly with the concerned teacher.
- Institution has provided computer with free internet connections to all faculty members and students
- In addition to these, teacher assists the students by way of providing materials and sources of information in relation to their participation in inter college debates as well as debates organized by other law colleges. This helps in developing confidence amongst the students.
- Students are motivated to read various books, journals for getting additional information.
- Viva-voce is compulsory for10th semester B.A.LL.B (5 Year Honours & General Course).
- Court Visits are arranged to help students to observe the court proceedings in 10th semester.
- Students' participation in the outreach activities is encouraged since such participation imparts learning of the fundamental concepts through applications.
- Innovative methods like LCD projector, Smart board etc. are used by teachers to make the subjects more interesting.
- Conferences/ Seminars/ Workshops are arranged by college.
- Informative lectures by experts from reputed institutes are arranged for students to get better knowledge about various innovative areas.
- The College provides "Mentor system" which helps students to solve their difficulties and give them personal guidance. The concerned faculty members act as mentor for the students.
- Library remains open from 6.30 a.m. to 1.00 p.m. throughout the year except Sundays, public holidays and holidays under N.I. Act
- Students learn to cope up with social issues through NSS activities
- All teachers personally see the attendance of the students All academic and extracurricular activities are planned, organized and controlled by faculty members and students
- College also tries to impart knowledge through participatory methods like moot court, debate etc.
- Students' participation in various activities are acknowledged .
- The overall effect of all these teaching-learning strategies has resulted in a remarkable quantitative and qualitative growth in the college academic result of the University examinations.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?
- The institution motivates students to take part in debates, moot court & speeches on current socio-legal topics. In addition to it the institution also involves students for developing their leadership character through community service on the banner of NSS unit of the college.
- Students are also allowed to participate in the LokAdalats organized by the District Court & to attained courts for hearing the court proceedings.
- Students are involved in work shop, seminar. Students are also involved in decision making by being members of committees including IQAC, anti-ragging committee, canteen committee etc.
- Eminent Guest lecturers deliver speeches on several occasions.
- Participation in moot court, mock trial etc., train the students to learn the law in a scientific manner. It creates lifelong interest to the students in accumulation of knowledge.

2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The following technologies and facilities are available for the use of faculty members and students, such as :

- Multimedia supported smart class rooms where teachers can give PowerPoint presentations.
- The college office and the library are equipped with computers, reprographic facilities and Wi-Fi.
- The college library has membership for INFLIBNET which enables all the readers to have access to e-journals and other online information. Question Bank and B.A.,LL.B. syllabus are available. Licensed software, educational CDs and DVD's are used.
- Resources through the World Wide Web, online courses, open access to journals and many such educational sites are available.

Faculties are also free to access ICT based teaching learning process, and well-equipped computer labs, supportive library infrastructure and other facilities like **online Manupatra Journal and Journals prescribed by the Bar Council of India.**

2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- The College arranges expert lectures of senior advocates and others eminent academicians from time to time for sharing expertise to the students and teachers.
- College arranges various UGC Sponsored seminars and work shop.
- Students take part in various creative activities like debates, quiz competition, content writing in RBI, British Council, American Centre, State Human Rights Commission, International Red-Cross Society, NUJS and various NGOs .
- The faculty members keep themselves at par with the latest developments in their disciplines and make extensive use of computer labs and e-classrooms to carry out the teaching-learning process.
- Faculty members present their publications to benefit the students and also have their professional growth. They are also permitted to deliver lectures in various institutions and workshops/seminars.
- Legal awareness camps are organized with the help of Dimond Harbour Municipality and MullickpurPanchyat.

2.3.7 Detail process and the number of students (benefitted) on the academic, personal and psycho-social support and guidance services (professional Counselling/mentoring/academic advice) provided to students?

Academic

- The faculty provides support throughout their studies. The faculty members as mentor play a vital role in overall development of students.
- Library is enriched with e-learning resources.
- Library is kept open from 6.30am to 1.00 pm except Sundays and public holidays and holidays as per N.I Act.
- Practical learning through court visit, moot court, legal aid programme etc. is provided by college according to syllabus.
- Free Remedial coaching class for S.C, S.T, Minorities and slow learners will be provided by the college in new building. Due to shortage of place in this building remedial coaching class is not possible that is why faculty members personally interact with students to solve their problems whenever required.
- Scholarships and free student ships are available to the economically backward students (monthly income below Rs. 5000/ to be certified by Gram Panchyat, M.L.A and Local Councilor).
- Special guidance is given to top rank holders to achieve top positions in the University Examination.
- Experts are often called to share their expertise knowledge .

- Computers with internet and Wi-Fi internet connectivity are made available to the students.

Psycho-Social Support

The Faculty members provides Psycho-Social Support to students whenever required.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Innovative Teaching approaches & methods:

- Extensive use of ICT based teaching learning process is encouraged.
- Enhanced use of web-based resources, public domain databases and resources like INFLIBNET to augment classroom learning.
- Interface between the college and other professional institutions like Indian Institute of Company Secretary ship takes place.

Efforts made by the institution:

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- The institution has recognized the importance of integrating ICT based teaching and accordingly, converted several classrooms into smart class rooms with multimedia support for teaching and learning. Faculty members are provided with computers, printers, internet facility, to make ICT based teaching easy.
- The college library has a vast resource of reading and reference materials and it has well equipped computer lab.

Impact on student learning:

The student community gets benefit from these innovative methods and ICT. The conventional black board teaching which is still of immense importance is now further fortified with PowerPoint presentations, internet resources.

2.3.9. How are library resources used to augment the teaching-learning process?

- The library is well equipped with number of books, journals, e- Journals, magazines, newspapers, e- books and educational DVD's.
- Has subscribed to INFLIBNET Programme thus providing access to electronic resources.
- College has enriched library facility with various books , law journals and reports like AIR, Supreme Court Cases, magazines.
- College library maintains question banks, syllabi of subjects, information regarding certificate of LL.B. Final Year Exam since 1970 on its official website. Library is well equipped with reprographic facilities. College library provides User Orientation Programme to 1st Semester students for better use of library.
- The economically weaker students can avail Book Bank facilities.
- Reminder is given students regularly through SMS regarding return of books.
- Provides wheel chairs to People with Disabilities in the New Building.
- New arrival of books is displayed in library and publishes notice relating to same on notice board.

- Library is kept open from 6.30 a.m. to 1.00 p.m. except Sunday, Public holidays and holidays under N.I. Act.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution has been facing the scarcity of law teachers but even after that the institution tries its best to complete the curriculum within the planned time with the help of guest faculty so that the examination is conducted in time. The college prepares its academic calendar for the entire year for the completion of courses and conduct of examination. The faculty members also prepares teaching plan and the time table in order to run the procedure systematically.

Institutional approaches to overcome the challenges:

- A well prepared academic calendar
- Comprehensive, promptly executed and regularly monitored lesson plans
- Special classes are arranged.
- Sometimes additional workload is shared by the teachers.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

In regard to teaching learning process the institute develops a curriculum as per the guidelines of the Bar Council of India and University of Calcutta.

- The marks scored in university examinations, internal assessments and assignments are important indicators of quality of teaching-learning. The results are analysed and proper guidance, help and counsel are given if necessary to improve the academic performance.
- The students' feedback on teachers is structured and obtained regularly. It is used to strengthen the process of teaching-learning.
- The students' feedback on quality of teaching is obtained by online means as well as through grievance cell, mentoring, student counseling, Parent-Teacher meetings and direct interactions with authorities.
- The IQAC draws strategies for quality enhancement in teaching and learning from time to time and they are implemented through various committees.
- The teachers are encouraged to attend orientation and refresher courses for enhancing teaching skills.

2.4. Teacher Quality

2.4.1.   Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Guest Faculty		TOTAL
	M	F	M	F	M	F	M	F	

Permanent Teachers									
Ph.D.	1					1 (NET)			
M.Phil						1 (Lib)(SET)			3
PG									
Contractual Teachers (Govt. Approved)									
Ph.D.						2			
M.Phil									
PG					1	3			6
Contractual Teachers (College Paid)									
Ph.D.					1				
M.Phil									
PG									1
Part-Time Teachers (Govt. Approved)									
Ph.D.									
M.Phil									
PG							1	1 (NET)	2
College Paid Guest Lecturer									
Ph.D.							2		
M.Phil							1		
PG							6	3	12

Following is the graphical representation for the above:
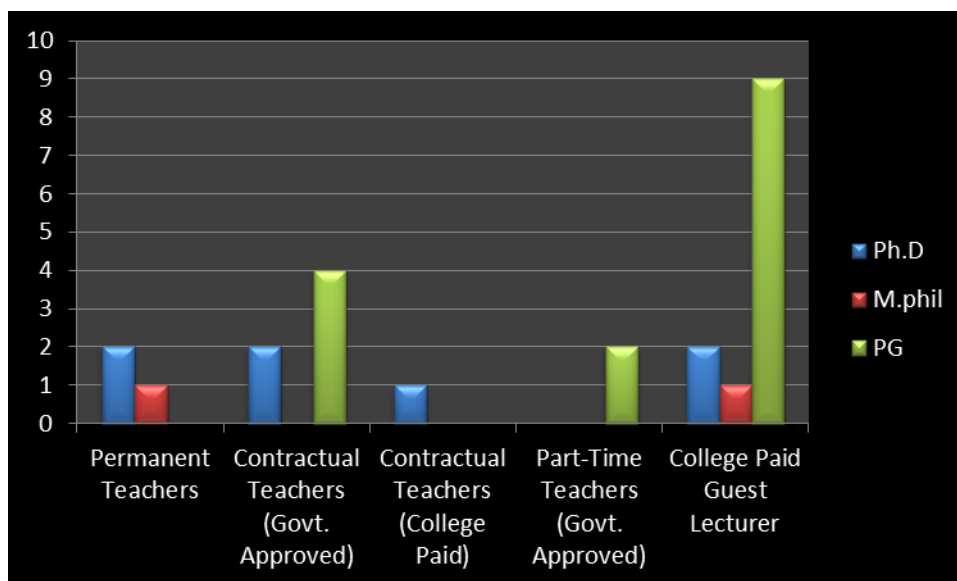
College does not have the capacity to plan and manage the human resource because permanent faculty members are appointed through West Bengal College Service Commission and for Govt. approved contractual teachers, Govt. approved part-time teachers, College-paid contractual teachers and College-paid guest lecturers college follows the rules of UGC and Bar Council of India.

2.4.2. How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The institution is the professional college imparting legal education.
- The faculty members are encouraged to participate in seminars and workshops relating to the emerging areas of studies.
- The experts are invited to deliver lectures on advanced areas. ICT based equipment's are made available for teachers to upgrade their knowledge.
- Successful students of this college held high posts in judiciary and higher judiciary, Central and State Government undertakings, Banks and Pvt. Sectors in India and abroad.

2.4.3. Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Academic Staff Development Programmes	Number of faculty nominated
Refresher Course	Nil
HRD Programme	Nil
Orientation Programme	2
Staff training conducted by the University	Nil
Staff Training Programme conducted by the Institution	Nil

a) Faculty Training programs organized by the institution to empower and enable the use of various tools and technologies for improved teaching-learning

The faculties are provided with adequate training regularly which is beneficial to them to learn new techniques of teaching – like training on ICT based teaching learning process.

b) Teaching learning methods

- Special training to teachers for the use of IT in teachings.
- Special training by expert professional on e-learning.
- Smart board is installed. Expert personnel are invited to train the staff for using the ICT based teaching.

c) Percentage of faculty.

Percentage of faculty members who have presented and published papers and acted as resources persons is 41.66%

2.4.4. What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The college has created congenial ambience for recharging teachers and to encourage continuous learning.

Support for research and academic publications: The College has constituted a Research Committee to plan, initiate and facilitate research activities. The committee, taking in to account the current trends in education, recommends and monitors research related activities such as by organizing national /international seminars on subject of law and other Social science and organizing guest lectures on various topics of law by luminaries.

2.4.5. Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/a as achievement of the faculty.

Awards/recognition at international level: N.A.

Awards/recognition at National level: N.A.

Awards/recognition at State level:

Principal has been awarded with Dr. Rajandra Prasad Samman.

Complete academic freedom to pursue research is provided by the management to encourage professionalism among teachers.

2.4.6.   Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching learning process?

Student feedback is collected regularly to evaluate the competencies of the faculty members in the teaching-learning process

- The college has a mechanism to obtain the feedback about faculty members from students in a formal manner. e-paathsala software is utilized to analyse feedback reports.
- Principal also reviews periodic appraisals of the performance of the faculty members.
- There is the SWOC analysis of the college as a whole.
- Various measures are taken to improve the quality of teaching-learning process.

2.5. Evaluation Process and Reforms

2.5.1. How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The faculties are made aware of the evaluation process through notifications and circulars of the affiliating university.
- The Principal attends the Board of Studies Meeting called by the University of Calcutta .
- Court visits, participation in lok-adalat, legal literacy camps and such other projects are arranged by College on the basis of Syllabus.

- The evaluation policies for assignments, practical tests and internal assessment are modeled on the basis of the evaluation policies of the affiliating University. The process of evaluation is transparent and students can interact with teachers on this issue.

2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

University evaluation reforms:

- The University has introduced major reforms in evaluation process. The same has been adopted by the institution by initiating reforms with regard to internal evaluation of the students.

Institutional evaluation reforms:

- The college strictly adheres to minimum requirements in student attendance and periodic notice is given to students about shortage
- For evaluation 80% is for university examination and 20% for internal evaluation are allotted. Court r visits, participation in Lok-Adalat, legal literacy camps and such other projects are arranged according to syllabus.
- If the students have any grievance regarding internal evaluation process they can approach faculty members personally. In case of grievance relating to University Examination students can approach University Result Section under the guidance of teachers.
- Along with academic evaluation, students' overall performance and attendance are observed and assessed.
- Students are evaluated on the basis of their participation in curricular and co-curricular activities.

2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- The University Examinations are conducted strictly according to schedules and regulations of the university. The college prepares academic calendar meticulously. It ensures that all processes are taken place accordingly.

- The faculty members maintain academic diaries regularly which show the activities done by the teachers.
- The parameters of evaluation are discussed in the periodic meetings.

2.5.4. Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

The formative assessment is used to test the skills of the student as well as to obtain feedback about the quality of teaching. It is done in following ways:
- Formative evaluation designed to test the skills of the students is based on tests, seminars, practical training and moot court.
- Observing students' level of comprehension during class room teaching by asking thought provoking questions, seeking solutions to proposed problems, etc.

The following are the forms of summative assessments done in the college:

- Regular tests are conducted the university examination model
- Assignments
- Practical training programme conducted by college according to syllabus of B.A.LL.B (5 Years Honours & General Course).

2.5.5. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Year	Students' Appeared				Total Stdn. Appeared	Passed	1st Class	% of Result
	General	**Honours**	**Male**	**Female**				
2011	114	0	64	50	114	112	3	98%
2012	106	0	63	43	106	103	5	96%
2013	140	13	80	73	153	153	8	100%
2014	106	12	52	66	118	118	50	100%
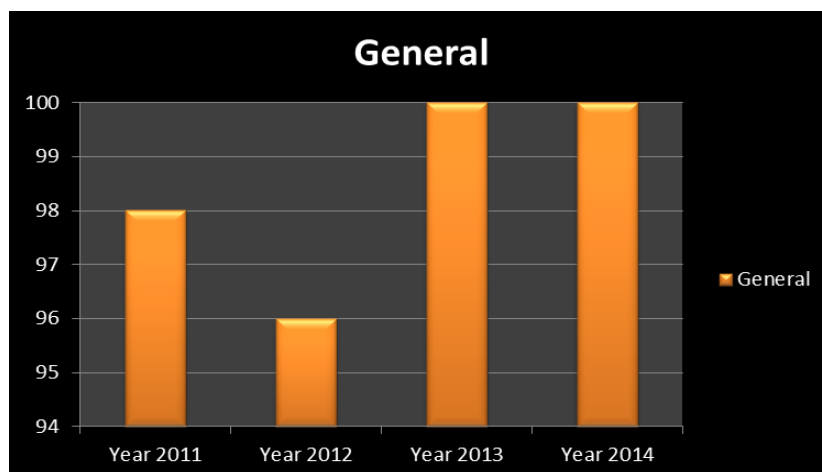
Performance of students is monitored through daily class interactions and their performance in the internal exams.

Parent teacher meetings are also conducted regularly to update the parents about the performance of their wards.

Students are free to interact with the teachers on various matters inside and outside the classroom.

2.5.6.   Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

To ensure transparency in internal assessment the institution takes certain measures, such as:
- The plan of the internal assessment programme is chalked out before through meetings. Thus rigorous implementation is achieved. All details are displayed on the notice boards and discussed in the classrooms. The students can meet the teachers in case of any doubt regarding internal examination or their attendance. The teachers convince the students about the parameters of assessment. If they are not satisfied they can approach the Principal who will try to ensure that the assessment is fair.
- 20% are allotted for the internal assessment of students. This helps the teachers to assess the students. The teachers also observe the communication skills of the students, their presentation on law, etc. This helps the teachers to design programmes to cure the major deficiencies.
- Institution started online practices for the reference cases of Apex Court for improving the standard of the students.

2.5.7. Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If yes provide details on the process and cite a few examples

- The College, analyses the outcomes of assessment/evaluation and plans the teaching-learning-evaluation reforms accordingly. The individual teachers, on the basis of results obtained in the subjects taught by them, assess the level of comprehension of students, which helps them to take measures to make learning more interesting and student-centric.
- Seminars, workshop on the various important topics of law such as Right to Information (RTI) Act., Environment , Crime against women etc. are being organized by the institution
- Due to shortage of faculty member one teacher has to take responsibility of two mentorship.

2.5.8.   What are the mechanisms for redressed of grievances with reference to evaluation both at the college and university level?

Grievance Redressal Mechanism with reference to evaluation at college level:

- The college has a separate grievance redressal cell which takes necessary steps to redress the grievance of the teachers, students and non- teaching members.
- If the students have any grievance regarding internal evaluation process they can approach faculty members personally. In case of grievance relating to University Examination students can approach University Result Section under the guidance of teachers.
- The students are informed about their internal assessment marks.
- The results of internal assessment are published on college notice board. These marks are sent to University for publishing of final result of respective semester.

Grievance Redressal Mechanism with reference to evaluation at university level:

- The college strictly adheres to minimum requirements in student attendance and periodic notice is given to students about shortage.
- If the students have any grievance regarding internal evaluation process they can approach faculty members personally. In case of grievance relating to University Examination students can approach University Result Section under the guidance of teachers.
- Along with academic evaluation, students' overall performance and attendance are observed and assessed.

2.6. Student Performance and Learning Outcomes

2.6.1. Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

- The learning outcome of the subjects is very clearly communicated in the vision and mission statement of the college.
- The learning outcomes are translated into reality by grooming the students with the help of various learning resources available in the college premises.

2.6.2. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The intended learning outcomes are achieved through the following:

- The college prepares the academic calendar. The Academic calendar shows the detailed about teaching learning programme.
- The progress of the programme is periodically reviewed by IQAC.
- New plans and strategies are evolved to overcome deficiencies.
- IQAC has been formed, which looks after the matters pertaining to the teaching and learning.

- There are various committees formed to materialize the teaching-learning strategies such as research committee, cultural committee, NSS and library committee, etc. All these committees frame their plans and implement it according to the general policy of the institution.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- The college has only the LL.B. Professional Course. So initiatives are taken to improve the practical skill and knowledge of students. The students visit the High Court, District Court and Lok Adalat for looking into the procedure adopted for trail proceedings from third year.
- The institution provides the LL.B. (5 Year Honours & General Course)& the prime motive of the institution is to provide quality legal education to the students so that they can prepare themselves as a good lawyer, legal advisor, legal researcher &judicial officers.

2.6.4. How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

- The institution collects the data of the internal exams, debate, moot courts, and seminars performances and analyzes it.
- The IQAC plans strategies for the slow learners.
- Strategies are formulated to improve the overall learning outcome.
- Efforts are made to eliminate learning barriers through personal interaction in between faculty members and students.

2.6.5. How does the institution monitor and ensure the achievement of learning Outcomes?

The institution monitors and ensures the achievement of learning outcomes through the followings :

- Regular analysis of results obtained by students helps in identifying toppers and poor performers.
- The attendance records of students are regularly monitored and actions are taken to curb absenteeism.
- The students are made to take up competency-building activities in curricular. Curricular and extra-curricular realms since their holistic development are the desired goal.
- Student mentoring, grievance redressal, provisions of all required facilities, financial assistance by means of scholarships, incentives to achievers, health check-ups, parent-teacher interactions and counseling are some of the practices used to ensure achievement of teaching-learning outcomes.
- The IQAC of the college, based on its observation of evolving trends in higher education, recommends implementation of initiatives which optimize the achievement of teaching-learning outcomes.

2.6.6. What is the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The graduate attributes of our college are -
➢ Commitment to profession
➢ Continuous upgradation of skill and knowledge
➢ Commitment to society

- ➢ Critical thinking
- ➢ Positive attitude
- ➢ Effective communication
- ➢ Concern to Human Rights and Gender Issues

The college ensures the attainment of these attributes by conducting rigorous Practical training, Social and legal awareness programmes etc. The students also participate in the activities of NSS, workshops which enable them to enhance their knowledge. Various add-on Course like English (Language Lab Software), Basis Computer Course, Filing of e-taxation including TDS VAT have been introduced by College to enrich students' skill in various fields. Professional ethics (10th Semester) is taught as a part of the curriculum, which ensures students' commitment to the profession as well as to the society. Community services are extended through students.

Computer training is provided

ICT based teaching is provided

Various seminars and conferences are conducted to upgrade the knowledge

Various eminent jurists are called to share their expertise knowledge.

College promotes cultural activities which inculcate the sense and respect for culture.

Various Gender and Human Rights Sensitization Programs are arranged.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1. Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

Our institution provides only B.A.L.L.B (Hons) and B.A.L.L.B (Gen) courses and it has no recognized centre for research.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, we have Research Committee. The Research Committee consists of the following members:
    (1) Dr. Debasis Chattopadhyay
    (2) Dr. Nabamita Paul Ray
    (3) Dr. Surekha Somabalan
    (4) Dr. Nayna Chatterji
    (5) Mr. Haripada Banik

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- The college management encourages the faculty members to pursue research programs. The institution promotes the faculty members to be aware with the changes and amendments implicated in Law by subscribing journals.
- Faculty members attend seminars and workshops related to research. The institution encourages faculty members to publish research papers and journals.
- By establishing linkage with the visit to Court.
- The Institution provides adequate infrastructure and other facilities for the smooth progress of the research schemes and projects. The Institution is having a rich library with free internet connectivity. The College subscribes to all important Law Reports, Journals and Reviews besides other regular magazines and newspapers and online Manupatra Journals and Journals prescribed by the Bar Council of India.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

N.A

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Being a Law Institution, there is no scope for research activity. However following are few steps followed by the institution:

- The institution monitors the practical activity of students in participating in the court visit like Supreme Court, High court, District courts etc.

- Students are divided into batches and every batch is entrusted to a faculty member who guides each student individually.

3.1.6 Give details of workshop/training progremmers / sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and student.

College organizes interaction of faculties with luminaries from time to time and encourages and guides them for making themselves aware regarding the latest developments in law

- Seminar on RTI in Feb 2012 in Diamond Harbours (South 24 Pgs).
- Legal – Aid – programme organized in Panchayat Area (Mallickpur Gram Panchayat). in South 24 Parganas in 2011, 2012 and 2013.
- British Council Seminar on I.P.R. April 2014.
- Moot Court Classes are held regularly.
- Sardar Vallabbhal Patel Birth Anniversary celebration on 31/10/2014
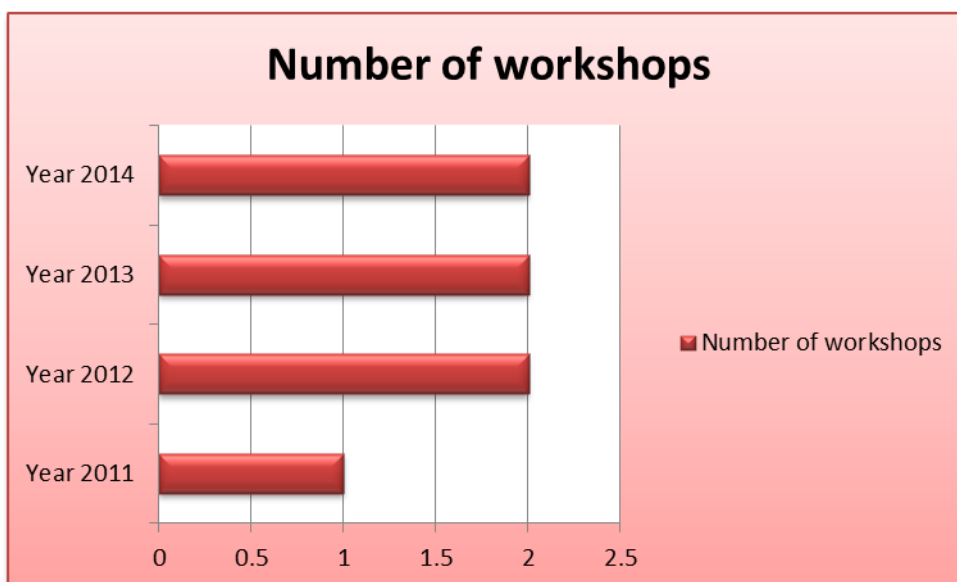
3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

N.A.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The College has made concerted efforts to attract luminaries and eminent lawyers to visit the campus and give lectures on various subjects of law and interact with teachers and students.

Following is the list of some eminent persons who visited the college in last five years

Sl no	Name Of Affiliation	Date
1	Hon'ble Chief Minister, Govt. of West Bengal , Ms. MamataBanerjeee Laid the Foundation stone of our New Site	26.05.2012

2	DashoTseringWangda – Deputy Consular General of Bhutan, Chief Guest of the National Seminar on "Swami Vivekananda"	02.12.2014
3	Peter Crisp and Stefanie Esswein (Head of International Recruitment- British Council) visited and interacted with students and faculty members.	09.04.2014
4	Swami Atmashradhananda , Editor Vedanta Kesari,Mylapur, Chennai visited the National Seminar on "Swami Vivekananda".	02.12.2014 & 03.12.2014
5	Prof. P. Iswara Bhatt , Hon'ble Vice Chancellor -NUJS, Kolkata visited the National Seminar on "Euthanasia".	11.09.2015
6	Swami SuparnanandajiMaharaj , Secretary Maharaj,RamkrishnaMissionGolpark, Kolkata visited the National Seminar on "Swami Vivekananda".	03.12.2014
7	Prof. Somnath Bhattacharya, Dept. of Mechanical Engineering, Jadavpur University, Kolkata visited the National Seminar on "Swami Vivekananda".	02.12.2014
8	Prof. S.S.Jaswal of Mody University of Science & Technology,Sikar ,Rajasthan visited the National Seminar on "Euthanasia".	11.09.2015 & 12.09.2015
9	Prof. Uday Shankar of Rajib Gandhi Institute ofIntellectual Property Law , Khargpur, West Bengal (I.I.T. – Kharagpur) visited the National Seminar on "Euthanasia".	12.09.2015
10	Hon'ble Ex-Law Minister, Govt. of West Bengal,Sri Malay Ghatak visited for inauguration of NET, SET, Judicial Service Coaching and Legislative Drafting Course	25.04.2012

Number of eminent visitors
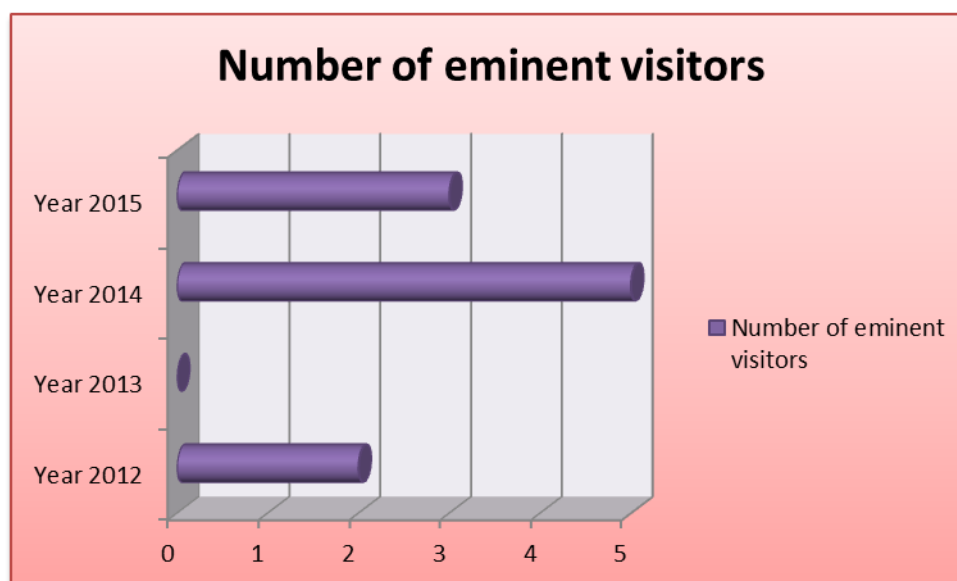
3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

      N.A

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

- Our institution organizes legal awareness camps and the student visit different courts and Lok-Adalats to learn advocacy and manners to be maintained in the court rooms from 5th semester onwards so that they can come out as successful lawyers.
- The College organized innumerable seminars, workshops at Local, State and National Level for the purpose of creating awareness.
- Several scholars and experts in their respective areas are invited as Resource Persons.
- Staff and students are encouraged to participate in programs organized by other Institutions like RBI, USIS, Human Rights Commission, Consumer forum etc.
- Initiatives are also taken up by the Institution to organize Legal Aid Camps. The college also arranges legal awareness programmes through NSS etc., to disseminate the legal knowledge and create awareness especially among the rural people.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The college could not allocate funds for Research and Development

Details of expenditure incurred by the college on various items of research during the last four years:

Heads	2009-10	2010-11	2011-12	2012-13	2013-14
Computer & software	99,680/-	12,505/-	3,29,737/-	3,16,997/-	2,08,527/-
Equipment's	Nil	Nil	2,68,675/-	12,73,508/-	2,70,932/-
Books & Journals	1,53,577/-	17,820/-	8,74,333/-	33,854/-	3,18,975/-
Total	2,53,257/-	30,325/-	14,72,745/-	16,24,359/-	7,98,434/-
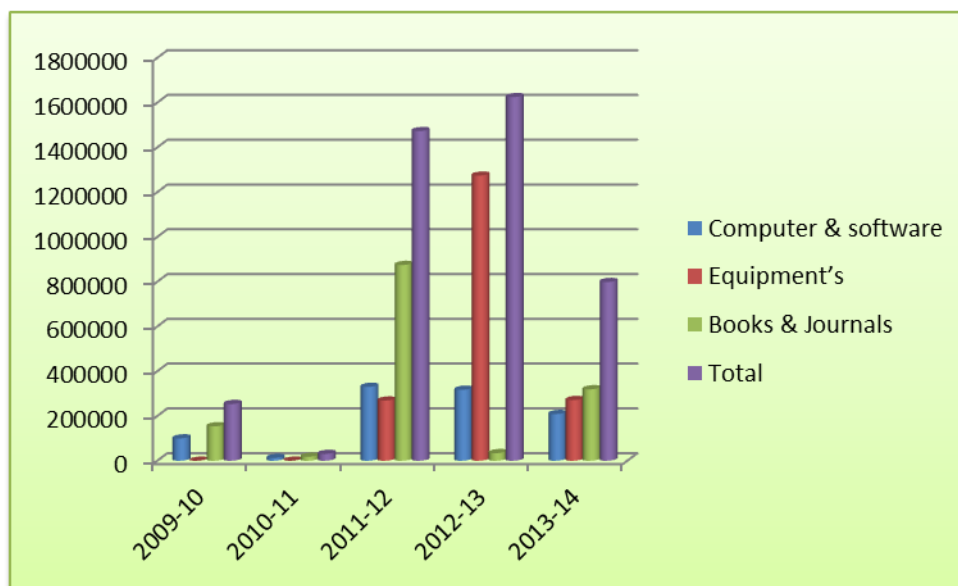
3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The college has no recognized centre for Ph.D., so the allocation of fund for research purposes cannot be availed by the faculty members.

3.2.3 What are the financial provisions made available to support student researchProjects by students?

N.A

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.

The institution only provides five years degree course in law. There is no scope for interdisciplinary research

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- Students are given orientation by the librarian about the optimal use of library facility
  .

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

N.A

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of on-going and completed projects and grants received during the last four years.

N.A

3.3 Resource Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college only provide five years B.A.L.L.B. (5 Yrs. Honours& General Course). College does not have recognized centre for Ph.D. but to facilitate research following facilities are given to faculty and students.

- The library is enriched with valuable Reference books, 16 Law Journals, Periodicals and Magazines.
- Internet connectivity on the campus through Wi-Fi is provided
- Computers and printers are provided.   Well-equipped central library which is fully automated using library management software, 10 computers with LAN facility, provision of the INFLIBNET and Manupatra (All High Courts and Supreme Court Cases online),
- Reprographic facilities in the administrative office and library

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Law is not a subject to make any research through any equipment. The analysis of Law is a research. Each and every day the research goes on by the jurist and the decision of the Hon'ble Apex court. So the institution facilitate and monitor research activity through purchase of e-resources and print journals for research (E-books – 10,000 + & E-Journals – 6000+)

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

N.A

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?
N.A.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

- The college library has a rich collection of text books, reference books, research journals, and periodicals.
- It has 10361 text books, 16 journals, 10000+ e-books and 6000+ e-journals.
- The college also has established a digital library providing access to e-journals, Manupatra (All High Court Cases Supreme Court Cases online)etc.
- Electronic Resource Management package for e-journals through INFLIBNET
- Reprographic facilities are provided both at the library and office
- Computers with LAN are available in the library.
- Wi-Fi facility is available in Office, Teachers Room as well as the library.

- RFID Security Gate, Barcode, Magnetic Barcode, Barcode Reader, Facility are available in the Library.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

The college has no collaborative research with other academic institutions.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of Patents obtained and filed (process and product):

- The College has produced students who are well established Advocates for the community which make the people aware of their right and insure the public to become good citizens of India.
- The legal Aid programs of the district legal authorities and NGO'S are attended by the students. The students also took part in Lok-Adalats organized by District Courtsand District Legal Authority.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

N.A

3.4.3 Give details of publications by the faculty and students

Details	Number
Publication per faculty	• Dr. Nayna Chatterjee - 2 • Dr. Pradip Gharami - 2 • Mr. Haripada Banik - 2
Number of papers published by faculty and students in peer reviewed journals (national / international)	
Number of publications listed in International Database (for E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database -International Social Sciences Directory, EBSCO host, etc.)	
Monographs	
Chapter in Books	
Books Edited	
Books with ISBN/ISSN numbers with details of publishers	Guide to Library and Information Science by Haripada Banik, Published by Shilpi Prakashani
Citation Index	

SNIP	
SJR	
Impact factor (range)	
h-index	

The college is professional Law College and the faculty can publish research paper only on the subject of law.

3.4.4 Provide details (if any) of

* Research awards received by the faculty

Sl.No.	Name of the Faculty
1	Dr.Nabamita Paul Ray
2	Dr.NaynaChatterji
3	Dr.PradipGharami
4	Dr.SurekhaSomabalan

Four faculties have received the award of Ph.D. in Law in the year 2014 – 2015

Incentives given to faculty for receiving state, national and international recognitions for research contributions:

Their achievements are conveyed to the Higher Education Department, Govt. of West Bengal.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Institute – Industry interface is established with a view to study and analyze various socio-legal issues in new and emerging areas.

- Institution organizes placement assistance to the students, companies as well as LPO intake students from institution.
- The faculty and student visit the courts as the part of curriculum and family courts for consultancy services.
- Student's visit to court benefits them in future in their profession.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

- The consultancy services provided to students by organized Legal Aid Camps at villages and Legal Awareness Camps also (Diamond Harbour Municipality &Mallickpur Gram Panchayet).

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- The college encourages the staff to utilize their expertise for consultancy services by networking with institutions, organizations and other law agencies. The institution provides the amount for organizing legal literacy camps in village areas where students and faculty members have to go and provide legal consultancy and knowledge.
- Besides this there have been visit to state Legal Services Authority, West Bengal where the Principal of the college is appointed Member .
- On duty leaves are sanctioned for such occasions, based on the discretion of Principal

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years

Being the law college, the major consultancy services are provided basically in the areas of legal and social matters. All the consultancy services are non-profit oriented programs but service motivated.

Following is a list of assignments by
Dr. DebasisChattopadhyay
M.A (Political Science), PhD, LL.B, LLM.

A) Governing Bodies-in-colleges:
1) President, DhrubachandHalder College.
2) President, Netaji Nagar College (Evening), (Calcutta University).
3) Government Nominee of Muralidhar Girls' College (Calcutta University).
4) University Nominee of AcharyaPrafulla Chandra College (West Bengal State University).
5) IQAC member of Dinabandhu Andrews College, Garia (Calcutta University).
6) IQAC member of Basanti Devi College.

B) Universities
1) Member of Statute Committee of Presidency University.
2) Member of Executive Council (E.C) of Bankura University.
3) Resource Person & Evaluator of Orientation Programme of U.G.C. in Jadavpur University &
    Calcutta University
4) Member of Board of study in law faculty in Calcutta University.
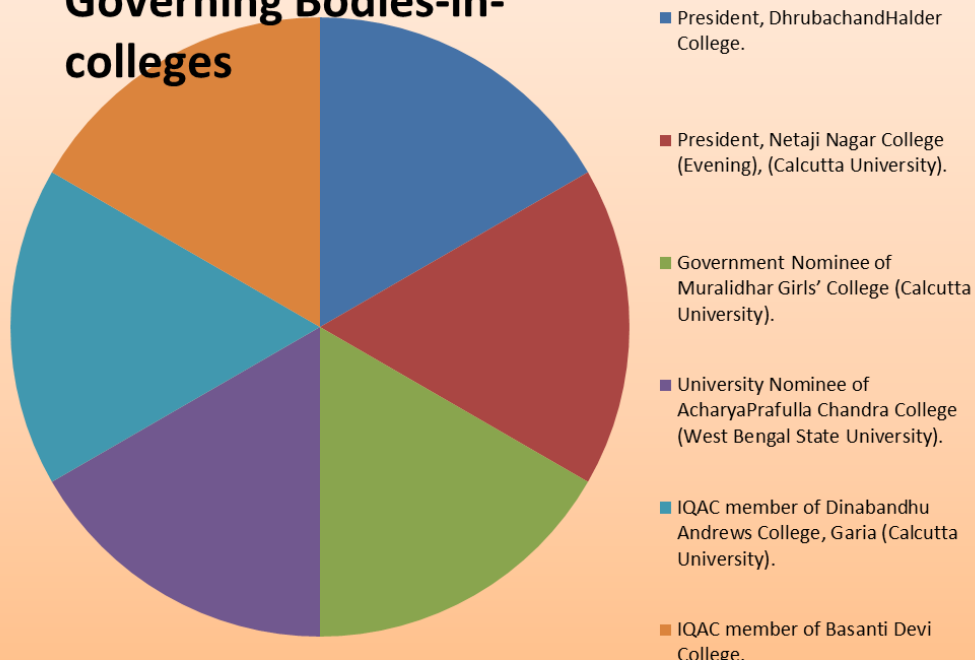
C) Government Assignments:
1) Member of Bar Council of India.
2) Member of the visiting team of West Bengal Higher Education Council.
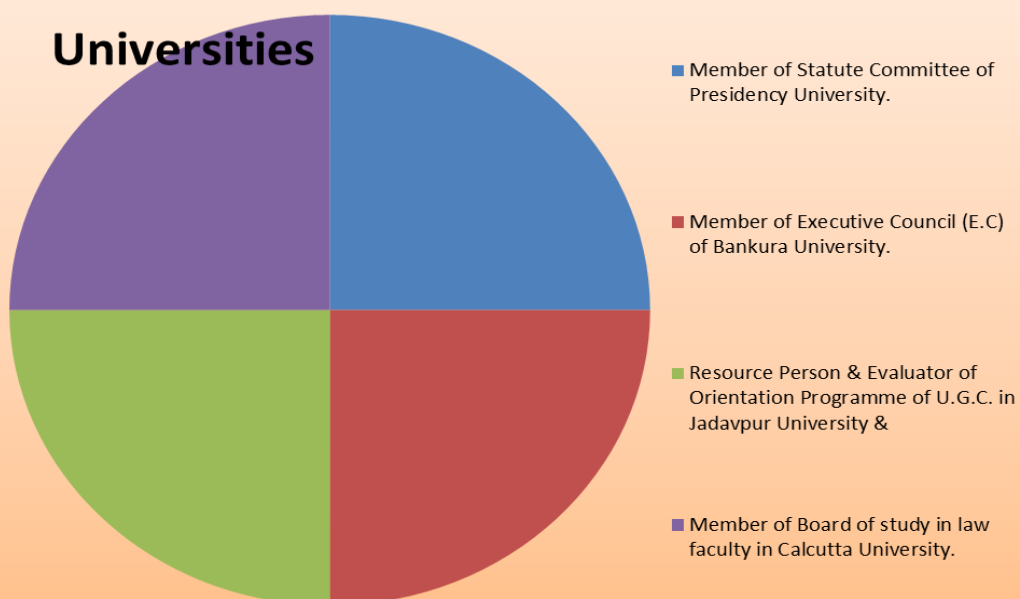3) Member of the West Bengal State Legal Aid.

D) Commissions:
1) Member of Interview Board of West Bengal Public Service Commission.
2) Member of Interview Board of West Bengal Public Service Commission.
3) Member of Interview Board of School Service Commission.
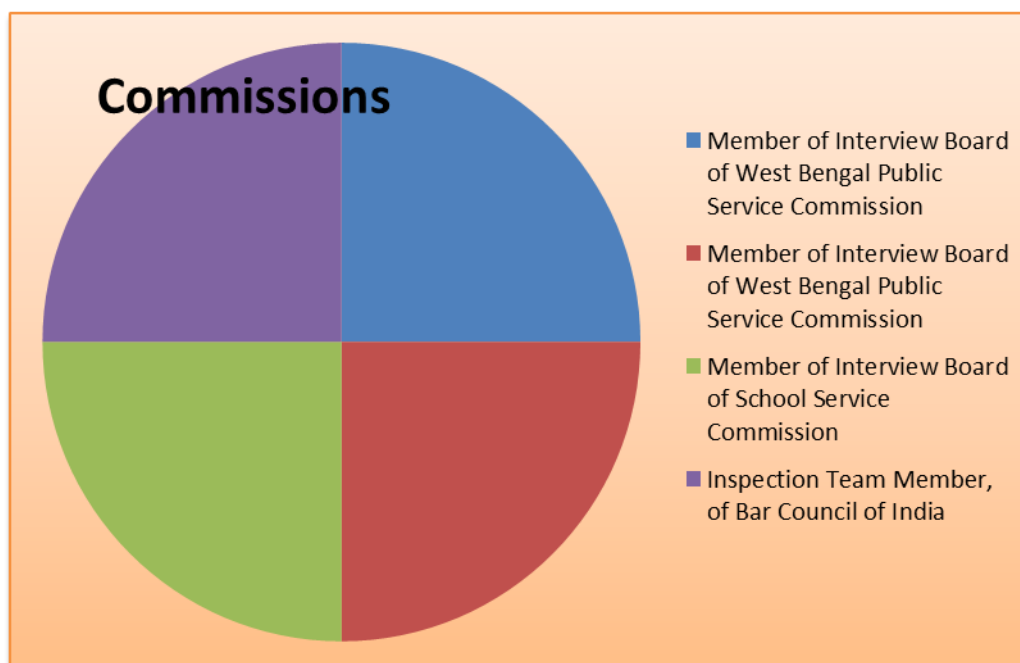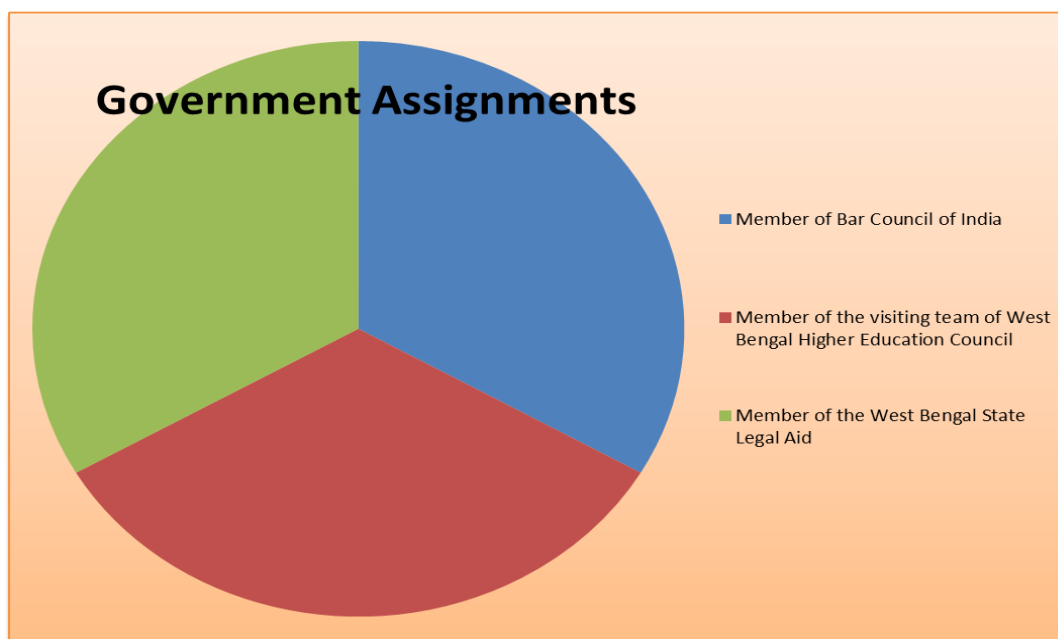4) Inspection Team Member, of Bar Council of India.

Governing Bodies-in-colleges

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Government Assignments

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Commissions

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- Member of Interview Board of West Bengal Public Service Commission
- Member of Interview Board of School Service Commission
- Inspection Team Member, of Bar Council of India

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

There is no formal/stated policy of the institution regarding sharing income through consultancy since the services provided are on honorary basis.

3.6 Extension Activities and Institution Social Responsibility

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and Holistic development of students?

- The college is fully aware of its responsibility of producing world class lawyers. We have made a colossal contribution to environment and society for making a worthwhile participation in field of Law.
  Some of our eminent alumni are :-

  ➢ Sri SabyasachiDutta, Mayor,Bidhan Nagar &Rajarhat Municipal Corporation ,
  ➢ Sri BaisanarChatterjee, Mayor-in Council, Kolkata Municipal Corporation.,
  ➢ Sri AbhijitSom , Chairman, State Legal Authority Services,
  ➢ Sri Subhayu Banerjee (West Bengal Higher Judicial Services),
  ➢ Ms. MouChatterjee (West Bengal Higher Judicial Services),
  ➢ Mrs. SanchitaSarkar (West Bengal Higher Judicial Services),
  ➢ Dr. ManiraniDasgupta, Head of the Department , University of Calcutta (Dept. of Law)
  ➢ Dr. Kana Mukherjee, Principal, Shyambazar Law College.
  ➢ Smt. Diyali Roy – Lecturer, Surendranath Law College.
  ➢ Mr. PallabNathChoudhury – Assistant Public Prosecutor
  ➢ Mr. Santanu Mukherjee – Advocate &Patent Agent (W.T.O., South Center)
  ➢ Mr. Subrata Roy   - General Manager , MSTC

- Our institution has 5 years L.L.B course there is no separate course for N.S.S but promoting the students in social activities institution help the students in participating various programs organized by NGO'S and also take participation in Blood donation and other hygiene programs. Students have also attended Legal aid program
- Some faculty members also involve themselves independently, in social work.

- The Principal being the President of SaktiSangha, Naktala, Kolkata – 700047involves in various social work like distribution of books to poor students, Blood donationcamp, distribution of free spectacles etc.
- The Alumni Association is is just formed and unregistered.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- The college strives to instill civic responsibility in the minds of students through extension programs and value based courses so that they develop into sensitized, socially responsible lawyers.
- The college offers extension programs in addition to those supported by the university.
- All the outreach programs are legal aid to poor and illiterate persons for this. We also organizes legal aid camps. The students also go to village and interact with the legal problems of villagers for advisory. These activities encourage interpersonal interactions that are good for building a strong civil society.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The major stakeholders of the institution are faculty, students, parents, management, Alumni, other employees and members of the public.
- The college solicits stakeholder feedback through a combination of formal and informal feedback mechanisms; the College seeks formal feedback from students, on a continuous basis. The inputs and feedback are received from parents and guardians through student mentors, face to face interactions and parent-teachers meeting. The students' opinions are also sought regarding matters of maintenance of cleanliness, quality of college canteen, etc., through the Grievance Redressal Committee and also during meetings with class representatives and other student leaders.

- The feedback related to placement activities is received by placing a suggestion box outside the Placement Cell.
- The IQAC has members give their views on relevant issues. Regular departmental meetings, general staff meetings, Board meetings are conducted to analyse the progress of the institution.
- Feedback is also obtained via feedback sessions during seminars/conferences.
- The feedback so obtained are valued and taken into consideration in moulding performance and quality initiatives.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

- At the beginning of every academic year in the general staff meeting blueprints are prepared for short term and long term extension and outreach programs and schemes for organizing the plans are designed.
- IQAC also plans and designs some extension programs. These extension programs are entrusted to various units and executed through different committees
- The institution organizes value oriented programs for students and faculty members with annual program. The student also participate in seminars/ debates organized by other colleges (also Institutions like RBI, USIS, Human Rights Commission, Consumer Forum). The institutional organizes various cultural programs and competitive programs like quiz, debate etc. in collaboration with the students union.
- Most of the extension programs are conducted by, Legal Aid camps and NSS.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

N.S.S. Activities : 2011 – 2012

Sl. No.	Activities	Date	Venue	Guests
1	NSS Special Camp (5 days) organized by South Calcutta Law College (SCLC)	23rd March – 28th March, 2011		
2	Two days Slum Visit (Socio-economic Survey)	24th & 28th March, 2011	Zamir Lane Bastee	
3	Awareness Programme on Legal Issue: Section 498A & its implications	23rd March, 2011	College Campus	Mr. Somnath Mukherjee, Lecturer, South Calcutta Law College
4	Medical Issue: Rabies & it's Prevention	23rd March, 2011	College Campus	Reputed Doctor, P.G. Hospital
5	Awareness Programme on Legal Issue: How to file General Diary, FIR etc.	25th March, 2011	College Campus	Mr. B. N. Das, Retd. Judge & Guest Lecturer, South Calcutta Law College Reputed Doctor, P.G. Hospital

	Medical Issue: Health & Nutrition	25th March, 2011	College Campus	
6	Participation in Rally against Drug Abuse organized by Narcotics Control Burean and NSS Cell, University of Calcutta	26th March, 2011		
Participation of NSS Volunteers (2012-2013)				
7	'Zee News' Aapke Vote Aapke' Taaqnat Programme	24th April, 2011	University of Calcutta	
8	Anti Drug Campaign	21st June, 2011	University of Calcutta	
9	Observation of N.S.S. Day	24th Sep., 2011	University of Calcutta	
10	VigyanJyoti 2012 (Celebration of 99th Indian Science Congress)	28th Dec., 2012	University of Calcutta	
11	Environment Day	5th June, 2012	University of Calcutta	
12	Polio Eradication Programme	30th April, 2012	University of Calcutta	
13	National Youth Day Celebration	12th March, 2012	University of Calcutta	
14	West Bengal Assembly Election, 2011 supported by Election Commission of India NSS Cell Govt. of West Bengal. C.U. NSS Cell			
15	Visit of Red Ribbon Express	22nd July, 2012	Sealdah Station	
16	Observation of N.S.S. Day	24th Sept., 2012	University of Calcutta, College Street Campus	
17	Participation in N.S.S. Rally for observation of 150th			
18	Birth Anniversary of Swami Vivekananda	12th January, 2013	From University of Calcutta, College Street Campus to Ancestral House of Swamiji	
College Conducted 5 days Special Camp (2014)				
19	Awareness Programme on Pollution Free	25th March, 2014	College Campus	Ms. Bela Bose, President, Calcutta

	Environment & Cleanliness of Surroundings.			EkatanRtd. Reader Dept. of Home Science, Biharilal College
20	Man, Mosquito & Disease perspectives on mosquito-borne diseases in the content of climate change	25th March, 2014	College Campus	Dr. Sajal Bhattacharya, Associate Prof. P.G. Dept. of Zoology, Asutosh College
21	Lecture relating to objective, importance of National Service Scheme	26th March, 2014	College Campus	Mr. KunalChatterjee, Sr. Convenor, NSS Cell University of Calcutta
22	Awareness Programme relating to Breast Cancer	26th March, 2014	College Campus	Mr. P. K. Pattanayak Nupur Chakraborty Krishna Dutta SutapaMuzumdar
23	Lecture on Socio-economic and Political Thought of Swami Vivekananda	27th March, 2014	College Campus	Mr. MrinbalKantiChowdhury Ex-member of N.S.S Advisory Committee, University of Calcutta
24	Awareness Programme on Thalassaemia	27th March, 2014	College Campus	Dr. AnandaChanda, P.G. Hospital, Kolkata
25	Lecture on Human Rights	27th March, 2014	College Campus	Dr. J.K. Das, Associate Prof., Dept. of Law, University of Calcutta
26	Lecture on Khap Panchayet	27th March, 2014	College Campus	Ms. SohiniBenerjee, Research Scholar, Dept. of Law, University of Calcutta
27	Slum visit (by N.S.S. Volunteers) MurariPukur Slum, Deshopriyo Park. Promoting awareness relating.			
28	Legal Issue: Section 498A-IPC, Demand of Dowry & its implications, Domestic violence, Child marriage)	28th March, 2014 & 29th March, 2014		
29	Medical Issue: Breast Cancer and Socio-economic Survey			
30	Observation of Environment Day	5th June, 2015	University of Calcutta, College Street Campus	

31	Observation of Anti Drug Abuse Day	26th July, 2015	University of Calcutta, College Street Campus	

The participation of the students and staff in various extension programs itself is the basic requirement for achieving excellence in profession and career.

- The curriculum is designed by the University of Calcutta demanding student's participation in various programs which are evaluated for the purpose of awarding marks.
- The very process of promotion of participation of students in extension and outreach activities starts from the time of admission. During the admission process the students are asked to give their option in participating for N.S.S. The teachers also provides suggestions during admission for participation in N.S.S.
- The students in collaboration with the Mullickpur Gram Panchayat and Diamond Harbour Municipality in South 24 Parganas participated in Legal aid programs.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The College undertook several extension programs and conducted social surveys to ensure social justice and to enlighten the under privileged and vulnerable sections of the society.

- The college organizes legal awareness programme in collaboration with N.S.S and Panchayat and Municipality to provide legal solution of the problems of the poor and illiterate person.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- Some of the major extension activities that impact our students like Blood Donation Camp
- These initiatives help students to imbibe values and to develop leadership, team spirit, interpersonal relations, communication, commitment to social justice and equity, empathy for others, respect for rights of others, self-awareness, sense of responsibility, etc.
- Students under Legal Aid deliver lectures on various contemporary issues which helps them in acquiring subject knowledge and expression.
- Through social surveys students learn about the various Laws and its application.
- Participation of students in extension activities helps to build the multi-dimensional personality of the students. Cultural activities inculcate the Spirit of Patriotism, Humanism, Communal Harmony and National Integration.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- Institution organize legal awareness programme and seminars on law to ensure the involvement of community development, professionals like eminent lawyers , social activists and NGO's share their experience and knowledge through invited lecture and workshops to our students.
- Legal camps organized at rural sites to ensure that the students work together with the community .

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

N.A

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

N.A

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, Institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and Equipment, research scholarships etc.

N.A

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Sl no	Collaboration	Objective
1	Muralidhar Girls' College , Kolkata - 700019	Conducting National Seminar sponsored by UGC.

The associations with the institutions such as the above have contributed to increased learning opportunities and advanced knowledge acquisition and skill development among the students and faculty. These initiatives have also led to greater student progression and achievements

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/ library/ new technology /placement services etc.

- The college has been consistently working on forging working relationships with other institutions and with the community for the development of the Institution.

- The college arranged legal awareness programme in the year 2011-12 and 2012-13.It enhances professional skills of the students who come up with successful lawyers.
- The arrangement of the moot court developed skills for arguing and represent a case before a court. The internship and job training is taken from the senior lawyers. Faculty members also participate in seminar and professional and development programmes , conducted by other Institutions

3.7.4 Highlighting the names of eminent scientists/participants, who contributed to the events, provides details of national and international conferences organized by the college during the last four years.

1) THE IMPORTANCE OF SWAMI VIVEKANANDA IN INDIAN SOCIO – POLITICAL AND LEGAL ASPECT IN 21ST CENTURY
2) EUTHANASIA AND IT'S LEGAL STATUS – A COMPARATIVE STUDY

3.7.5 How many of the linkages/collaborations have actually resulted in formal MOUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –   N.A. (We don't have any MOU Agreements.)

   a) **Curriculum development/enrichment**:
   b) **Internship/on-the-job training**:
   c) **Summer placement**:
   d) **Faculty exchange and professional development**:
   e) **Research**:
   f) **Consultancy**:
   g) **Extension:**
   h) **Publication:**
   i) **Student Placement**:
   j) **Introduction of new courses:**
   k) **Any other:**

The institution has linkage with university to promote curriculum development in studies, seminars and moot court competition.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and Implementing the initiatives of the linkages/ collaborations. Any other relevant Information regarding Research, Consultancy and Extension which the college would like to include.

Quality sustenance and enhancement are the two major objectives of the Institution. The college makes systematic and concerted efforts to establish linkages with national institutes and legal authorities for creating an academic environment for promotion of quality

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.
Nil

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1. What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning

The college is committed to create infrastructure of high quality and upgrade the existing infrastructure to meet the continuously growing needs of the academic system.

The institution also gives importance to maximum efficient usage of available space.

- The integration of traditional teaching with ICT, enhancing learning by optimising the use of available support services.
- Library has 10 computers and internet facilities inside the library, LAN facilities, Digital photocopies, Digital camera, Computer printer and RFID Security, Bar Code Protection, (Magnetic), CCTV Camera.
- Reprographic facilities is provided in office and library
- A detailed plan to meet future requirements of infrastructure is also included in the Strategic Plan constructed by the institution and presented to the management regularly.
- Care is taken to see there is no cluttering of space.

4.1.2 Detail the facilities available for

a) **Curricular and co-curricular activities-classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

- **Classrooms:** There are well ventilated and spacious classrooms 15 in the new building and 5 in the present building. Each class room can accommodate more than 150 students for every semester with comfortable bench desk seating, white boards, and podium for teaching purpose, sufficient number of fans and tube lights and flexible facility for power point.
- **ICT enabled Classroom:** Teaching halls are provided with smart board and public address system for computer based learning method. All class rooms are provided with flexible ICT tools.
- **Moot Court:** A Moot Court Hall is designed in the new building as per the specifications of the BarCouncil of India to conduct moot courts.
- **Library:** 10 computers and internet facilities inside the library, LAN facilities, Digital photocopies, Digital camera, Computer printer and RFID Security, Bar Code Protection, (Magnetic),CCTV camera.
- **Reading Room:** Two separate spacious reading rooms are attached to the library in the new building – one for students and the other for staff with comfortable furniture and facility.
- **IQAC:** As per the guidelines of UGC and NAAC, the Institution established the Internal Quality Assurance Cell in September 2015. All the needed equipment is provided to facilitate to conduct periodical meetings and other activities of the Cell.

b) **Extra-curricular activities-sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

- **NSS –National Service Scheme:** NSS Unit was established in 2011 with a vision to extend social service activities at par with the curriculum, so that the students could inculcate the culture of social responsibility and commitment.
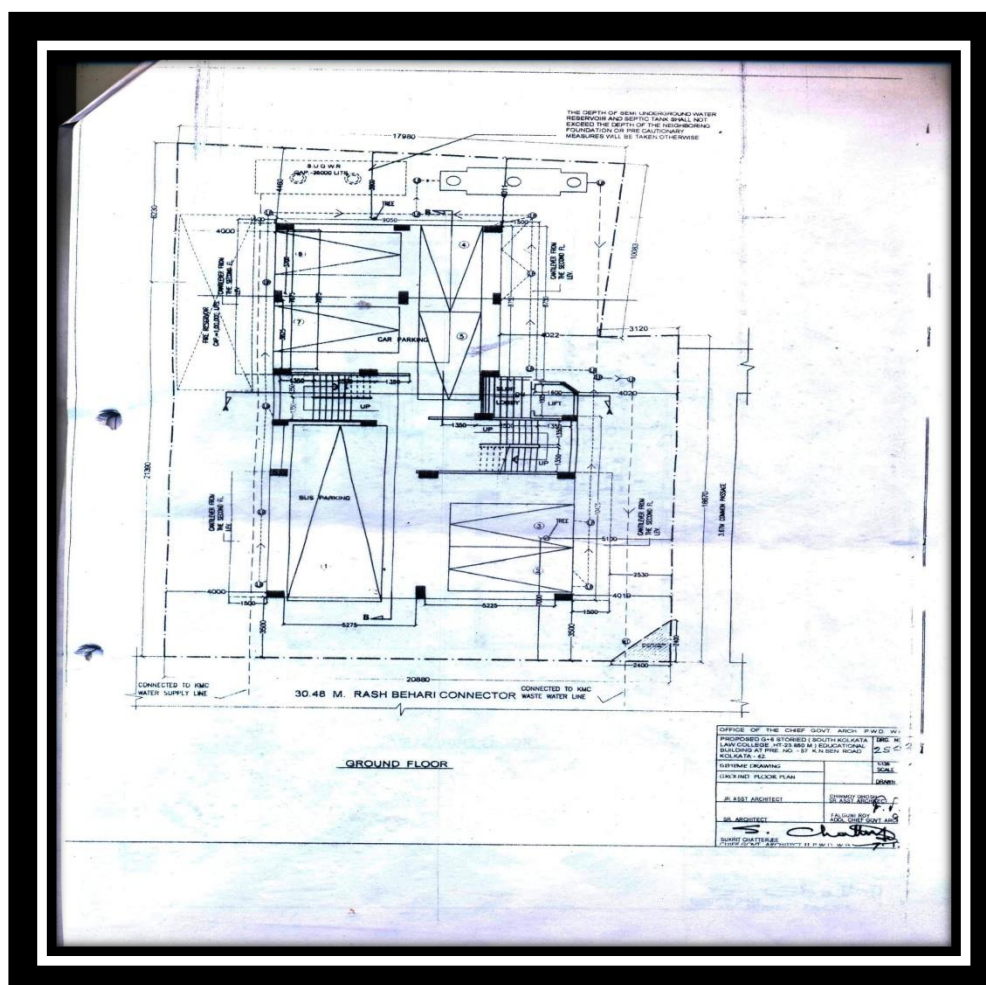
4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

Amount spent during the last four years for infrastructure:

Sl. No	Facility	2010-11	2011-12	2012-13	2013-14	Total
1.	Class Room, Common Room, Staff Room, Renovation of Toilets, Wi-Fi facility, computer accessibility etc.	469471.00	1562749.00	707708.00	14362218.00	17102146.00

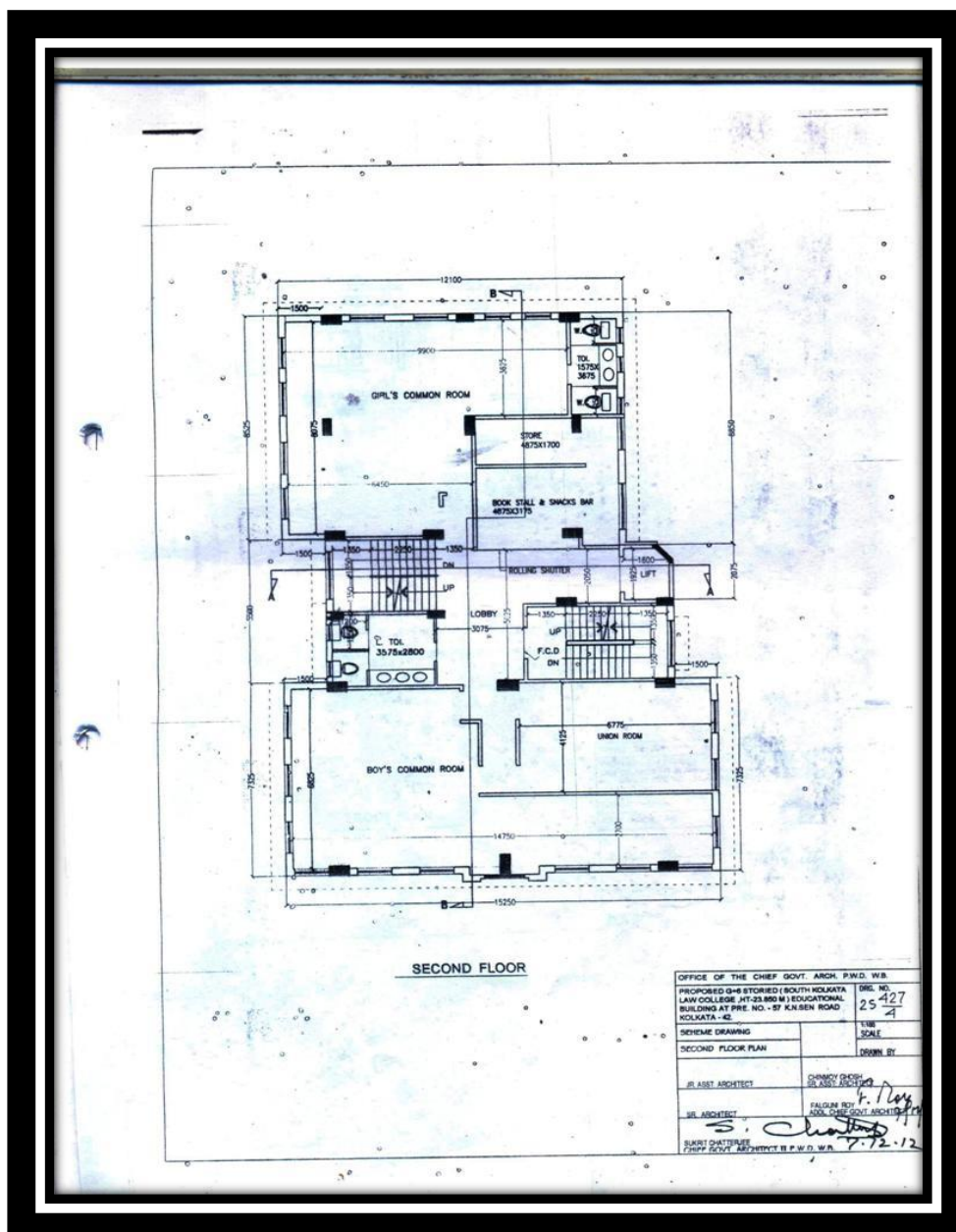The master plan of the new building is as follows:
Ground floor:

1ˢᵗ Floor:

FIRST FLOOR
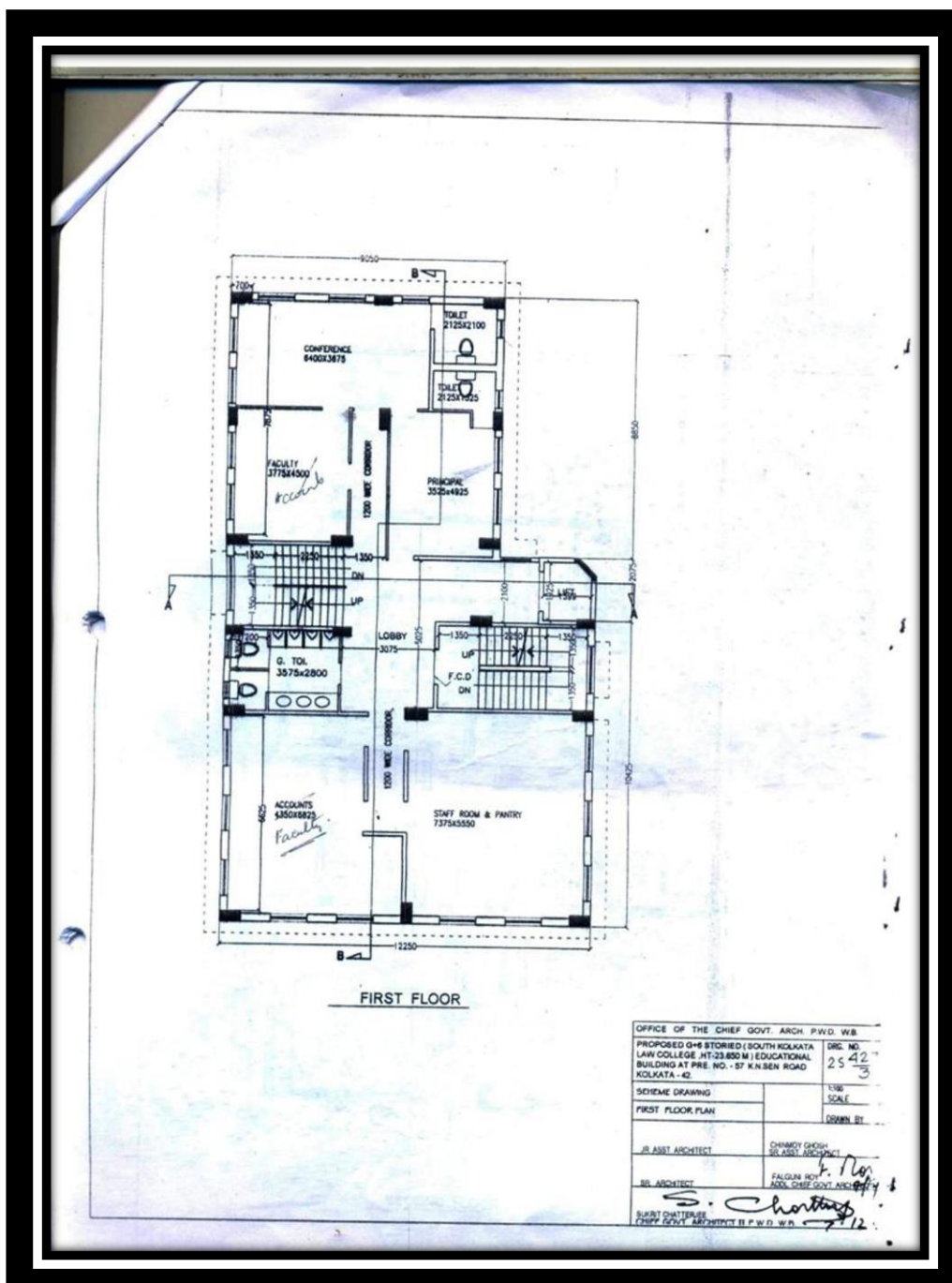
2nd Floor:

4th Floor Plan :

FOURTH FLOOR PLAN

5th Floor Plan :
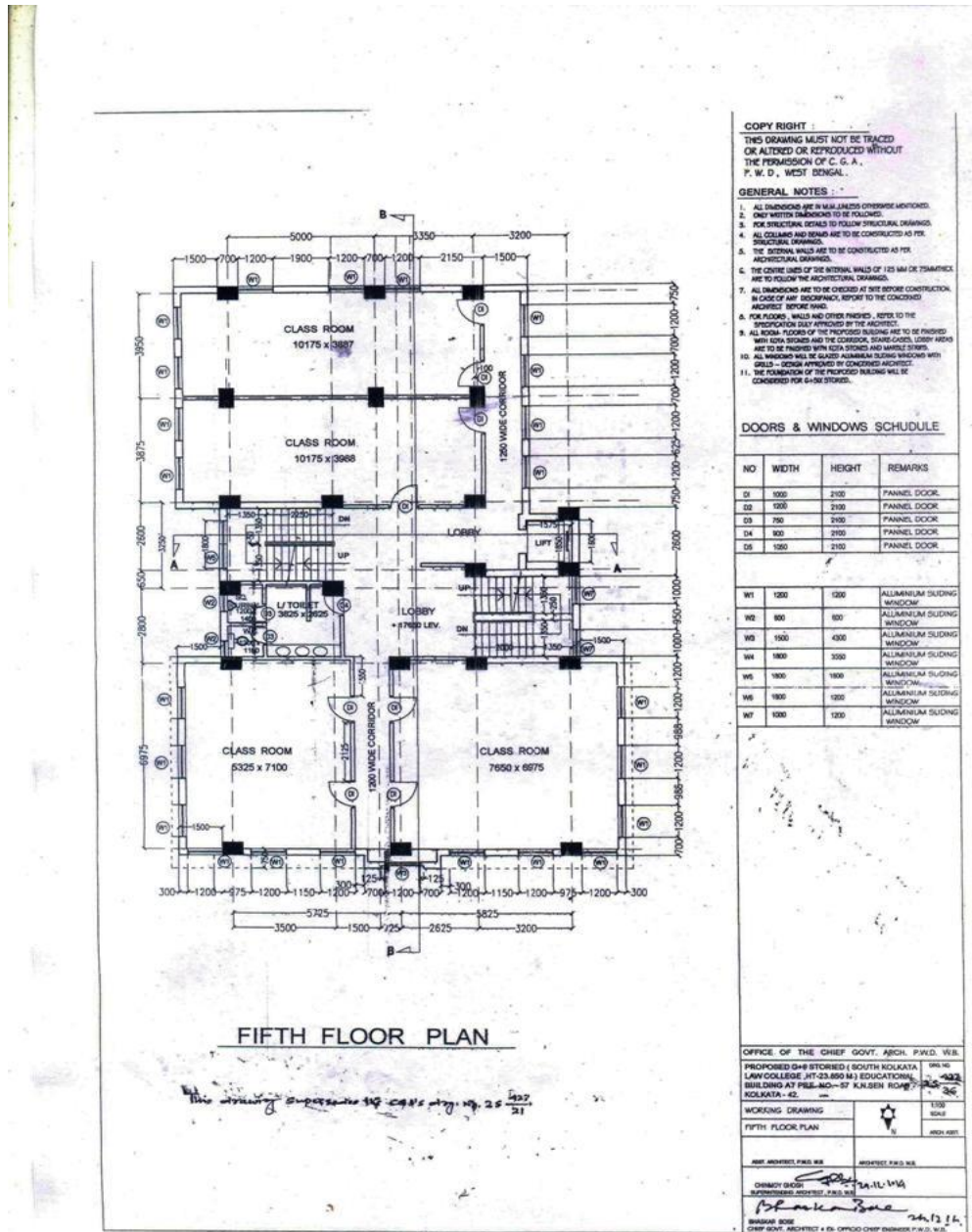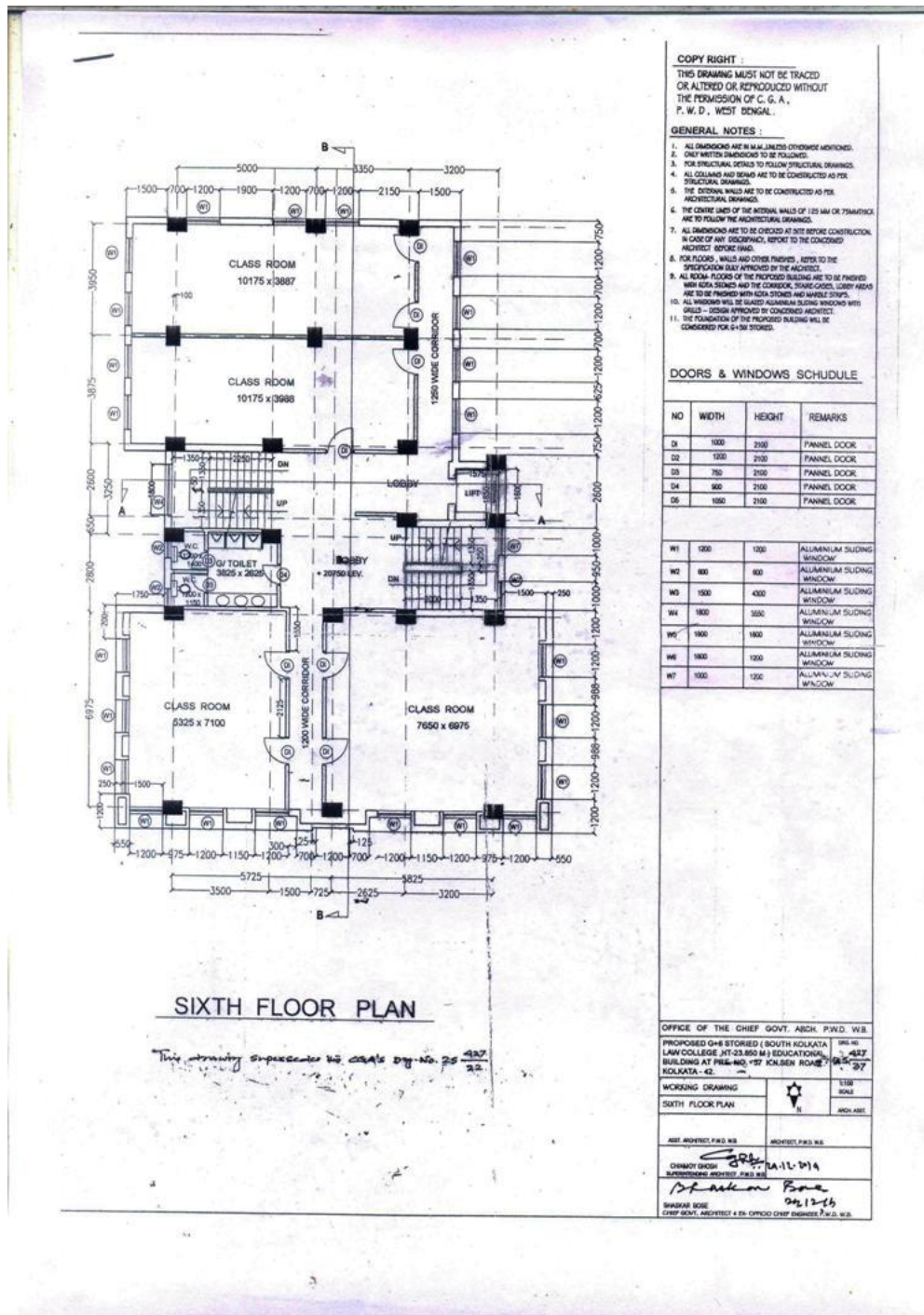
FIFTH FLOOR PLAN

6th Floor Plan :

SIXTH FLOOR PLAN

Roof Plan:

ROOF PLAN

North Elevation:

NORTH ELEVATION
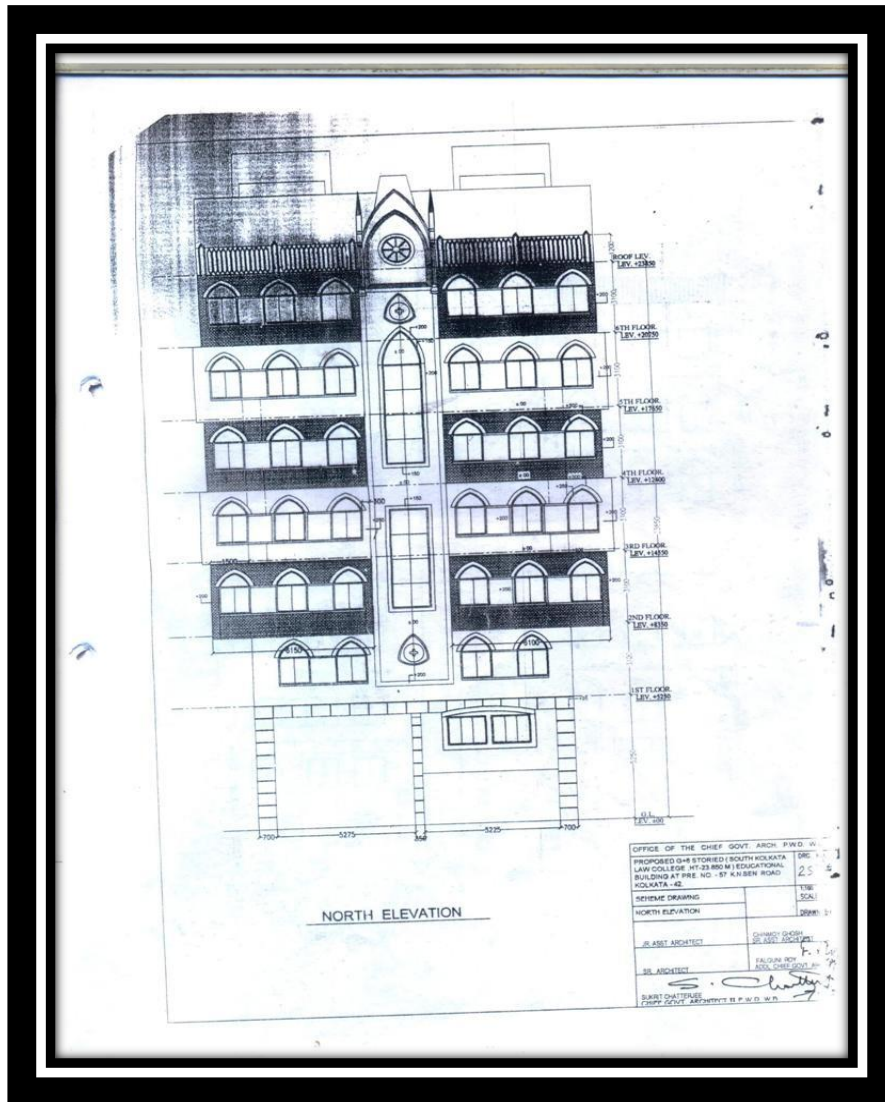
East Elevation:

EAST ELEVATION
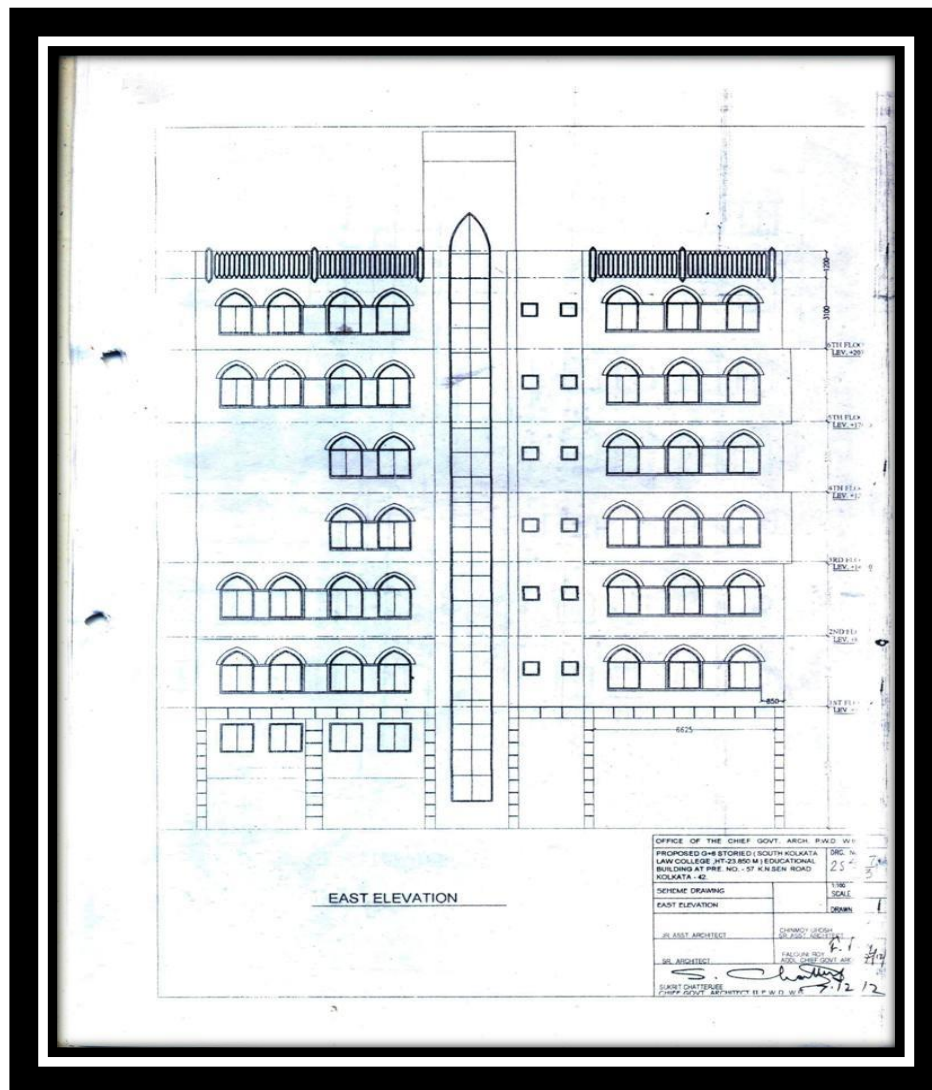
Mezzanine Floor:

MEZZANINE FLOOR
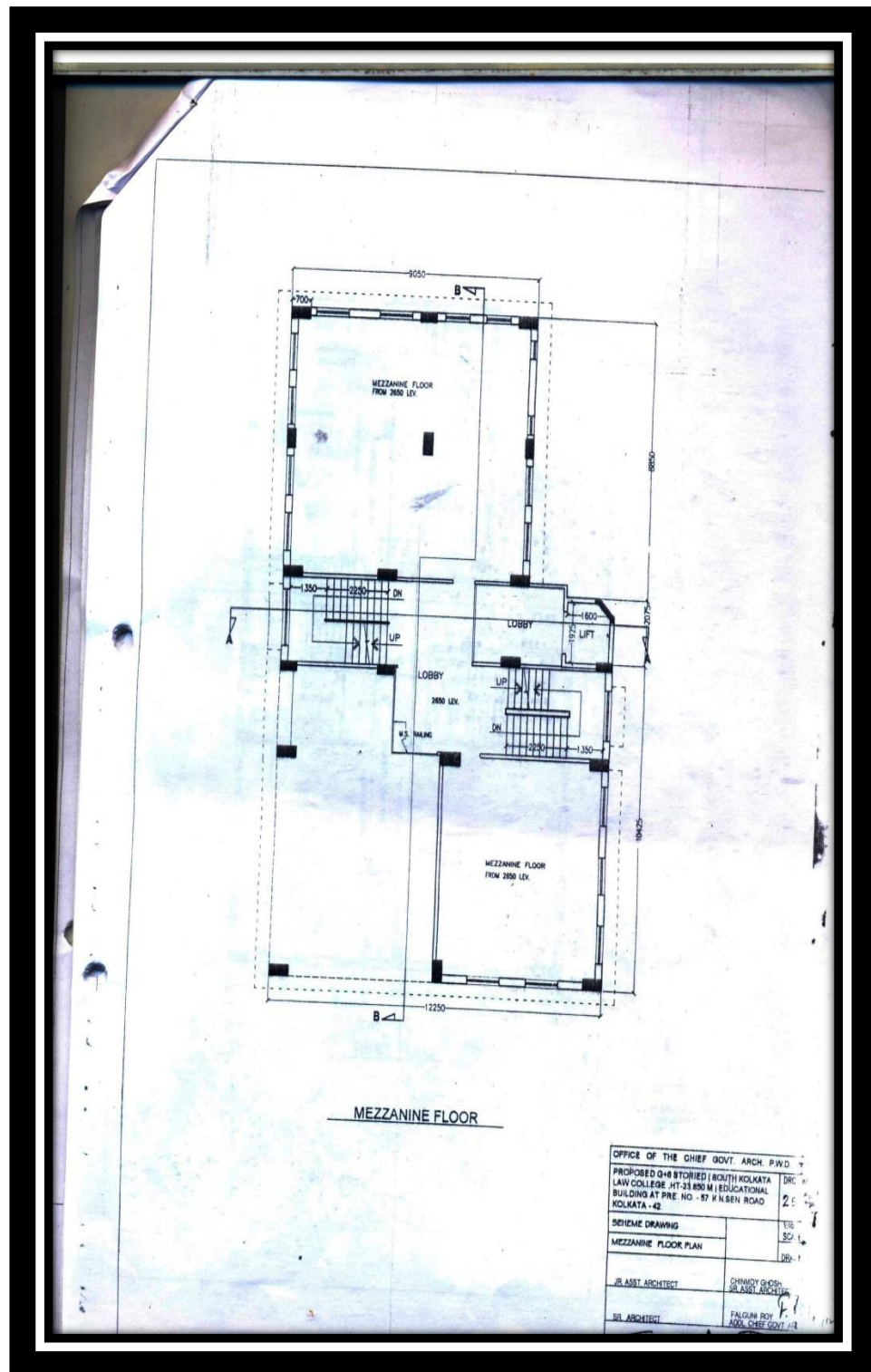
<u>Section AA : -</u>

Section BB:-

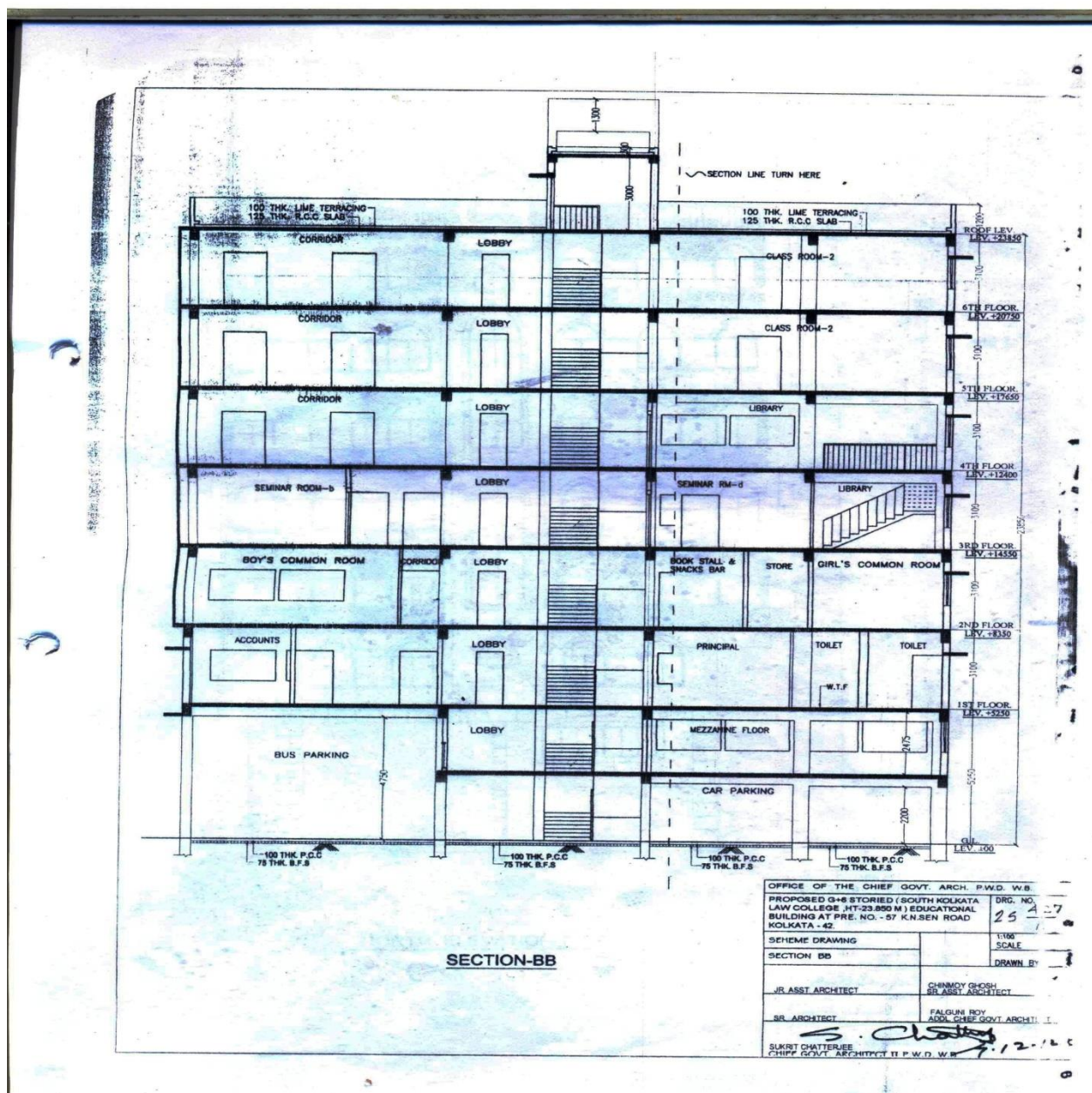**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

For students with physical disabilities, the Institution provides the following infrastructure facilities :
- Fully automatic lift (new building).
- Adjustable toilets (new building).
- Wheel chairs(approx 4).

4.1.5 Give details on the residential facility and various provisions available within them:

Hostel Facility – Accommodation available: No
Recreational facilities, gymnasium, yoga centre, etc.: Gym for the male students is available in the present building and gym for female students will be provided in the new building

Computer facility including access to internet in hostel: No
Library facility in the hostels: No
Internet and Wi-Fi facility: Yes
Recreational facility-common room with audio-visual Equipment's: Yes with audio-visual Equipment
Available residential facility for the staff and occupancy: No
Constant supply of safe drinking water: Yes (Aquaguard RO)
Security: CCTV cameras are installed in various locations of the campus for constant monitoring.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- The college provides first aid facilities.
- Health insurance has been introduced for the 1st semester students for academic year 2015-16
- Group Insurance Coverage is provided to all whole time teaching and non-teaching staff
- ESI is available for casual staff

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Sl no	Facilities	Details
1.	IQAC	Teachers room
2.	Grievance Redressal Unit	Back room on ground floor
3.	Counselling and Career Guidance Cell	Back room on ground floor
4.	Women's Cell	Teachers room
5.	Health Centre	Non Existent
6.	Canteen	Separate room on ground floor
7.	Recreational spaces for student	Common room
8.	Safe drinking water facility	3 floors (ground, 1st and 2nd)
9.	Auditorium	Does not exist

4.2Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, there is a Library Committee in the college to co-ordinate the overall Library Activities. The advisory committee comprises of two senior faculties Dr. Nabamita Paul Ray and Dr.Surekha Somabalan. The Governing Body of the college also offers their valuable guidance for purchasing and maintenance of books. The committee performs the following functions:
:
- It advises the Library on its overall activities

- Allocates fund for the library.
- It guides the book selection process
- It decides on Library policies

4.2.2 Provide details of the following:

* Total area of the library (in Sq. Mts.): Present building 33.44 sq.mt approximately. New Building : 183.94 sq.mt.

* Total seating capacity: Present building 10 seats New Building 70 seats (Approx.)

* Working hours (on working days, on holidays, before examination days, during examination days, during vacation):

On working days: 6:30 a.m. to 1:00 p.m.
Before communication days: After laxmi puja till kali puja (6:30 a.m. to 1:00 p.m)
Winter vacation : 26thdec to 31stdec (6:30 a.m. to 1:00 p.m)
Summer Recess : 6.30am to 1pm
During examination days: It is closed.

Layout of the library (individual reading carrels, lounge area for browsing andrelaxed reading, IT zone for accessing e-resources):

Layout of the Library :

a) Lounge area for browsing : 985 sq.ft (New Building)
b) IT Zone for accessing e-resource : 260 sq.ft. (New Building)

Present building does not have separate lounge area for browsing and IT Zone for accessing e-resource.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Mode of Procurement of Current Titles:

The Principal allocates budget for procurement of books and other resources for a financial year. The Principal, in consultation with other teachers, prepare the list of books and purchase the same. The library receives and accessions the books. Journals are subscribed from publishers as well as suppliers.

Use of Current Titles:

The newly procured books and journals are displayed in "New Arrivals" in the notice board for the benefit of readers. Further, the list of books newly procured is displayed on the notice board of the library

Amount spent on procuring new books, journals and e-resources during last four years

Year	UGC Fund	Library	Utilization Status
2009-10	Rs 1,53,577	-	Utilized

2010-11	-	Rs 17,820	Utilized
2011-12	Rs 8,20,183	Rs 54,150	Utilized
2012-13	Rs 27,043	Rs 6,811	Utilized
2013-14	Rs 1,95,655	-	Utilized

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC:** This facility exists in the library
- **Electronic Resource Management package for e-journals:** Yes. INFLIBNET.
- **Federated searching tools to search articles in multiple databases:** Yes
- **Library Website:** Yes. It has been integrated in to the website of the college.
- **In-house/remote access to e-publications:** YES. Remote access to INFLIBNET
- **Library automation: On – going process**
- T**otal number of computers for public access:** 9 computers
- **Total numbers of printers for public access:** 02
- **Internet broadband/speed:** 4 MBPS
- **Institutional Repository: No**
- **Content management system for e-learning:** College library doesn't provide this Service

Participation in resource sharing networks/consortia (like Inflibnet): Yes. The library has subscribed to e-resources and INFLIBNET

4.2.5 Provide details on the following items:

> *** Average number of walk-ins:**
- **2012-47, 2013-45, 2014-45, 2015-46 per day**
- **2012-11844, 2013-11340, 2014-11340, 2015-11592 per year**

* Average number of books issued/returned:
- **2012-23, 2013-22, 2014-20, 2015-21 per day**
- **2012-5796, 2013-5544, 2014-5040, 2015-5292 per year**

* Ratio of library books to students enrolled: 1:17
* Average number of books added during last three years: 495
* Average number of login to OPAC: Newly implemented
* Average number of login to e-resources: Newly implemented
* Average number of e-resources downloaded/printed: Newly implemented
* Number of information literacy trainings organized: Newly implemented
* Details of "weeding out" of books and other materials: N.A.

4.2.6 Give details of the specialized services provided by the library

* Manuscripts: College library doesn't have collection of manuscripts

* Reference: There is a reference section which consists of a large collection of reference books, encyclopaedia, etc. which students can read in the library

* Reprography: The Library has reprographic facilities.

* ILL (Inter Library Loan Service): We do not have this service

*Information deployment and notification (Information Deployment and Notification):
The Library has a notice board where important circulars, list of new arrivals, newspaper clippings and job alerts are displayed. A rack displaying "New Arrivals" is also in place

***Download:** Students and faculty can download useful learning resources in the library.

***Printing:** Printer facility has been provided to student and faculty members.

***Reading list/ Bibliography compilation**: Bibliographies have been compiled.

***In-house/remote access to e-resources:** Yes

***User Orientation and awareness**: User orientation and awareness programmes have been conducted.

*Assistance in searching Databases: The Librarian provides assistance to students and staff in searching various databases.

***INFLIBNET/IUC facilities:** The Library has subscribed to INFLIBNET which provides access to more than 1400 law e-journals and more than 10000 + e books.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- The library staffs help students and teachers in information retrieval.
- Assistance is provided on operating computers.
- Librarian guides the students and staff in searching OPAC, e-resources database and retrieving information from the internet effectively. Further, the library staffs helps in locating books on the shelves.
- Librarian creates awareness among students and staff about the library through library orientation programmes.

4.2.8 What are the special facilities offered by the library to the visually/physically Challenged persons? Give details.

- Fully Automatic Lift facility is available for the differently-able students to reach library on the first floor in the new building
- There is provision for wheel chairs to facilitate easy movement of these students in the new building.
- The library follows "No waiting time" for issue and return of books in case of such students in the new building.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The library collects and uses the feedback from its users using e-paathsala ERP. It maintains a feedback/suggestion box for the same. The Library Advisory Committee takes cognizance of the suggestions, discusses the same in its meetings and incorporates them for improving the services.

4.3 IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution.
• **Number of computers with Configuration (provide actual number with exact configuration of each available system): 20**
• **Computer-student ratio: 1:45**
• **Stand-alone facility**
• **LAN facility : All computers**
• **Wi-Fi facility: Available , Limited**
• **Licensed software :Yes, KOHA (Library)**
• **Number of nodes/ computers with Internet facility : All Computers (21)**
• **Any other**

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- We have internet facility speed up to 04 Mbps with Wi-Fi campus (for OPTRA use) with fibre cables
- Smart room with multimedia support for teaching
- In addition to this faculty and students can access e-resources subscribed through INFLIBNET on the campus as well as off campus.
- CCTVs for effective monitoring of cleanliness and detection of theft and other untoward incidences.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college has the following plans to upgrade the IT infrastructure and associated facilities:
- Wi-Fi Connectivity to all departments
- More LCD facility for effective teaching
- Acquiring propriety software to enhance advanced knowledge in IT
- To increase number of computers for effective computer learning
- Obtaining more number of smart boards
- More educational CDs to be purchased

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)
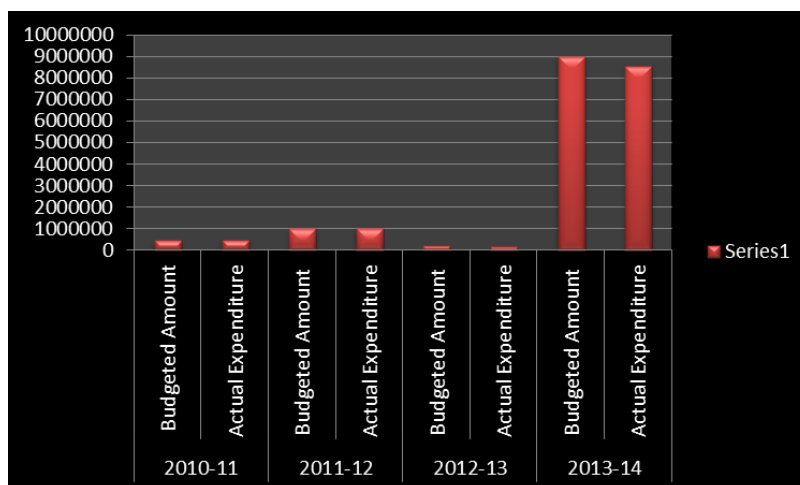
BUDGET

STATEMENT SHOWING BUDGET ALLOCATED AMOUNT WITH ACTUAL EXPENDITURE OF BUILDING ACCOUNT (CAPITAL W.I.P)
OF LAST FOUR FINANCIAL YEAR

2010-11		2011-12		2012-13		2013-14	
Budgeted	ActualExp	Budgeted	ActualExp	Budgeted	ActualExp	Budgeted	ActualExp

Amount	enditure	Amount	enditure	Amount	enditure	Amount	enditure
450000.00	469471.00	1000000.00	1012399.00	200000.00	171828.00	9000000.00	8543000.00

STATEMENT SHOWING BUDGET ALLOCATED AMOUNT WITH ACTUAL EXPENDITURE OF FURNITURE ACCOUNT OF LAST FOUR FINANCIAL YEAR

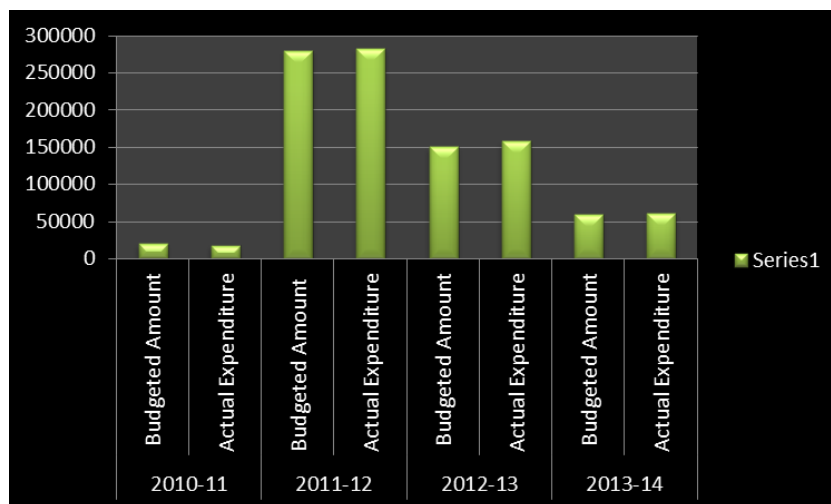| 2010-11		2011-12		2012-13		2013-14	
Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure
20000.00	18000.00	280000.00	282373.00	150000.00	157400.00	60000.00	61273.00

STATEMENT SHOWING BUDGET ALLOCATED AMOUNT WITH ACTUAL EXPENDITURE OF FURNITURE ACCOUNT OF LAST FOUR FINANCIAL YEAR

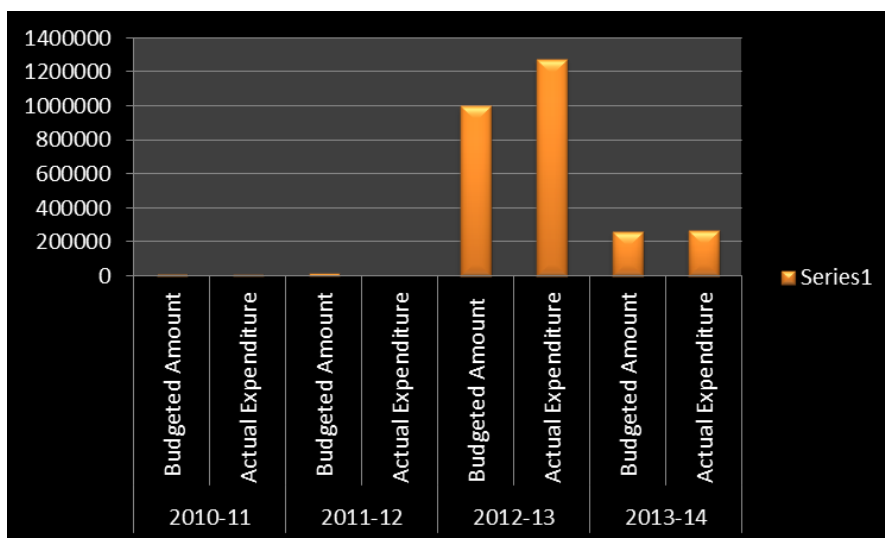| 2010-11	2011-12	2012-13	2013-14

Budgeted Amount	ActualExpenditure	BudgetedAmount	ActualExpenditure	Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure
20000.00	18000.00	280000.00	282373.00	150000.00	157400.00	60000.00	61273.00

STATEMENT SHOWING BUDGET ALLOCATED AMOUNT WITH ACTUAL EXPENDITURE OF EQUIPMENT ACCOUNT
OF LAST FOUR FINANCIAL YEAR

2010-11		2011-12		2012-13		2013-14	
Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure	BudgetedAmount	ActualExpenditure	Budgeted Amount	ActualExpenditure
12000.00	10193.00	15000.00	0.00	1000000.00	1273508.00	260000.00	270932.00

**STATEMENT SHOWING BUDGET ALLOCATED AMOUNT WITH ACTUAL EXPENDITURE
OF COMPUTER ACCOUNT
OF LAST FOUR FINANCIAL YEAR**

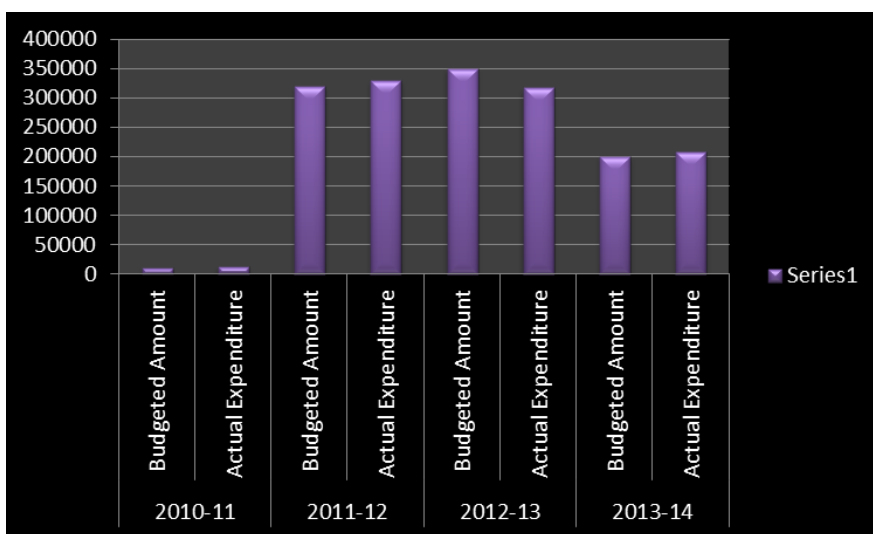| 2010-11		2011-12		2012-13		2013-14	
Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure	Budgeted Amount	ActualExpenditure
10000.00	12505.00	320000.00	329737.00	350000.00	316997.00	200000.00	208527.00

**STATEMENT SHOWING BUDGET ALLOCATED AMOUNT WITH ACTUAL EXPENDITURE
OF EQUIPMENT ACCOUNT
OF LAST FOUR FINANCIAL YEAR**

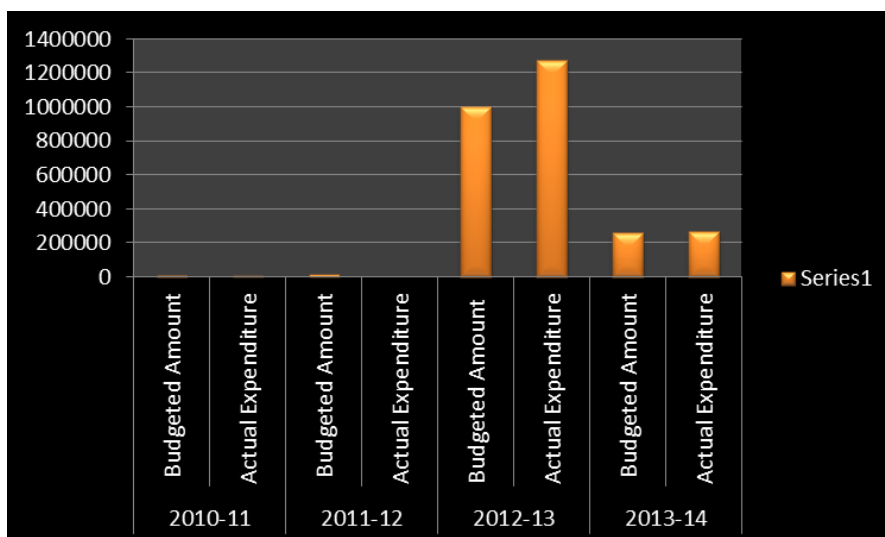| 2010-11		2011-12		2012-13		2013-14	
Budgeted Amount	Actual Expenditure	Budgeted Amount	Actual Expenditure	Budgeted Amount	Actual Expenditure	Budgeted Amount	Actual Expenditure
12000.00	10193.00	15000.00	0.00	1000000.00	1273508.00	260000.00	270932.00

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

The institution facilitates extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students by providing the following facilities in the college:

- Teaching Staff are encouraged to attend seminars and workshops for extensive use of computer aided teaching technology.
- Free e-books and online journals.
- The Teaching staffs are able to access the system provided in the college to access books available in the library through LAN.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The learning activities and technologies deployed by the institution place the student at the centre of teaching-learning process and render the role of a facilitator
- The college provides its students a central computing facility equipped with 9 computers and broadband Internet connection, printer, scanner, photocopier. Student and staff utilize this facility.
- Add-on course on MS office, Vat, TDS and e-filing of returns also helps students to acquire learning skills.
- The students are trained to handle these facilities so that teaching becomes a student centric practice
- The college provides its students an access to e-books and journals

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate

your statements by providing details of budget allocated during last four years)?
a. Building
b. Furniture
c. Equipment
d. Computers
e. Vehicles
f. Any other

Refer to **4.3.4.**

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- There is a full time campus caretaker cum electrician to attend to the faults, repairs on the regular basis.
- The college has its own green generator system.
- Cleanliness in the campus is maintained by the house keeping personnel.
- To maintain the computer and local area network facilities hardware and software technicians are employed.
- The college maintains a stock register for the available equipment's and furniture. The Principal insists upon the verification of stock at the end of every year and the missing and the damaged items are noted in the office software.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Not applicable

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- There is installation of voltage stabilizers and transformers for equipment to control voltage fluctuations.
- Institute has uninterrupted supply of electricity but during load shedding and power cuts Generator facilities are available in the college.

CRITERION V: Student Support and Progression

## 5.1 STUDENT MENTORING AND SUPPORT

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The College regularly publishes its Prospectus every year online along with the admissions in the college website http://southcalcuttalawcollege.ac.in/ (fully secured and it can't be hacked).

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Free Studentship for the Students of last 4 years

Year	No. of Students
2011-2012	5
2012-2013	4
2013-2014	5
2014-2015	1
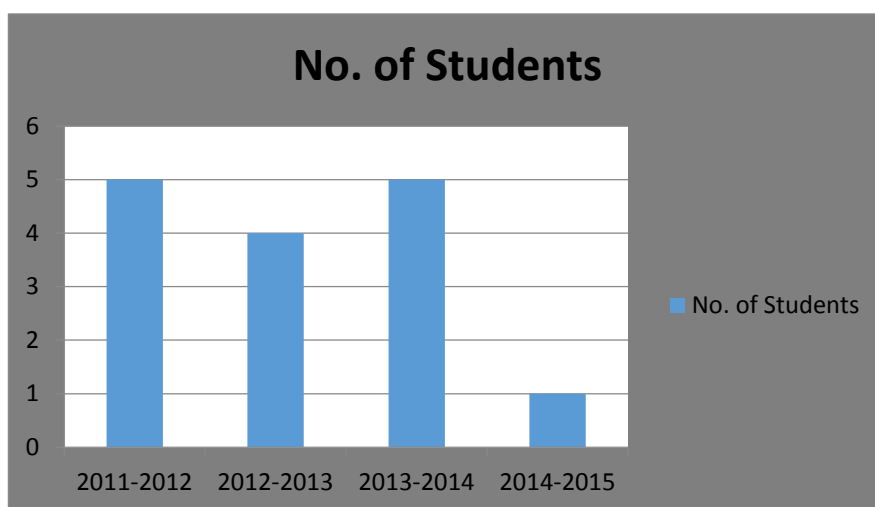
5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Financial Assistance from Government of West Bengal

Year	S.C. (Male)	S.C. (Female)	S.T. (Male)	S.T. (Female)	O.B.C. (Male)	O.B.C. (Female
2012-2013	12	8	0	0	1	0
2013-2014	13	3	0	0	0	0

| 2014-2015 | 5 | 2 | 0 | 0 | 0 | 0 |

Other National Agencies

Year	Male	Female
2012-2013	5	1
2013-2014	5	4
2014-2015	5	8

5.1.4 What are the specific support services/facilities available for?

Students from SC/ST, OBC and economically weaker sections:

- Reservation policy in admission is followed as per government.
- Government scholarships are available for SC/ST, OBC as well as from management for economically weaker sections
- Book Bank facilities available
- We will introduce free remedial classes for weak students (SC/ST/OBC) in our new building. Due to lack of space in our present building remedial classes right now is not possible. Teachers clears the doubts of the weak students in our staff room.

Students with physical disabilities:

- Now we don't have any physical disabled students in our present building.
- Lift facilities and wheel chair and RAMP will be provided in our new building.
- Adjustable toilet fittings are made for physically handicapped people in our new building.

Medical assistance to students: health centre, health insurance etc.:

- College maintain First Aid when needed.
- Mediclaim for 1st Semester Students introduced (2015-2016)**.**
- Health check-ups and eye check-ups are conducted.

Organizing coaching classes for competitive exams:

- Study materials for competitive exams like All India Bar Exam, Law Officer, NET etc. are given for reference from the library
- Moot courts are conducted

Overseas Students- Students from Bhutan and Bangladesh come to our College.

Student to participate in various competitions/National and International

Sports:

Sayantan Das

a) Participated in the 25th Youth National Basketball Championship for Boys and Girls, organized by Chhatisgarh Basketball Association at Bhilai Steel Plant, from 18th to 25th September, 2005.
b) Participated in East Zonal Basketball (Men) Tournament or Championship held at Kanpur during the Session 2012-2013. He participated as a member of the University of Calcutta Basketball Team.
c) Represented '1923 ChhatraSamity' in the Sub-junior (Mini) League Championship for Boys, held at West Bengal Basketball Association ground Red Road, Kolkata in the year 2005.
d) Represented '1923 ChhatraSamity' in the State Basketball Knockout Tournament, Junior Boys Division in the year 2005.
e) Runner's up of the State Basketball Championship (Youth division) in the year 2006, as a representation of '1923 ChatraSamity'.
f) Winners of the State Basketball Championship League in the year 2008 in the Junior Boys Division (as a representative of '1923 ChhatraSamity').
g) As a member of '1923 ChhatraSamity' participate in 26th State Basketball Championship for Junior Boys organized by 'BurrabazarYuwak Sabha' under the aegis of West Bengal Basketball Association from 25th May – 30th May, 2009.

h) Runner's up in the Christian Brothers Inter-School Basketball Tournament in the year 2005 organised by St. Patrick's Higher Secondary School, Asansol.
i) Winners in the Christian Brothers Inter-School Basketball Tournament in the year 2006 organised by St. Patrick's Higher Secondary School, Asansol.
j) Participated in Eastern Zone Invitational Inter-School Basketball Tournament held on 11th – 14th April, 2005, organized by Namchi Public School, South Sikkim.
k) Runners Up in CCBI Inter School under Nineteen Basketball Tournament organized by St. Vincent's High & Technical School, Asansol from 31st July to 2nd Aug, 2010.
l) Participated at the Inter School Basketball Invitation Tournament for Bhavan's Champions Trophy held from 13th Nov, 2009 – 16th Nov, 2009, organized by BharatiyaBidyaBhavan.
m) Runner's up in Inter School Basketball Tournament 2010, organized by 'Sparsh', the Social Club of M.P. Birla Foundation Higher Secondary School.
n) Participated in Inter School Basketball Invitation Tournament for the Bosco Challenge Shield held from 7th Nov, 2005 – 9th Nov, 2005.
o) Participated in 3rd N. S. Subaiya Memorial Inter School Basketball, 2003, organized by YMCA Wellington Branch.
p) Participated in Inter-School Basketball Invitation Tournament for Don Bosco Challenge Shield held from 17th Nov, - 19th Nov, 2003.
q) Runner's up in Inter-School Basketball Tournament organized by the Assembly of God Church School participated as the representative of St. Joseph's College in the Frank Anthony Inter-School Basketball Tournament, 2006, held from 23rd June 2006 to 5th July 2006.
   He was appreciated for the valuable contribution made to the Chelpark Contest, and secured 3rd position, held on December 2000.

Esha Mehta

Secured first position in Ladies Singles Event at BRC Semmer Darts Open Championship 2013 held at the Bengal Rowing Club, RabindraSarobar Kolkata from 31st May – 2nd June, **2013**.

Secured second position in Youth Girls' Event at BRC Summer Darts Open Championship 2013 held at the Bengal Rowing Club RabindraSarobar Kolkata from 31st May – 2nd June, **2013**.

Secured second position in Youth Girls' Event at BRC Summer Darts Open Championship 2013 held at the Bengal Rowing Club, RabindraSarobar, Kolkata from 31st May – 2nd June, **2013**.

QUIZ COMPETITION:

Shirley Ghosh (Only participation)

National level inter-college Legal Quiz Competition on World Environment Day, organized by **Jogesh Chandra Choudhuri Law College** [date is not available in the certificate]

SoumyadeepGhosh (Only participation)

National level inter-college Legal Quiz Competition **World Environment Day**, by **J.C.C. Law College.**

DebrajDutta (Only participation)

National level inter-college Legal Quiz Competition **World Environment Day**, by **J.C.C. Law College**.

MashroomaSeikh (Only participation)

National level inter-college Legal Quiz Competition **World Environment Day**, by **J.C.C. Law College**.

AkshatAgarwal (Secured first)

Quiz Competition held during the FEMA Exhibition-cum-Interface at **Reserve Bank of India**, organized by the Reserve Bank of India, on April, 2015.

AkshatAgarwal (Only participation)

Quiz Competition on FOREIGN EXCHANGE FOR YOU organized by the **Reserve Bank of India** on April, 2014.

Year - 2014

DebleenaGanguly (Secured 2nd rank)

In the Dame Carnival at Science City Mini Auditorium, organized by PADATIK INTERNATIONAL on May 2012

DebleenaGanguly (Secured 3rd position)

GREENATHON 2011, organized by the Assembly of God Church School, Park Street, on Nov, 2011.

DebleenaGanguly (only participation)

Participated in the dance icon, on 2011. South Asia's Largest Inter-school Fiesta, Horlicks Wizkids 2011, organized by Krayons.

DebleenaGanguly (Secured first position)

Western Dance Competition – Milaap'12 organised by the Society for Promotion of Indian Classical Music and Culture Amongst Youth on July, 2012.

DeepanjanDatta obtained First Position creative writing competition organized by Jyotirmoy School of Law. (Year 2014)

Anish Mukherjee obtained First Position singing (Hindi – Solo) competition organized of Jyotirmoy School of Law **(Year 2015).**

Anish Mukherjee obtained 2nd Position, Singing (Bengali – Solo) competition organized by Jyotirmoy School of Law (Year 2012).

Anish Mukherjee obtained 2nd Position, Singing (Hindi – Solo) competition organized by Jyotirmoy School of Law (**Year 2013**).

Support for "slow learners"

- Teachers are providing counselling facilities for improved performance for slow learners.

Exposures of students to other institution of higher learning/ corporate/business house etc.

- Court visits are arranged for the students (High Court and District Court).
- Internships are arranged for the students with the Senior Advocates of the District Court.
- Students go for internship in Govt. sector, Companies, as well as in the Court.

Publication of Students Magazines:

Yes.

(Photographs of the students' magazine will be inserted)

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The College encourages and facilitates developing pioneer skills among students through the following ways:

- Internships are arranged for the students with the Senior Advocates of the District Court.
- Encourage students to participate in moot court competitions and activities such as Legal Aid programs etc.
- Skills are showcased in wall magazine and college website.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.
- **additional academic support, flexibility in examinations**
- **special dietary requirements, sports uniform and materials**
- **any other**

Additional academic support, flexibility in examinations:

- Concession is given in attendance to students who take part in sports and other events.
- LCD, Audio-Video Projector in provided in the Students' Common Room.

Special dietary requirements, sports uniform and materials:

- Food is provided for sportspersons, NSS volunteers and otherstudents during practice sessions, cultural activities, competitions, communityservice, etc.
- Sports uniform and sports kits are also provided to sports students.

Any Other
- Apart from the academic activities , college additionally support students by encouraging them to participate in workshops and seminar conducted on law

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET,ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The college takes efforts to create an environment and to provide opportunities to equip those appearing in competitive examinations. The Wi-Fi infrastructure provides adequate opportunity for familiarization with on-line exams and competitions (like judicial exam.)
Details of the students who is cleared competitive exam.

    (1) **Subhyu Banerjee**   **Posted as Additional District Judge**   **Burdwan**
    (2) **Adil Badar**   **Calcutta High Court**
    (3) **Uttam Patra**   **State Legal Service**

The College does not maintain records.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Academic Counseling

- A mentoring system is in place through which mentors counsel students facing academic related problems

- Faculty members counsel students by clearing their subject related doubts, guiding them about proper way of answering questions, etc.

Personal Counseling

- Personal Counseling services are advanced to the students through various Cells like Anti Ragging Cell, and Grievance Cell.
- Students are free to interact their personal grievances with the Principal and faculty.

Career Counseling

- The Career Guidance Cell is constituted to guide the students with regard to various avenues open in Legal Field.
- Special career guidance programs are also organized by inviting external advocates or retired judges.
- Students are engaged with agencies like Indian Institute of Company Secretary through counseling.

Psycho-social Counseling

Faculty members handle stress and psycho-social problems and try to solve psycho-social problems of our students of the College.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Sl. No.	Name of the students	Placement	Year of Placement
1	Rajni Bose	OFFSHORE	2013
2	DeepshikaChatterjee	Quicklex	2013
3	Sabyasachi Bhattacharya	Genius Consultants Ltd.	2015
4	Saikat Nag	Genius Consultants Ltd.	2015
5	SubirBasu	Genius Consultants Ltd.	2015

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes. The college has grievance redressal cell. Principal and along with the teachers are the members of the cell. No such incident has taken place till date.

5.1.11 what are the institutional provisions for resolving issues pertaining to sexual harassment?

- A committee for anti-sexual harassment has been constituted based on the guidelines of affiliating Calcutta University to address the issues of sexual harassment
- Awareness has been created regarding sexual harassment through guest lectures, panel discussions, etc.
- CCTVs are installed at different locations of the college to monitor the activities of the students, employees, visiting public, etc.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- Yes, there is an anti-ragging committee constituted according to UGC regulations to prohibit and prevent the scourge of ragging. It has spread awareness about ragging and its consequences through the message boards, prospectus, website and circulars. The committee has made it clear to the students that there is zero tolerance policy towards ragging in the institution

- No incident of ragging has been reported till date

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- College grants half way and full way concession.
- The college through its management has instituted a number of scholarships to students who belong to economically backward sections of the society.
- Medical facilities like Mediclaim for students is given from 2015-2016.
- The registration/participation fee for students who participate in curricular and extra-curricular competitions are reimbursed
- Cafeteria food is made available at subsidized costs
- Access to first aid and emergency medical care.
- Students Health Home facilities are available.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Yet not to be registered. We have just formed it.

5.2 STUDENT PROGRESSION

5.2.1 providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

No. of students enrolled themselves as an Advocates in various Courts in West Bengal and all over India including the Apex Courts.

Many other pursuing their LL.M. in various Universities in India and abroad.

List of the students

    (1) Amrita Banerjee (LL.M., N.L.A.J.U.S.)
    (2) Gopa Chandra Mondal (LL.M., C.U.)
    (3) Ramanuj Roy Chowdhuri (N.U.J.S.)
    (4) Suparna Das (N.U.J.S.)
    (5) Debjani Bose (LL.M., C.U.)
    (6) Bijita Bhattacharya (LL.M., C.U.)
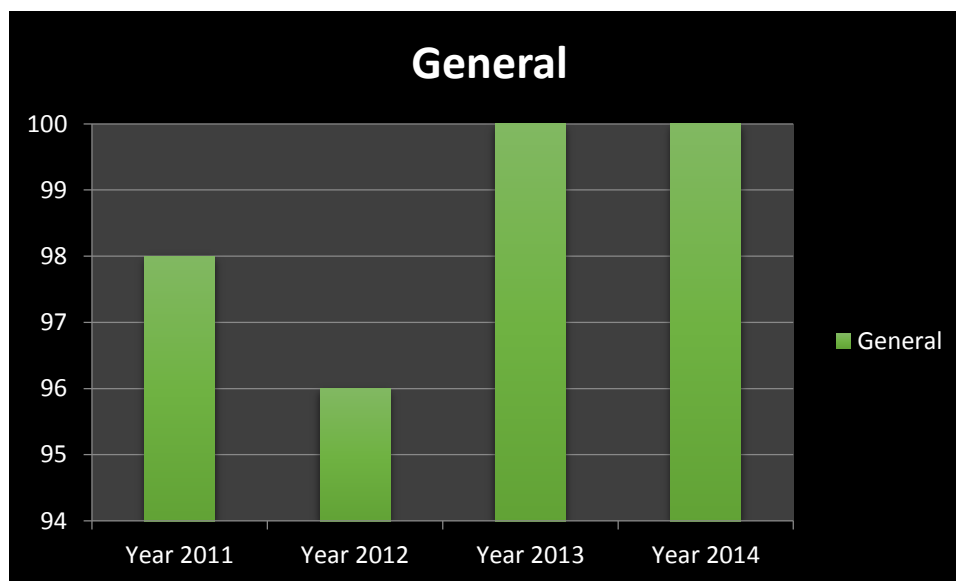
List of the Ex-Students in various posts

Sl. No.	Name	Designation	Address
1	SabyasachiDutta	Mayor, Bidhannagar Municipal	Bidhannagar

		Corporation	
2	BaishwananChatterjee	Councellor, K.M.C.	Kolkata
3	Sarfaraj Ahmed Khan	N.U.J.S.	
4	Indranil Banerjee	Amity	
5	AsifIqbal	Haldia Law College	
6	Sanki Gupta	Cyber Crime Rehest	
7	Santanu Mukherjee	Advocate & Regd. Patent Agent W.T.O. (South Centre)	
8	Subrata Roy	General Manager/ MSTC	225, A.J.C. Bose Rd, Kol-20
9	Subhayu Banerjee	ADJ, Burdwan	Birbhum
10	Ms. SangeetaChatterjee	Bankura University (Asst. Prof.)	
11	Dr. Kona Das Mukherjee	Shyambazar Law College	Principal
12	Mr. UttamPatra	State Legal Service	
13	AdilBadr	High Court	

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Year	Students' Appeared				Total Stdn. Appeared	Passed	1st Class	% of Result
	General	Honours	Male	Female				
2011	114		64	50	114	112	3	98%
2012	106		63	43	106	103	5	96%
2013	140	13	80	73	153	153	8	100%
2014	106	12	52	66	118	118	50	100%

General

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- Library has resources like periodicals and books on competitive examinations and employment news, INFLIBNET,SCC online etc., for the use of students
- Any media announcements, advertisements, government/private notifications related to higher studies and employment are intimated to students through circulars, notice board and classroom interactions

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- The close systematic student accompaniment by way of mentoring and follow up from the respective departments.
- The PTA meeting is an event that facilitates the students through interface between the parents, and teachers.
- The students who needed special attention are provided with tutorials by the respective faculty.
- The students with considerable learning related problems are provided special attention by involving their parents also into the problem solving mechanism initiated by the respective Teachers.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

List of sports and games played:

(1) **Cricket**
(2) **Football**
(3) **Carom board**
(4) **Table Tennis**

- **Recently in the month of December, 2015 Cricket Tournament was organized by our College Students.**

List of sports, games, cultural and extra-curricular events available to students within the college with program calendar:

Sayantan Das

Participated in the 25th Youth National Basketball Championship for Boys and Girls, organized by Chhatisgarh Basketball Association at Bhilai Steel Plant, from 18th to 25th September, 2005.

Participated in East Zonal Basketball (Men) Tournament or Championship held at Kanpur during the Session 2012-2013. He participated as a member of the University of Calcutta Basketball Team.

Represented '1923 ChhatraSamity' in the Sub-junior (Mini) League Championship for Boys, held at West Bengal Basketball Association ground Red Road, Kolkata in the year 2005.

Represented '1923 ChhatraSamity' in the State Basketball Knockout Tournament, Junior Boys Division in the year 2005.

Runner's up of the State Basketball Championship (Youth division) in the year 2006, as a representation of '1923 ChatraSamity'

Winners of the State Basketball Championship League in the year 2008 in the Junior Boys Division (as a representative of '1923 ChhatraSamity').

As a member of '1923 Chhatra Samity' participate in 26th State Basketball Championship for Junior Boys organized by 'BurrabazarYuwak Sabha' under the aegis of West Bengal Basketball Association from 25th May – 30th May, 2009.

Runner's up in the Christian Brothers Inter-School Basketball Tournament in the year 2005 organised by St. Patrick's Higher Secondary School, Asansol.

Winners in the Christian Brothers Inter-School Basketball Tournament in the year 2006 organised by St. Patrick's Higher Secondary School, Asansol.

Participated in Eastern Zone Invitational Inter-School Basketball Tournament held on 11th – 14th April, 2005, organized by Namchi Public School, South Sikkim.

Runners Up in CCBI Inter School under Nineteen Basketball Tournament organized by St. Vincent's High & Technical School, Asansol from 31st July to 2nd Aug, 2010.

Participated at the Inter School Basketball Invitation Tournament for Bhavan's Champions Trophy held from 13th Nov, 2009 – 16th Nov, 2009, organized by Bharatiya Bidya Bhavan.

Runner's up in Inter School Basketball Tournament 2010, organized by 'Sparsh', the Social Club of M.P. Birla Foundation Higher Secondary School.

Participated in Inter School Basketball Invitation Tournament for the Bosco Challenge Shield held from 7th Nov, 2005 – 9th Nov, 2005.

Participated in 3rd N. S. Subaiya Memorial Inter School Basketball, 2003, organized by YMCA Wellington Branch.

Participated in Inter-School Basketball Invitation Tournament for Don Bosco Challenge Shield held from 17th Nov, - 19th Nov, 2003.

Runner's up in Inter-School Basketball Tournament organized by the Assembly of God Church School participated as the representative of St. Joseph's College in the Frank Anthony Inter-School Basketball Tournament, 2006, held from 23rd June 2006 to 5th July 2006.

He was appreciated for the valuable contribution made to the Chelpark Contest, and secured 3rd position, held on December 2000.

Esha Mehta

Secured first position in Ladies Singles Event at BRC Semmer Darts Open Championship 2013 held at the Bengal Rowing Club, Rabindra Sarobar Kolkata from 31st May – 2nd June, **2013**.

Secured second position in Youth Girls' Event at BRC Summer Darts Open Championship 2013 held at the Bengal Rowing Club RabindraSarobar Kolkata from 31st May – 2nd June, **2013**.

Secured second position in Youth Girls' Event at BRC Summer Darts Open Championship 2013 held at the Bengal Rowing Club, RabindraSarobar, Kolkata from 31st May – 2nd June, **2013**.

QUIZ COMPETITION:

Shirley Ghosh (Only participation)

National level inter-college Legal Quiz Competition on World Environment Day, organized by Jogesh Chandra Choudhuri Law College [date is not available in the certificate]

SoumyadeepGhosh(Only participation)

National level inter-college Legal Quiz Competition World Environment Day, by J.C.C. Law College.

DebrajDutta(Only participation)

National level inter-college Legal Quiz Competition World Environment Day, by J.C.C. Law College.

MashroomaSeikh(Only participation)

National level inter-college Legal Quiz Competition World Environment Day, by J.C.C. Law College.

AkshatAgarwal(Secured first)

Quiz Competition held during the FEMA Exhibition-cum-Interface at Reserve Bank of India, organized by the Reserve Bank of India, on April, 2015.

AkshatAgarwal (Only participation)

Quiz Competition on FOREIGN EXCHANGE FOR YOU organized by the Reserve Bank of India on April, 2014.

Year - 2014

DebleenaGanguly(Secured 2nd rank)

In the Dame Carnival at Science City Mini Auditorium, organized by PADATIK INTERNATIONAL on May 2012

DebleenaGanguly(Secured 3rd position)

GREENATHON 2011, organized by the Assembly of God Church School, Park Street, on Nov, 2011.

DebleenaGanguly(Only participation)

Participated in the dance icon, on 2011. South Asia's Largest Inter-school Fiesta, Horlicks Wizkids 2011, organized by Krayons.

DebleenaGanguly(Secured first position)

Western Dance Competition – Milaap'12 organised by the Society for Promotion of Indian Classical Music and Culture Amongst Youth on July, 2012.

DeepanjanDatta obtained **First Positioncreative writing** competition organized by Jyotirmoy School of Law. (Year 2014)

Anish Mukherjee obtained **First PositionSinging** (Hindi – Solo) competition organized of Jyotirmoy School of Law **(Year 2015).**

Anish Mukherjee obtained **2ⁿᵈ Position**, **Singing** (Bengali – Solo) competition organized by Jyotirmoy School of Law (Year 2012).

Anish Mukherjee obtained **2ⁿᵈ Position**, **Singing** (Hindi – Solo) competition organized by Jyotirmoy School of Law (**Year 2013**).

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National /International, etc. for the previous four years.

Major Student Achievements: 2013-2014, 2014-15

Our College Ranked 25ᵗʰ in India and 1ˢᵗ in Eastern Region (Source India Today, 29ᵗʰ June, 2015, Surveyed by NIELSEN) is one of the oldest institutions in India.

  a) **Ms. Puja Panda,** awarded by**Hon'bleShriKeshariNathTripathi, Governor of West Bengal** for securing **1ˢᵗ Rank in the University of Calcutta** on B.A.LL.B. (Hons.) Exam., 2015**.**
  b) **Esha Mehta** secured first position in Ladies Singles Event at BRC Semmer Darts Open Championship 2013 held at the Bengal Rowing Club, RabindraSarobar Kolkata from 31ˢᵗ May – 2ⁿᵈ June, **2013**.
     Secured second position in Youth Girls' Event at BRC Summer Darts Open Championship 2013 held at the Bengal Rowing Club RabindraSarobar Kolkata from 31ˢᵗ May – 2ⁿᵈ June, **2013**.
     Secured second position in Youth Girls' Event at BRC Summer Darts Open Championship 2013 held at the Bengal Rowing Club, RabindraSarobar, Kolkata from 31ˢᵗ May – 2ⁿᵈ June, **2013**.
  c) **Akshat Agarwal** (Secured first)
     Quiz Competition held during the FEMA Exhibition-cum-Interface at **Reserve Bank of India**, organized by the **Reserve Bank of India**, on April, 2015.
  d) **Akshat Agarwal** (Only participation)
     Quiz Competition on FOREIGN EXCHANGE FOR YOU organized by the **Reserve Bank of India** on April, 2014.
  e) **Deepanjan Datta** obtained First Position creative writing competition organized by **Jyotirmoy School of Law**. **(Year 2014)**
  f) **Anish Mukherjee** obtained First Position singing (Hindi – Solo) competition organized of **Jyotirmoy School of Law(Year 2015).**
  g) **Anish Mukherjee** obtained 2ⁿᵈ Position, Singing (Hindi – Solo) competition organized by **Jyotirmoy School of Law** (**Year 2013**).

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college has a link where the employers, alumni can provide feedback.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- The students also are involved in making wall magazines
- The Alumni Association is not yet registered.

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CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision and Mission:

The empowerment of young men and women through higher legal education and learning and guiding them to self-reliance. The college has striven to offer its students Bachelor of Laws degree of the University Of Calcutta in both Honours and General streams, approved by the Bar Council of India.

The college has a highly motivated, qualified and dedicated teaching faculty, who are forever using their ingenuity to devise ways and means for making the UGC Curriculum as interesting as possible. They are well aware of the capabilities and limitations of the students and prepare and deliver lectures accordingly, as a result of which there is an active participation of students in classes. Discussion in classes benefit the students and teachers alike: students getting a clearer concept about the various topics and teachers getting a direct feedback on the effectiveness of their teaching of the topic.

Teachers of the college are constantly in the process of upgrading themselves and their methods of teaching through regular participation in regional, national and international seminars

Objective:

- Advancement of learning accompanied by modern teaching aids
- Attainment of excellence through academics.

The regularly updated website highlights our vision and mission. The college prospectus regularly incorporates the renewed information.

Display boards placed at strategic locations in the college provides easy access for any entrant to important messages on a daily basis.

Students newly admitted are apprised of revision, mission and objectives of the institution on the first day of joining.

6.1.2 What is the role of top Management, Principal and Faculty in design and implementation of its quality policy and plans?

- The management ensures proper infrastructure and a congenial environment for quality teaching.
- The governing body of the college takes policy decisions as per University of Calcutta.
- The Principal as the Head of the Institution ensures the implementation of the same.
- The Academic decisions of the college are discussed in the meetings of the Teachers Council and the Academic Sub-Committee comprising of all faculty members.

Governing Body	→ ←	Principal	→ ←	Stakeholders
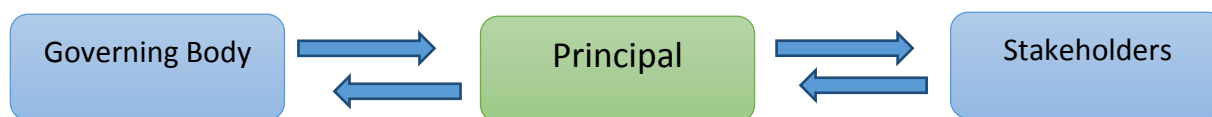
6.1.3. What is the role of the leadership in ensuring?

- **The policy statements and action plans for fulfilment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the**
- **same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research**
- **inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**
- **The policy statements and action plans for fulfilment of the stated mission**

The leadership in the college always looks for vision and mission of the institution which are in tune with the objectives of higher education policy, the aim of which is to provide high quality education to the utmost satisfaction of all stakeholders.

The college takes input from the stakeholders such as parents, students, alumni etc. on ways to improve the process in the college. These inputs are taken into consideration and discussed in the Governing body and decisions are taken accordingly.

The college has a system of 360 degree feedback. The feedback is analysed to make sure the process in the college are made better. The outcome of this feedback is also shared with the faculty members so that they are told about the ways of improvement if needed. This way the college is making sure the policy statements and action plans are implemented for achievement of the stated mission.

Below are some of the policies that are followed by the college.
• Quality Policy
 • Academic policy
• Computer Usage Policy
• Email usage policy
• Harassment Policy
• Inclusiveness Policy
• Green Policy

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- The management follows a policy of decentralization
- The Principal and coordinators monitor the implementation, solve any hurdles in implementation.
- The same is reported to the Governing body by the Principal for smooth functioning of the college.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- The Principal holds regular discussions with the faculty members of the college.
- The management tries its best to have a healthy environment for the faculty members to work so that they feel encouraged to make the best use of what is made available in the college and also make sure that quality process is followed.
- The Principal motivate the faculty members to take part in seminars, conferences etc.
- The proposals for new courses, improvement of infrastructural facilities and other measures are discussed in the IQAC and Staff meetings.

- The same is communicated to the Governing Body. The college encourages faculty to use different innovative teaching methods with ICT aids for advance learning.

6.1.6 How does the college groom leadership at various levels?

The College grooms leadership at all the three levels:
• Management and Administration
• Teaching and Non-Teaching Staff
• Students

Management & Administration

- Administration and management is involved in strategic planning where the efforts are to scan the environment continuously enabling constant refocus on goal of the college.
- The Governing Body and top echelons of the management provide strategic vision to the college enabling quality professional education.
- With the Governing Body having eminent educationalists as their members there is good interplay of creative ideas for continues growth of the institute on innovative basic.

Teaching & Non-teaching staff

- Each faculty is competent and committed.
- As per government rule, faculty member retires at the age of 60 years.

Students

- All the activities in the institution (such as seminars, workshops, celebrations etc.) are planned and executed by various Student Committees, with certain functional and financial autonomy.
- Though there are faculty members in each of the functional committees, students are given complete freedom to chart out and conduct programmes that are later reviewed objectively. Student representatives are also incorporated into various statutory and non-statutory bodies such as Canteen Committee, Moot court committee, Grievance Redressal Committee, etc. to help them develop leadership qualities.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The College authority gives them operational autonomy to frame routine and matters.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Not applicable.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The institution has a quality policy.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- The building sub-committee and the finance subcommittee formulate and discuss plans for the construction of new building of the college for submission to and approval by the college governing body.
- Plans for the new building have been submitted to the PWD Government of West Bengal to facilitate smooth functioning and construction.

6.2.3 Describe the internal organizational structure and decision making processes
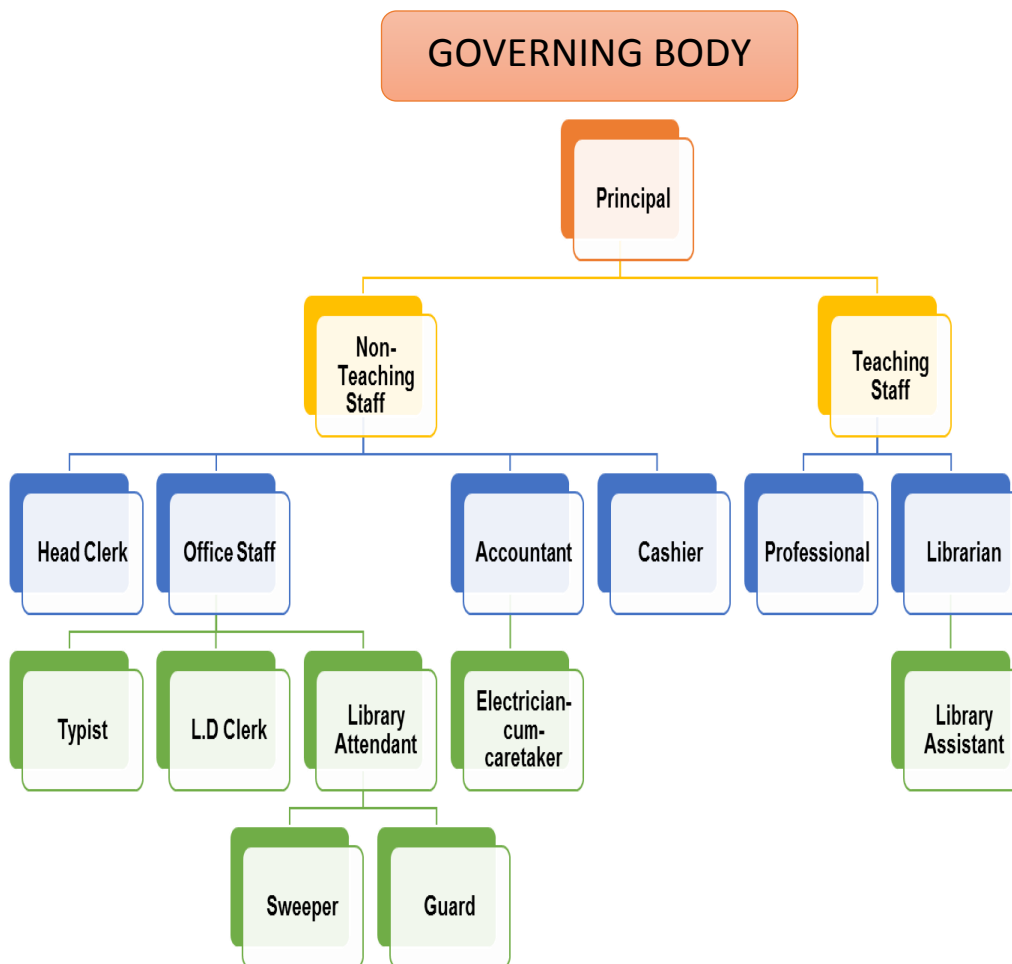
Academic bodies of the college:
The Academic Sub-Committee comprising of all the teachers with the Principal as the Chairperson
The library sub-committee with all the teachers and the Librarian
The Teachers Council

6.2.4 Give a broad description of the quality improvement strategies of the Institution for each of the following
Teaching and Learning
Research and Development
Community engagement
Human resource management
Industry interaction

Teaching & Learning

The Strategies of the College is prepared in line with the mission and vision of the institution

Quality standards in teaching is maintained by –
- By incubating students with qualified teachers and legal luminaries.
- By encouraging faculties to attended/ participate/present seminar, workshops and refresher course.
- Feedback system is evaluated for faculties through students.
- Encouraging participation in co-curricular activities like Moot Court Competitions, Debate, etc. to build self-confidence in students.
- Students are trained practically by senior advocates to observe client counselling, chamber visit and court visit.

Research & Development

For now there is no research center.

Community Engagement

- Institution organizes the programmes like Human right awareness program etc. These programs help to knowledge social world and a step for awareness.

Human resource management

- Faculty work pressure is distributed equally among them.
- Students are given scholarships and fee concessions based on university guidelines.

Industry Interaction

- The College arranges the Court Visit and Chamber Visits for the students in collaboration with the District Court, Alumni and Bar Association.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- The Head of the institution Principal ensures feedback is taken from the students, faculties, and stakeholders.
- Student's grievance is addressed personally and necessary action is taken.
- Principal evaluate student feedback and issues are discussed in general staff meetings.
- The Governing Body is informed about important activities of the College through meetings and through personal interaction to enable them to review the activities of the Institution.
- Website is updated regularly.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- The college follows participatory management system to encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes.
- The decentralized mode of administration helps the management to assign duties to the teachers and non-teaching staff in order to actively partake in various activities of the college.
- The IQAC, College Council and departments play a significant role in improving the effectiveness and efficiency of the institutional process.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

N.A

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?

No, the affiliating university does not make provision for according the status of autonomy to the institution.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

- The college has a Grievance Redressal Cell to resolve grievances/complaint.
- There is a suggestion box/grievance box outside the Principal's room where students & faculties drop their grievances or complaints which is addressed by the grievance cell.These grievances are taken seriously, analysed and then redressed after a grievance redressal meeting with the Principal and its members.

- Grievance Redressal Cell members :
  1) Dr.Nabamita Paul Ray
  2) Dr. Surekha Somabalan
  3) Mr.Abhijit Mukhopadhyay
  4) Ms.SangitaSinha Ray

- Grievance can be registered through e-mail.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

There is no court case filed by and against the institution.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If yes what was the outcome and response of the institution to such an effort?

- The college has methodized mechanism for student feedback on faculties and institution performance.
- Student feedback is analyzed by Principal and Faculty members and necessary actions are taken.
- Infrastructural, academic and disciplinary changes have been effected according to the feedbacks received from the students.
- Feedback links is provided in the college website.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- The college deputes faculty members for Orientation and Refresher courses to enhance the quality of teaching and enhance their professional capabilities.

- The institution takes all efforts to get the teaching and non-teaching staff promoted to the highest position in their career.
- Non-teaching staff are trained on basic computer applications and are encouraged to participate in social awareness programs organized by college.
- Teaching staff are motivated to conduct co-curricular activities such as legal aidand literacy camps, programs in collaboration with NGO's, gender sensitization programs, etc.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- The institution encourages the faculty members to take part in online (Cloud based ERP software provided by Epaathsala) and offline training programs.
- The college motivates the academic and non-academic faculty performance by appreciating and recognising their exceptional merit.
- Apart from academic appraisal, the college keenly motivates the co-curricular and extra-curricular talents of the faculty.
- Faculty is deputed to attend various training programs conducted by external agencies like University, State Human Rights Commission, and **Women's Studies Center** and so on.
- Extension programs like Workshops and Seminars are organized in collaboration with the external counter parts like NGO, District Legal Service etc.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- The performance appraisal of the staff is conducted on the basis of the feedback received from various stakeholders.
- The Principal assigns duties to the staff on the basis of identified merits. The head of the institution monitors the functioning of various committees and regularly provides necessary inputs stimulating the staff for enhanced performance.
- Advance method is practiced in feedback system called 360 degree feedback, where the feedback is given by students, Principal, faculties and peer.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- The performance appraisal reports are having a profound influence upon the performance output of every staff.
- It helps in acknowledging the strength and weakness of individuals and strategies to be adopted to reorient themselves for better performance.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- For teaching members – Group Insurance policy is adopted for contractual.
- For Non Teaching Staff – Group Insurance is applicable.
- College introduced E.S.I. for casual staffs.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

As of now the college does not have the autonomy for retaining and in selecting the faculty members.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- The college follows a streamlined and centralised institutional mechanism to monitor effective and efficient use of the available financial resources.
- All the financial transactions comply legal formalities and are properly documented (hard copy and soft copy) for internal and external auditing.
- The committee comprising of teaching and non-teaching faculty strictly adheres to the stated rules and regulations of University of Calcutta and follows the specified institutional procedures.
- The college ensures optimum utilisation of the available financial resources.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The Higher Education Department, West Bengal appoints an approved Chartered Accountant to audit the yearly accounts of the college and prepares the annual income and expenditure statement along with balance sheet of the college which is duly signed by him. The audit has to be submitted to Higher education department.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Annexure attached.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Annexure: Details of Funding from UGC attached.

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If yes, what is the institutional policy with regard to quality assurance and howhas it contributed in institutionalizing the quality assurance processes?

- The IQAC was established in September, 2015. It functions as per the guidelines issued by the NAAC.
- The IQAC convenes meetings to chalk out and design an action plan.
- The inputs received are assimilated and placed before the committee for further deliberations.
- The constructive suggestions are given due weightage and steps are initiated for its implementation.
- The IQAC meets occasionally and evaluates the implementation of the proposals.
- The IQAC comprises of :
  - (i)   Chairperson – Dr. Debasis Chattopadhyay
  - (ii)   Teachers –
    - a) Dr. Surekha Somabalan
    - b) Dr. Nayna Chatterji
    - c) Ms. Sangita Sinha Ray
    - d) Ms. Gargi Lahiri
    - e) Ms. Tanaya Raha

       f)   Mr. Abhijit Mukhopadhyay
       g)   Mr. Haripada Banik (Librarian)
(iii)   Administrative staff –
       a)   Mr. Tapan Kumar Banerjee
       b)   Mr. Amalendu Sen
(iv)   Management Representative – Dr. ShibranjanChatterjee
(v)   Student Representative – Mr. Paranjay Deb [General Secretary, Students Union]
(vi)   Student Alumni – Mr. AvinandanMajumder
(vii)   Staff Alumni – Mrs. Shyamali Mukherjee Paul
(viii)   Community Representative – Mrs. Sudarshana Mukherjee
(ix)   External Expert – Prof. GargiNath
(x)   Coordinator of the IQAC – Dr. Nabamita Paul Ray

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

The Governing Body approved the setting up of the IQAC.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

- The IQAC has external members in its committee.
- Their valuable suggestions are acknowledged and due weightage is given during execution of viable strategies

d. How do students and alumni contribute to the effective functioning of the IQAC?

There is a student representative and an alumni member of the college in the IQAC. They contribute towards the effective functioning of the IQAC by providing feedback about teaching-learning, examination process, services in the library and other processes in the college, they are also asked to deliver guest lecturers during orientation sessions etc.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

- The College staff coordinates with the IQAC for communicating with all the stakeholders of the institution.
- Feedback taken is evaluated and discussed in general meetings

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If yes, give details on its operationalization.

- The Principal is the academic and administrative head of the institution.
- In order to assist him there are several committees including IQAC to have an integrated framework for quality assurance of the academic and administrative activities.
- The committees constituted consist of representatives from teaching, nonteaching staff and the students.
- All the committees are given permission to formulate their own strategies for implementing the decisions formulated by the Principal.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If yes, give details enumerating its impact.

- The IQAC conducts orientation programmes for its staff.

- It is meant to enrich and update themselves academically, socially and culturally and to comprehend the recent trends in higher education.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities?

Academic Audit is not undertaken by the Institution.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- The IQAC functions in accordance with the rules and regulations laid down by the NAAC.
- The parameters designed for quality retention and development are in tune to the precepts promulgated by the external agency.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- The college does have a mechanism for the review of the teaching process continuously. Students feedback are taken at the end of each academic session and the feedbacks are analysed accordingly to get students perspective of the teaching learning process.
- Based on these reports, the academic committee and Internal Cell discuss the inputs and necessary actions are taken.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

- The college communicates its quality assurance policies, mechanisms and outcomes to the various internal stake holders through meetings conducted at various levels College Council, staff, departments, committees PTA, alumni meetings and student council.
- The college website, prospectus, notice boards are the other media through which the college communicates with the external stakeholders.

CRITERION 7:INNOVATION AND BEST PRACTICES

7.1 Environmental Consciousness

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

The college conducts Green Audit of its campus and facilities. Refer to annexure for audit report.

7.1.2 Eco friendly Initiatives

(a)Energy Conservation: The college classrooms are naturally well lighted and ventilated and rarely require electric light. The Institute take care to see that no electrical equipments or gass runs unnecessarily. Energy conservation is ascertained in following manner.

- Use of windows for daylight with ways to control excessive light
- Fans are turned off when the rooms are unoccupied.
- Printers are turned off at the end of the day.
- "Sleep" mode on computers and monitors are activated.
- Equipments are checked regularly for proper operation and maintenance need.
- Use of CFL bulbs instead of bulbs and tube lights.

(b) <u>Renewable Energy</u>: Solar Energy as per UGC Letter No. D.O.No. F.14-21/2014(CPP-11) we have written to WBREDA on 16/03/15 Ref. No. 23/15 and Mr. Joy Sengupta of WBREDA inspected the new site and he has given a report of feasibility of Solar Energy in our new site. In near future we also can supply the energy to C.E.S.C.

(c) <u>Water Harvesting</u>: It is not possible as per advice of the Executive Engineer of PWD.

(d) <u>Efforts for Carbon Neutrality</u>: The College in its own capacity has taken measures to check the emission of Carbon dioxide. The use of Coal as fuel in the canteen has been banned and replaced by gas (IOC). We are aware of hazards Carbon are replaced all bulbs into CFLs.

(e) <u>Plantation</u>: There is no open space to maintain greenery Calcutta but we have placed potted plants in the staircases and corridors, utilizing the limited space that is available. In the new campus we have some innovative ideas for plantation.

(f) <u>Hazardous Waste Management</u>: Bio-degradable dustbin is given by Kolkata Municipal Corporation.

(g) E- waste management :   Not applicable.

7.2   INNOVATIONS:

7.2.1   ACADEMIC:

- o   Regular updating of academic registers.
- o   Conducting class test.
- o   Students have been encouraged to published wall magazine in the college notice board.

o Participating in Seminar organized by the Department of Law College (Hazra Campus). NUJS and also in different places like Reserve Bank of India and American Library.
o Participating in the Quize Contest in other College.
o General proficiency prizes for meritorious students.
o Provision for half student-ship.
o Participating in the Moot Court Competition in other States.
o College has conducted add-on courses on Taxation Law and Basic Computer Course.

7.2.1.Technology Innovations:

- **College website** – All relevant information are available in the college website. It has helped the outstation students. The Institute will update its website from time to time when its necessary. It is secured.
- **Computerization of administrative work** – This has helped to optimize the use of man power. All relevant documents can be preserved and tracked readily.
- Last four years back the Institute has introduced the Honours Course for the students on the basis of their merit.
- **ICT enable teaching and learning** – A student friendly curriculum delivery is ensure through the adaption of modern trends in teaching-learning process using computers and Audio visual aids parallel to the system of white board and marker. For this purpose college has provided with desktop and laptop with internet facilities.
- **Installation of Audio System** – The larger room are equipped with audio facilities for the benefit of teacher and students alike.
- **Renovation of infrastructure and computerization of Library** – The library has been renovated and reorganize for maximum utilization of space. Computerization of library is under process to ensure computerized transaction and access to e-journals. Due to lack of space there is no scope for separate reading room facility. In new campus that problem will be solved (reading room for teacher and student will be their).
- Students are given internet access for using **e-library** under the supervision of the Librarian.
- Magnitude bar code protection is available in our library.
- A**20 KVAGenerator** is in place to ensure uninterrupted power supply during classes and examination.

7.2.2 SPORTS:

- Indoor games facilities are available in our college campus.
- Gymnasium facilities are also available for our students.

7.3. BEST PRACTICES

Practice – 1

Title - Legal aid clinic organised by our college in Diamond harbor.

Goal – For giving free legal awareness to the poor people.

The content – Legal awareness to the poor people

The practice – we try to encourage socially and economically backward people to approach before the court if any incident will take place in future days.

Evidence of success: - Today, our college activities is far better than any other college.

Problems encountered and resources required: -

The college does not have enough resources to organize legal aid camps and invite external advisers. We still try to work with our limited resources and bring the best out of it.

Practice – 2

Title – Video lesson and MCQ test on online

Goal – Visualization helps the student to understand the subject properly and in case of MCQ helps the teacher to access the student's knowledge about the subject.

The content – for using the modern technique of teaching aids.

The practice – we try to encourage the students for being up to date to the new technology.

Evidence of success – College website plays a vital role for this purpose.

Problems Encounted and repowers required:-

The college does not have enough computers for students due to lack of space in library. We still try to work with our limited resources and bring the best out of it.

Contact Details:

Dr. DebasisChattopadhyay
Principal, South Calcutta Law College
6/1, Swinhoe Street, Kolkata-700019
West Bengal
M: 09432495182
e-mail: sclawedu@gmail.com
drchattopadhyay@gmail.com

South Calcutta Law College

SWOC ANALYSIS

STRENGTH

(1) Extremely dedicated and highly motivated teachers maintain high academic standard of the college with regular classes
(2) Various Add-On Courses have been initiated keeping in mind student placement opportunities.
(3) Special attention is paid to the "slow learners" in the form of tutorial classes.
(4) Extensive use of e-resources and well stocked fully computerized library which allows students to explore aspects within and beyond curriculum
(5) The college has moved forward towards complete computerisation and that is facilitated by an enhanced, high speed campus wide internet with secure internet accessibility for users enabling.
　–Online admission procedure ensuring complete transparency.
　　–Result compilation and administrative data handling, easily and error free.
(6) The college boasts of its new camps (G+6) building which makes it the first law college in Kolkata to have its own building.
(7) Up gradation of every class rooms with modern facilities like WIFI connectivity ICT measures, OHP, audio visual learning
(8) College has introduced KOHA
(9) College has introduced COSA
(10) College has introduced .RFID Bar code, magnetic Bar code, Bar code detector,Library code is just like Smart card, CCTV camera, Fire Extinguisher.

WEAKNESSES

(1) Adopting management techniques to overcome difficulties of working with an understaffed administrative office.
(2) Being a Government Aided College the institution does not have scope of filling up vacancies in teaching and non-teaching posts of its own effort.
(3) Increasing teacher membership in syllabus committees and Board of Studies at the University level to ensure participation in academic designing and syllabus framing.

OPPORTUNITIES

(1) The institution is going to introduce LL.M from the next Academic Session giving scope for higher studies to the students.
(2) Value education and awareness programmes for students including seminars, workshops and NSS activities in slum areas inculcates a sense of responsibility in them.
(3) The college provides the benefit of Government Scholarship, KanyashreePrakalpa, and Scheme for minorities and economically backward students to its students.
(4) Developing a mechanism to optimize the performance of the students to their maximum potential.
(5) In our new building, we will go for coaching NET, Judicial Service etc.

CHALLENGES

(1) Approaching Government for filling up of vacant teaching and non-teaching posts.
(2) Maintenance of strict Discipline for students and teaching /non-teaching members thereby ensuring a healthy working environment.
(3) Complete grooming of students through academic and value education programme that motivate them to remain focused in their vision of achieving their goals despite political, socio-economic or religious bias.
(4) Generation of Reserve funds for meeting contingent needs of the college and also to cater to needy students who fail to receive financial help from external agencies.
(5) Generating resources and creating reserve funds for maintaining.
➢ General well-being of college campus

➢ Carrying out annual maintenance of expensive and highly sensitive. Equipment for which Government funding is unavailable.

South Calcutta Law College

EVALUATIVE REPORT OF THE DEPARTMENT

1. **Name of the department**   :   Law

2. **Year of Establishment**   :   1970

3. **Names of Programmes/ Courses offered (UG, PG, M.Phil. ,Ph.D. ,Integrated Masters; Integrated Ph.D.,etc.)**   :   U.G

4. **Names of Inter disciplinary courses and the departments/units involved:**   N.A

5. **Annual/semester/choice based credit system(programme-wise):**   Semester System

6. **Participation of the department in the courses offered by other departments:**   N.A

7. **Courses in collaboration with other universities ,industries, foreign institutions, etc.** N.A

8. **Details of courses/programmed is continued(if any)with reasons**   N.A

9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	There is no Professor Post in College. However Principal Post is equivalent to Professor	01
Associate Professors	-	-
Asst. Professors	09	01
Govt. Approved Contractual Whole Timers	06	06
Govt. Approved Part Timers	02	02

10.   **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./M.Phil.etc.,)**

Name	Qualification	Designation	Specialization	No. of Years Experience	No. of Ph.D. Students Guided for last 4 years
Dr. Debasis Chattopadhyay	M.A. (Pol.Sc.), LL.B., LL.M., Ph.D.	Principal	International Law	Thirty Four	No scope
Dr. Nabamita Paul Ray	LL.B.(Hons.), LL.M., Ph.D., NET	Assistant Professor	Business Law	Nine	-
Dr. Surekha Somabalan	LL.B.(Hons.), LL.M., Ph.D.	CWTT	Business Law	Nine	-
Mr. Abhijit Mukhopadhyay	LL.B., LL.M., Pursuing Ph.D.	CWTT	Business Law	Seven	-
Dr. Nayna Chatterji	LL.B., LL.M., M.A.(Sociology), Ph.D. (New Regulation 2009)	CWTT	Constitutional Law	Six	-
Dr. Pradip Gharami	LL.B., LL.M., Ph.D.	College Approved Contractual	Business Law	Seven	-
Ms. Gargi Lahiri	LL.B., LL.M., Pursuing Ph.D.	CWTT	Business Law	Six	-
Ms. Tanaya Raha	B.A.(H), LL.B., LL.M., Pursuing Ph.D.	CWTT	Business Law	Six	-
Ms. Sangita Sinha Ray	B.Sc.(H), LL.B., LL.M., Pursuing Ph.D.	CWTT	Business Law	Six	-
Ms. Sraboni Ghoshal	M.A.(Eco.), NET	Govt. Approved Part Timer			-
Mr. Somnath Mukherjee	LL.B., LL.M.	Govt. Approved Part Timer			-
Mr. Haripada Banik	M.Com., M.L.I.Sc., M.Phil, SET	Librarian		Fourteen	-

11.   **List of senior visiting faculty   :   College does not have visiting Faculty.**

12.   **Percentage of lectures delivered and practical classes handled (programme wise)**
       By temporary faculty   :   20% (per week)

13. **Student-Teacher Ratio (programme wise)   :   40 : 1**

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled   :   There is no Post in College.**

15. **Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.**:

   - Ph.D – 7
   - M.Phil. – 2
   - P.G. - 14

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received   :   None**

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received   :   None**

18. **Research Centre/facility recognized by the University :   N.A**

19. **Publications   :**

   * Publication per faculty

   * Numberofpaperspublishedinpeerreviewedjournals(national/international)byfacultyand students   :
     - Dr. Nayna Chatterjee   -   2
     - Dr. Pradip Gharami   -   2
     - Mr. Haripada Banik   -   2

   * Number of publications listed in International Database(For Eg:WebofScience,Scopus,HumanitiesInternationalComplete,DareDatabase-InternationalSocialSciencesDirectory,EBSCOhost,etc.)   No.

     * Monographs

     * Chapter in Books

     * Books Edited

     * Books with ISBN/ISSN numbers
       with details of publishers: Guide to Library and Information Science
       by Haripada Banik,
       Published by Shilpi Prakashani

     * Citation Index

     * SNIP

     * SJR

     * Impact factor

* h-index

20.Areas of consultancy and income generated   :   Nil

21.Faculty as members in
        a) National committees   :   None
        b)International Committees   :   None
        c)Editorial Boards   :   None

22.Student projects

  a) **Percentage of students who have done in-house projects including interdepartmental/programme   :   Nil**

  b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies   :   Nil**

23.Awards/ Recognitions received by faculty and students:
        a) Principal   -   1
        b) Student   -   1

24.List of eminent academicians and scientists/visitors to the department: British Council

25. Seminars/Conferences/Workshops organized & the source of funding
      a) National   -   2,UGC sponsored National Seminars. A third National Seminar is going to be organized very soon.
      b) International   -   None

26. Student profile programme/ course wise: NA

	Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	

*M=Male *F=Female

27.   **Diversity of Students**

Name of the Course	%of students from the same state	%of students from Other States	%of students from abroad
B.A. LL.B. (2015-16)	90%	10%	Nil

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

NET – 1,

Judicial Service – 2 students have been absorbed. (This is as per available records)

29. **Studentprogression**

Student progression	Against %enrolled
UG to PG	College does not maintain any records. Approximately 10% as per available records.
PG toM.Phil.	College does not maintain records.
PG to Ph.D.	College does not maintain records.
Ph.D .to Post-Doctoral	College does not maintain records.
Employed • Campus selection • Other than campus recruitment	Nil 5 (This is as per available records)
Entrepreneurship/Self-employment	5 (This is as per available records)

30. **Details of Infrastructural facilities**

a) Library No.   :   1
b) Internet facilities for Staff & Students only for staff: Both, students & staff
c) Class rooms with ICT facility :   5
d) Laboratories   :   N.A.

31. **Number of students receiving financial assistance from college, university, Government or other agencies :**

Free Studentship for the Last Four Years

Year	No. of Students
2011-2012	05
2012-2013	04
2013-2014	05
2014-2015	01

Financial Assistance from Government of West Bengal

Year	S.C. (Male)	S.C. (Female)	S.T. (Male)	S.T. (Female)	OBC (Male)	OBC (Female)
2012-2013	12	8	0	0	1	0

| 2013-2014 | 13 | 3 | 0 | 0 | 0 | 0 |
| 2014-2015 | 5 | 2 | 0 | 0 | 0 | 0 |

Other National Agencies

Year	Male	Female
2012-2013	5	1
2013-2014	5	4
2014-2015	5	8

32. **Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts :**
   - Lecture by Institute of Companies Secretaries of India held on 09.10.15
   - Workshop on Consumer Awareness held on 11.11.14
   - Gender Awareness in collaboration with District Legal Service Authority on 18.12.2015.
   - Lecture on Investor Awareness conducted by SEBI : Proposed date 23.12.15.

33. **Teaching methods adopted to improve student learning**   Use of ICT

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**   **No.**

35. **SWO Can analysis of the department and Future plans   :**
   Future Plans – Coaching for NET and Judicial Exam. to be introduced in the new building.

DECLARATION BY THE HEAD OF THE INSTITUTION

SOUTH CALCUTTA LAW COLLEGE

(AFFILIATED TO UNIVERSITY OF CALCUTTA)

6/1, SWINHOE STREET, KOLKATA-700019

TELEFAX: 2440-8182, E-mail: sclawedu@gmail.com

Ref No. : 331/ NAAC-2/2015   Date: 17/12/15

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution with seal

Principal
South Calcutta Law College
6/1, Swinhoe Street, Kol - 19

Place: KOLKATA

Date: 17/12/2015

CERTIFICATE OF COMPLIANCE

SOUTH CALCUTTA LAW COLLEGE
(AFFILIATED TO UNIVERSITY OF CALCUTTA)
6/1, SWINHOE STREET, KOLKATA-700019
TELEFAX: 2440-8182, E-mail: sclawedu@gmail.com

Ref No. : 335/NAAC-3/2015

Date: 17/12/15

CERTIFICATE OF COMPLIANCE

This is to certify that South Calcutta Law College fulfills all norms

1. Stipulated by the affiliating University   -   University of Calcutta

2. Regulatory Body   -   UGC & The Bar Council of India

3. The affiliation and recognition is valid as on   -   21/12/2015

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.
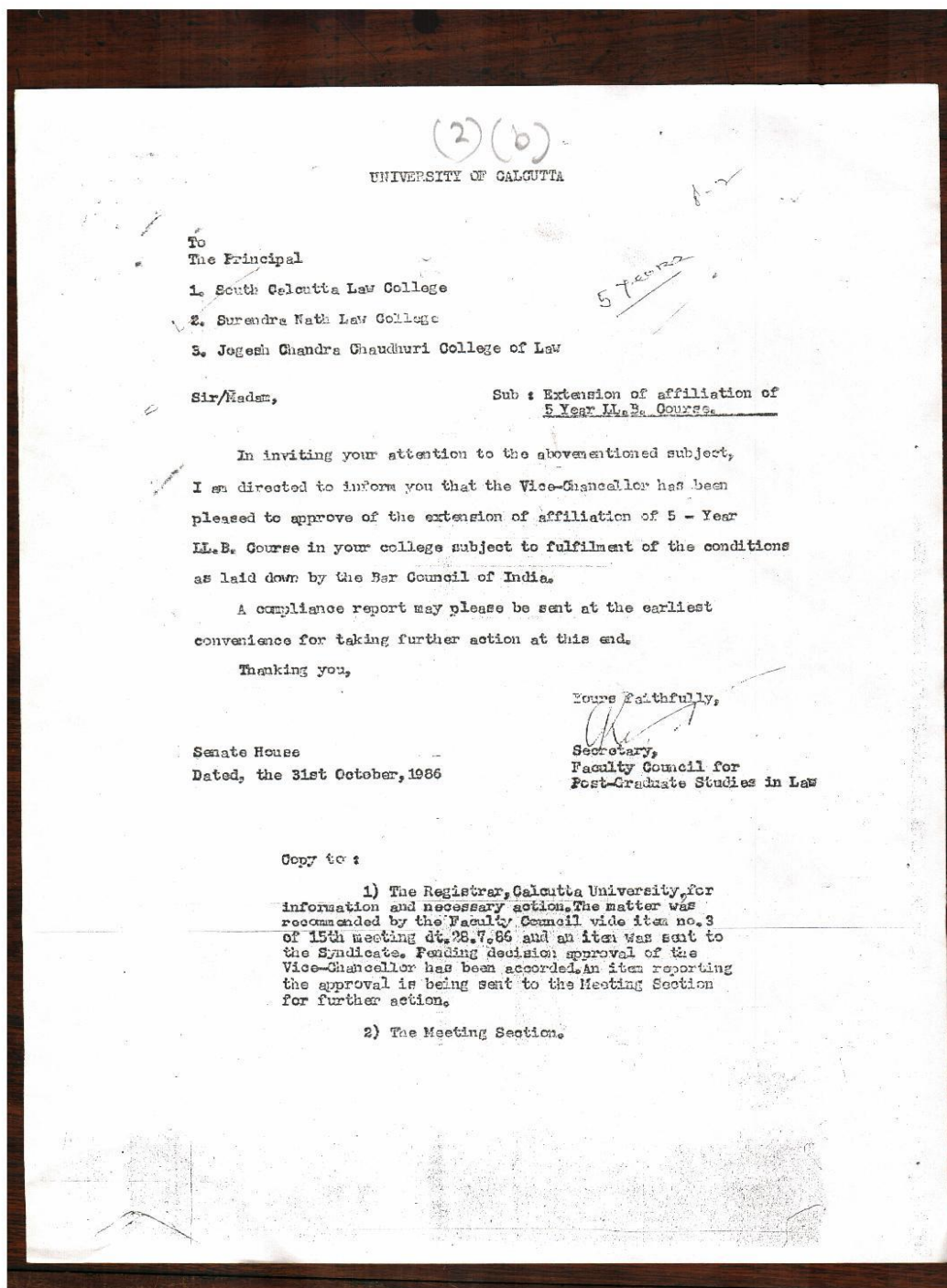
In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Signature of the Head of the institution with seal

Principal
South Calcutta Law College
6/1, Swinhoe Street, Kol - 19

Place: KOLKATA
Date: 17/12/15

ANNEXURE 1:

(2)(b)

UNIVERSITY OF CALCUTTA

5 YEARS

To
The Principal
1. South Calcutta Law College
2. Surendra Nath Law College
3. Jogesh Chandra Chaudhuri College of Law

Sir/Madam,   Sub : Extension of affiliation of
                                   5 Year LL.B. Course.

          In inviting your attention to the abovementioned subject,
I am directed to inform you that the Vice-Chancellor has been
pleased to approve of the extension of affiliation of 5 - Year
LL.B. Course in your college subject to fulfilment of the conditions
as laid down by the Bar Council of India.

          A compliance report may please be sent at the earliest
convenience for taking further action at this end.

          Thanking you,

                                        Yours faithfully,

Senate House   Secretary,
Dated, the 31st October, 1986   Faculty Council for
                                        Post-Graduate Studies in Law

          Copy to :

               1) The Registrar, Calcutta University, for
          information and necessary action. The matter was
          recommended by the Faculty Council vide item no. 3
          of 15th meeting dt. 28.7.86 and an item was sent to
          the Syndicate. Pending decision approval of the
          Vice-Chancellor has been accorded. An item reporting
          the approval is being sent to the Meeting Section
          for further action.

               2) The Meeting Section.

**FACULTY OF LAW
DEPARTMENT OF LAW
UNIVERSITY OF CALCUTTA**
51/1, HAZRA ROAD
KOLKATA - 700 019
INDIA
PHONE : (+91)(033) 2461-4711 & 12
EXT. 513/551/552/560/570
FAX : 2461-4849
HAZRA CAMPUS

D.R No..
The............................. 20..........

Date 23. 12. 2015

TO WHOM IT MAY CONCERN

This is to certify that South Calcutta Law College, 6/1 Swinhoe Street, Kolkate-700019, West Bengal is affiliated to the University of Calcutta as well as the Bar Council of India since 1970 and also recognized by the University Grants Commissions. Following subjects/courses are taught in the said college:

Sl.No.	Name of the Course(s) and Duration	Affiliation:Permanent / Temporary	Period of Validity for the year(s)
1.	5 year B.A.LL.B	Permanent	....
2.	5 year B.A.LL.B (Honours)	Permanent	....

23.12.2015

(Dr. J. K. Das)
Secretary
Faculty of Law
University of Calcutta

SECRETARY
Faculty of Law
University of Calcutta

ANNEXURE 2

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002.

No.F.8-30/90(CPP)

20 NOV 1991

The Registrar
Calcutta University
Senate House
Calcutta - 73

Sub: Inclusion of college in the list of colleges under
Section 2(f) of the U.G.C. Act, 1956 - Change in the
name of the College.

Sir,

I am directed to refer to your office letter No.UGC/
666/L-7 dated 17.7.91 on the above subject and to say that
the Commission has noted change in the name of the
South Calcutta Law College for Girls, Calcutta in the
list of Colleges under Section 2(f) of the U.G.C. Act,
1956 as detailed below :-

Non Govt. Colleges Teaching Upto Bachelor's Degree

Existing name of the College	New Name of the College
South Calcutta Law College for Girls 6/1, Swinhoe Stree Calcutta - 19	South Calcutta Law College, 6/1, Swinhoe Street Calcutta - 19

Yours faithfully,

(Kishan Chand)
Under Secretary

Copy to :
1. The Principal, South Calcutta Law College, 6/1, Swinhoe
Street, Calcutta-19.
2. The Secy, GOI, M/HRD, (Deptt. of Edu) New Delhi.
3. SO Accounts 'G' Section
4. Computer Cell.
5. All Officers/Section Officers U.G.C.
6. Guard file.

(B.K. Hastwala) 31/12/91
Section Officer

AV/31.10.91

ANNEXURE 3

(1) (a)

Colleges under section 2 (f)& 12(B) of the UGC Act 1956

- List of Colleges pending to include under Section 2(f)/12(B) of the UGC Act 1956 due to non completion of documents from the Colleges

The University Grants Commission (UGC) provides financial assistance to eligible colleges which are included under Section 2(f)* and declared fit to receive central assistance (UGC grant) under Section 12 (B)** of UGC Act, 1956 as per approved pattern of assistance under various schemes.

* The UGC had notified Regulations for recognition of colleges under Section 2(f) of the UGC Act, 1956. The colleges are brought under the purview of UGC in terms of these Regulations as and when the proposals are received from the colleges for inclusion under Section 2(f) and they are found fit for inclusion as per the provisions contained in the Regulations.

** Apart from inclusion of colleges under Section 2(f), the UGC includes the Colleges under Section 12(B) of its Act in terms of Rules framed under the Act. This makes the colleges eligible for central assistance from the Government of India or any organization receiving funds from the Central Government.

365	Sonada Degree College P.O. Sonada, Distt., Darjeeling, West Bengal 734 219 West Bengal 734 219	North Bengal University	Under Section : 2(f)&12(B)
366	Sonamukhi College Sonamukhi, Distt., Bankura, West Bengal West Bengal		Under Section : 2(f)&12(B)
367	Sonarpur Manavidyalaya Sonarpur, Distt., South Twenty Four Parg, West Bengal West Bengal		Under Section : 2(f)&12(B)
368	South Calcutta Girls' College 72- Sarat Bose Road, Calcutta25., Distt., Calcutta West Bengal West Bengal		Under Section : 2(f)&12(B)
369	South Calcutta Law College 6/1 Swinhow Street, Calcutta, Distt., Calcutta West Bengal West Bengal		Under Section : 2(f)&12(B)
370	Sovarani Memorial College Jagathallavpur, Distt., Howrah, West Bengal West Bengal		Under Section : 2(f)&12(B)

ANNEXURE 4

(1)(c)

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

No. PHW-103/14-15   (ERO) ID No: WC2-132   Date: 02-Feb-15

The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

S.No. 224610

Sub.: Release of Grant-in-Aid during the Current financial year (2014-15), during XIIth Plan, to
South Calcutta Law College

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. [180000]
towards the scheme   Minor Research Project in Humanities & Social Sc
to the Principal,   South Calcutta Law College
for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant Debasis Chattopadhyay,Law 1st instalment	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
MRP-Recurring	140000	0	70000	70000
MRP-Non-Recurring	110000	0	110000	110000
Total			180000	

The College is requested to note:
A.   SC component: 15%, ST component:7.5%, General component (including Minorities):77.5%
B.   No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts
     submitted unless specifically called for.

2. The sanctioned amount is debitable to Head 4.(ii)b(H)   and valid for payment during the financial year 2013-14 only.
3. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants
   Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as
   per the following details:

   (a) Details (Name & Address) of Account Holder:
       Principal,
       South Calcutta Law College
       6/1 Swinhoo Street, Kolkata
       West Bengal   700 019

   (b) Account No.:30789896764

   (c) Name & Address of Branch: State Bank of India, Ballygunge Branch, Kolkata

   (d) MICR Code of Branch: 700002010

   (e) IFSC Code : SBIN0000018

   (f) Type of Account : SB/Current/Cash Credit.

   You are requested to confirm the receipt of the above amount in your account by sending back
   the enclosed stamped receipt within 7 days.
4. The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the
   University/College/Institution.
5. The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on
   approved items of expenditure
6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their
   manuals of financial procedures to bring them in conformity with GFRs,2005 and those don't have their own approved
   manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time
   to time
7. The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall
   be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
8. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or
   encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the
   University Grants Commission.
9. A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the
   prescribed form.

B.C.I. APPROVAL :

Grams : ALINDIABAR, New Delhi
E-mail : info@barcouncilofindia.org
Website : www.barcouncilofindia.org

Tel. :(91) 011-4922 5000
Fax :(91) 011-4922 5011

भारतीय विधिज्ञ परिषद्
BAR COUNCIL OF INDIA
(Statutory Body Constituted under the Advocates Act, 1961)
21, Rouse Avenue Institutional Area, New Delhi - 110 002

BCI: D: 1875/2015 (LE/Council)   Date: 29.09.2015

The Registrar
University of Calcutta
Calcutta,
West Bengal-700 023

Sub: Extension of approval of affiliation to Faculty of Law, University of Calcutta, Calcutta, West Bengal for imparting five year BA LLB law course with an intake of existing strength of 60 students.

Ref.: - Letter received from the Secretary, Faculty of Law, University of Calcutta dated 28.8.2015

Sir,

The Bar Council of India at its meeting held on **29th August, 2015** considered the above mentioned subject. After consideration, Council made the following recommendations: -

The Council has considered the letter of Secretary, Faculty of Law, University of Calcutta dated 28.8.2015 forwarded by the Hon'ble Member, BCI Mr. Ashok Kumar Deb. The Secretary has made a request that extension of affiliation for department of law, University of Calcutta and its three Government aided affiliated colleges namely Surendra Nath Law College, South Kolkata Law College and Jogesh Chandra Choudhary Law College upto December 2015. The Secretary has further stated in his letter that by December, 2015, the Institutions shall submit necessary papers and documents for regularization as per the Rules of Bar Council of India.

Since the aforesaid colleges are Government colleges and the Hon'ble Members has also recommended the said extension, the prayer for extension is granted till December 2015 only subject to the condition that by December, 2015 all the aforesaid four Institutions will submit the required paper, deposit the inspection fee and fulfill all the conditions by that time. It is made clear that if by December, 2015, institutions fail to deposit the fee and submit the papers, the affiliation granted by the Council shall automatically be withdrawn. This resolution is being made in a special case keeping in view that the department of law, University of

Calcutta is a very old institutions and it has undertaken to fulfill the conditions of Bar Council of India.

Resolved accordingly.

Office is directed to place this resolution before the Standing Committee of Legal Education Committee for ratification.

This is for your information and necessary action.

Yours Sincerely,

(Ashok K. Pandey)
Joint Secretary

Copy to:

1. The Dean,
   Department of Law,
   Calcutta University,
   51/1 & 51/2, Hazara Road,
   Kolkata – 700 019
   West Bengal

2. The Principal
   Surendranath Law college,
   242, Mahatma Gandhi Road,
   Kolkata – 700 009
   West Bengal

3. The Principal,
   South Calcutta Law College,
   6/1, Swinhoe Street,
   Kolkata – 700 019
   West Bengal

4. The Principal,
   Jogesh Chandra Chaudhari Law College,
   30, Prince Anwar Shah Road,
   Kolkata-700 033
   West Bengal

5. The Secretary
   Bar Council of West Bengal
   2 & 3, Kiran Sankar Roy Road,
   City Civil Court Building,
   7th Floor,
   Kolkata-700001

6. The Secretary/Director
   Department of Higher Education,
   Government of West Bengal
   Bikash Bhawan, Kolkata

ANNEXURE 5:

SOME RELEVANT PICTURES