



# SURENDRANATH LAW COLLEGE

*Self-Study Report*

## ABSTRACT

Surendranath Banerjee needs no introduction as a Great Patriot, political leader, orator, teacher, educationist, journalist; his place in history is secured. He is the founder of the institution and his noble idea of bringing higher education within the reach of the widest possible parts of society is still being followed faithfully.





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## PREFACE

It is an opportunity to submit the Self-Study Report(SSR) of Surendranath Law College to National Assessment and Accreditation Council (NAAC), Bangalore for accreditation (Cycle-1) for sustenance, enhancement and improvement of quality of our college. The Internal Quality Assurance Cell, established in the year 2013 has been playing a vital role in adopting and implementing diverse quality enhancement measures.

The legal profession in India is a very remunerative field today because there is a great demand and need for legal education in the society. The college takes a long journey towards the course of legal education.

Surendranath Law College, an institution of higher education with long heritage, was founded in 1885, by the eminent scholar, orator and statesman Rashtraguru Surendranath Banerjea established this college with the noble vision of fostering a spirit of freedom, sacrifice and lofty idealism in the youth of our country. In the course of its 130 years of existence, it has evolved into a premier institution of learning.

The college aspires today to provide quality 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.

In view of the above, the institution looks forward to getting validated as well as accredited by your good office. I on behalf of my college invite the NAAC team to help us in our journey towards improvement and sustenance of quality.

Hope we shall have the pleasure of hearing soon from you on your decisions on Peer Team visit for Inspection

Dr. Mohammadi Tarannum  
Teacher-in-Charge  
|Surendranath Law College.



## SECTION A: EXECUTIVE SUMMARY:

In 1882, the Presidency School which formed the nucleus of the present institution was made over to Surendranath, 1<sup>st</sup> January, 1884, he raised it to status of a college affiliated to the F.A. standard and named it 'THE PRESIDENCY INSTITUTION'. Within the year the institution was converted into a full-fledged, first grade college under the name 'RIPON COLLEGE'. Its activity was further extended through the opening of the Post-Graduate Department of Law in 1884 and subsequently affiliated to the Calcutta University in the year 1885 as an independent professional college. Since then as long as he lived, Surendranath not only remained at the helm of affairs but was also active as a teacher.

Surendranath Law College is now regarded as one of the oldest Law Colleges of the country. The students of the College, include, Dr. Rajendra Prasad the first President of India, Harendra Kumar Mukherjee, the first Governor of West Bengal, Justice Bijan Kumar Mukherjee, the first chief Justice of the Supreme Court of India and many other luminaries and eminent persons.

Rastraguru Surendranath Banerjee founded this college in the heart of the city close to Sealdah Station; considering movement and transport facilities of students coming from different parts of the city and suburbs and particularly the downtrodden community. The address was 60 Mirzapur Street, now it is at 24/2, Mahatma Gandhi Road, Kolkata 700 009.

The aim of our institution is serve as a repository of the best name in legal fraternity and to make students to possess strong leadership, writing and analytical skill that will allow them to become assets for themselves, their family, the community, the nation and the world, which are prerequisite for law students.

In the field of academic performance and in all university examinations students from this college cut a very good figure and bagged lot of Gold Medals.

Since inception we have produced may legal luminaries, academicians as well as corporate.





## INTRODUCTION

### CRITERION-1 CURRICULUR ASPECT

The college is an affiliated college and thus does not have the flexibility in the development of curriculum, but steps are taken for effective delivery of the curriculum. The faculty members are encouraged to use ICT in teaching and learning. There are also feedbacks taken on the curriculum and a link also provided in the college website for the same. These feedbacks are communicated to the affiliating university with the help of Board of Studies Members.

Recently the college has also started 4 certificate courses on communicative English, Computer application, Performing Arts and Photography.

LL. B(Hons.) and LL.M course have also been started from the session 2015-2016.

### SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

#### **STRENGTH**

1. Our faculty members and our students are our strength.
2. Both the faculties and the students share friendly relations with one another.
3. The faculty members also conduct group discussion, law quiz, moot court, participatory classes, special lectures, court visit etc. to help the students understand the curriculum better.
4. The college has initiated steps to introduce value education course for its students from this session.

#### **WEAKNESS**

1. Lack of curricular autonomy
2. No faculty exchange programme due to lack of provision in Govt. Policy.

#### **OPPORTUNITY**

1. Introduction of LL.B. (Hons.) and LL.M. course have also been started from 2015-2016 onwards.



**CHALLENGES**

2. The college has introduced 4 certificate courses on Communicative English, Computer Applications, Photography and Performing arts.
1. Introduction of more ICT based technology and other facilities for the students as well as the faculties.



## CRITERION-2 TEACHING, LEARNING AND EVALUATION

Admission to the programs is by a transparent well administered (Common Entrance Examination) mechanism compliant with all the norms of the concerned affiliating University and rules of Bar Council of India and Higher Education Department. Now the University change the yearly system in Law and converted into system into 2009. 45 subject are study by the students 5 years BA general course and 6 subject are taught in BA.LLB. Honours Course. LLM Course has been initiated from this session (2015-16).

- ✚ The college also organises remedial class for weaker students and also tutorial students.
- ✚ The college has also organised one UGC sponsored National seminar, two college level seminar, one UGC sponsored workshop, one workshop in collaboration with an NGO and 57 special lectures for students have been delivered by eminent professors and by legal practitioners.
- ✚ Many free Legal Aid Camps and Legal Awareness Camps have been organised regularly for the weaker sections of the society in the rural and urban areas. Permanent Free Legal Aid Clinic is there in the ground floor of the college premises.
- ✚ As many sanctioned teaching posts are lying vacant, the college has taken steps and appointed sufficient number of great faculties to cope up with the same.

## SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

### **STRENGTH**

1. Regular sincere classes are taken.
2. Personal attention outside regular classes are given to students requiring extra guidance.
3. Sufficient college appointed Guest Faculty to cope up with the vacant sanctioned full-time teaching post.
4. Individual care is provided for Hons. Students.

### **WEAKNESS**

1. Sanctioned full-time teaching posts are lying vacant (3 out of 10 sanctioned post).
2. Lesser number of ICT based class rooms.

### **OPPORTUNITY**

1. Bridge course has been introduced from 2015-2016 for 1<sup>st</sup> Semester students to bridge the gap between 10+2 and B.A. LL.B. professional course.



## **CHALLENGES**

2. The college also organizes remedial classes for the weaker students.
1. Filling up of sanctioned vacant full-time teaching posts and non-teaching post.
2. Organising more National and International Seminars.
3. As LL.M. Course has been introduced hence new teaching posts must be created.



### CRITERION- 3 RESEARCH, CONSULTANCY AND EXTENSION

The college has recently set up a research committee. This committee works towards encouraging faculty members to take up research works. Steps are being taken to create ISSN and ISBN numbers of journals for the college.

The college organised seminars and workshops on topics of law and promoted the faculties and students to participate in it. The teachers as well as students in seminar, workshops, orientation, special lectures organised by University and other institutions.

**CONSULTANCY:** Teacher in charge is a member of the Board of Studies. Apart from that all the faculties are paper setters, moderators, Head Examiner, External Examiners of University of Calcutta and other Universities and autonomies Institution.

**Extension:** Blood Denotation Camp Tree Plantation, Swash Bharat Avijan, Free Legal Aid Clinic, Legal awareness Camp, Traffic Control for road safety awareness have been done.

### SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

#### **STRENGTH**

1. The college has a permanent legal-aid clinic to provide free legal aid to the weaker section of the society.
2. The teachers as well as students participates in seminars, workshops, orientation, special lectures organized by the University and other institutions.
3. The college also provides extended service such as Blood Donation Camp, Tree Plantation, SWACH BHARAT AVIJAN, Road Traffic Awareness etc.

#### **WEAKNESS**

1. Lack of specific research policies.
2. No fund allocation for research.
3. Due to Non-fulfilment of sanctioned vacant full-time teaching posts, no special leaves are given to the faculty for conducting their research and other development programmes.

#### **OPPORTUNITY**

1. The college has set up a research committee recently.



**CHALLENGES**

1. Create research atmosphere in the college.
2. As LL.M. Course have been introduced recently, it is our challenge to motivate the students to become good academicians.



## CRITERION -4 INFRASTRUCTURE AND LEARNING RESOURCES

The College has some financial stringency when it comes to up gradation of infrastructure. However, there has been some development like introduction of facilities like Wi-Fi campus, some ICT based classrooms. Steps have been taken to initiate the subscription of INFLIBNET to give the students and faculty members access to e-journals.

The college has a separate moot-court room, free legal-aid clinic, one auditorium, two seminar halls, one canteen and one conference room.

## SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

### **STRENGTH**

1. Central location of the college conveniently connected by Railways, Surface Transportation and Metro Railways.
2. Large Auditorium for holding college functions and seminars.
3. Ad-hoc Non-teaching staffs recruited by the college for smooth functioning of the college works.

### **WEAKNESS**

1. As per the government order 50% of the Tuition Fees of the students are submitted to the Higher Education Dept. Of West Bengal. Hence it becomes difficult for the college to pursue development work.
2. The college does not have a separate campus. The college uses a shared campus since its inception.
3. The college does not have a big play ground.
4. No hostel facilities for Boys and Girls.
5. No Elevator facility.

### **OPPORTUNITY**

1. Establishment separate cubicles for faculty members subject to availability of funds.



**CHALLENGES**

1. Procurement of funds from different government funding agencies.
2. Modernisation of Class rooms.



## CRITERION- 5 STUDENT SUPPORT AND PROGRESSION

The college does focus on providing support to students in terms of scholarships to meritorious students, financial assistance to economically students and health care facilities etc.

With regard health care facilities, the students are charged Rs. 10/- only yearly for every kind of medical assistance and health check-up in association with “Student’s Health Home” a voluntary organisation.

The college does not have any placement cell. But it a professional course 99% of the students get enrolled as advocates. Not only advocates they also became Judges, Public Prosecutor, Law officers of the state Government, private Corporate etc.

The college also provides remedial classes to the weaker students.

## SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

### **STRENGTH**

1. The college does provide scholarships to meritorious students.
2. The college does provide financial assistance to economically weak students.
3. The college does provide health care facilities to the students by charging Rs.10/- only annually.

### **WEAKNESS**

1. The college does not have a separate campus. The college uses a shared campus since its inception.
2. No hostel facilities for Boys and Girls.
3. No Gymnasium for students.

### **OPPORTUNITY**

1. AS it is a professional course 99% of the students get enrolled as Advocates as well as placed in different Dept. Of Government such as Judiciary, Law Officer, Public Prosecutor etc.

### **CHALLENGES**

1. Procurement of funds from different government funding agencies.



## CRITERION-6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

The college has its focus on upholding the principle of quality improvement and assurance by taking inputs from all its stakeholders.

The college has a process that is used to keep a check on quality of teaching and learning. A Feedback link is provided in the Website of the College. Here feedback is taken from the Teacher in charge, Peer, Students and Self and analysis report is generated automatically.

- ✚ Quality Improvement Strategy - IQAC has put in place and active quality monitoring and quality enhancement strategy.
- ✚ Faculty Empowerment- As per UGC norms.
- ✚ IQAC- YES
- ✚ Financial Management- Audits Conducted.

## SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

### **STRENGTH**

1. Motivation and encouragement for Extra-curricular Activities.
2. Effective extension activities like legal awareness camp, Blood Donation Camp, Tree Plantation, SWACH BHARAT AVIJAN, Road Traffic Awareness etc.

### **WEAKNESS**

1. No separate campus.
2. Sanctioned full time teaching posts are lying vacant (3 out of 10).

### **OPPORTUNITY**

1. Improvement of communication skills and developed global competence among students.

### **CHALLENGES**

1. Creating democratic and supportive working atmosphere.



## CRITERION- 7: INNOVATIONS AND BEST PRACTICES

### SWOC (STRENGTH, WEAKNESS, OPPORTUNITY, CHALLENGES)

#### **STRENGTH**

1. Motivation and encouragement for Extra-Curricular Activities.
2. Effective extension activities like legal awareness camp on control of pollution, Tree Plantation, SWACH BHARAT AVIJAN, Road Traffic Awareness etc.
3. The college organizes visit to Pollution Control Board, Green Bench of High Court at Calcutta etc.

#### **WEAKNESS**

1. Lack of curricular and administrative autonomy.

#### **OPPORTUNITY**

1. To conduct Green Audit.

#### **CHALLENGES**

1. Maintaining clean and green campus.
2. To organize more pollution control awareness programmes.
3. Procurement of funds from different government funding agencies.



## SECTION B: PREPARATION OF SELF- STUDY REPORT

### 1. PROFILE OF THE AFFILIATED COLLEGE

#### 1. Name and Address of the College:

Name:	SURENDRANATH LAW COLLEGE		
Address:	24/2, Mahatma Gandhi Road		
City: Kolkata	Pin: 700 009	State: West Bengal	
Website:			

#### 2. For Communication:

Designation	Name	Telephone With STD code	Mobile	Email
TIC	Dr. Mohammadi Tarannum	033333- 23503896	983002884 1	<a href="mailto:snlcolleg@gmail.com">snlcolleg@gmail.com</a>
Steering Committee Jt. Co- ordinator	Ms. Yogita Gourisaria  Mrs. Avirupa Chatterjee	033333- 23503896	943354336 2	<a href="mailto:snlcnaac@gmail.com">snlcnaac@gmail.com</a>

#### 3. Status of the Institution:

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

#### 4. Type of Institution:

a. By Gender

i) For Men	<input type="checkbox"/>
ii) For Women	<input type="checkbox"/>



iii) For Co-Education	✓
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**b. By Shift** Morning college, Regular

i) Regular	✓
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.

**6. Source of Funding:**

Governing	
Grant-in-aid	✓
Self-financing	
Any other	

**7. a. Date of establishment of the college:** Year of 1885 (Exact date not known).

**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)		
ii.12(B)		

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act) –  
**Annexure**

**d. Details of recognition/approval by statutory/regulatory bodies other than UGC  
(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)**

Not Applicable



Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm- yyyy)	Validity	Remarks
NA	NA	NA	NA	NA

(Enclose the recognition/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.	3,117.0238 sq. mts.
Built up area in sq.mts.	2098.24 sq.mts.

(\*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: One Auditorium, Two Seminar Halls and One conference Room.**

• **Sports facilities:**

- \* Indoor games: facility available (Law Common Room at 1<sup>st</sup> floor, Main Building)
- \* Outdoor games: College Premises (Games which does not require big play ground)
- \* Playground: Calcutta University playground (Games which require big play Ground such as Cricket, football etc.)

• **Hostel: No hostel facility is available as such.**

• **Residential facilities for teaching and non-teaching staff: NA**  
(Give numbers available—cadre wise)

• **Cafeteria: One Canteen**

• **Health centre:**

- ✚ First aid, Emergency care facilities are made available.
- ✚ The University of Calcutta has a Board of Health to take care of health problems of the students of the University and its affiliated colleges
- ✚ Apart from this the students are charged Rs. 10/- only yearly for every kind of medical assistance and health check-up in association with “Student’s Health Home” a voluntary organization.

• **Facilities like banking, post office, bookshops: One bookshop**

• **Transport facilities to cater to the needs of students and staff: No**

• **Animal house : No**

• **Biological waste disposal: NA**

• **Generator or other facility for management/regulation of electricity and voltage: Generator is available**

• **Solid waste management facility: No**

• **Waste water management: No**

• **Water harvesting: No**



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

SI . N o.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Graduate	LLB. Hons	3 Years	*	English	15	11
	Under-Graduate	BA. LLB.	5 Years	**	English	120	172 ****
	Post-Graduate	LL.M.	2 Years	***	English	20	In process
	Integrated Programmes PG	NA					
	Ph.D.	NA					
	M.Phil.	NA					
	Ph.D.						
	Certificate courses	4(four) *****	6 Months	English			
	UG Diploma	NA					
	PG Diploma	NA					
	Any Other (specify and provide details)	NA					

\* Average of Higher Secondary + LL.B. first year and second year marks then merit list a prepared.

\*\* Higher Secondary with 45%( General) and 40% (ST and SC)

\*\*\* LL.B + Common Entrance Examination.

\*\*\*\* Who are financially weak and/ or due to feasibility of distance etc. with the permission of university

\*\*\*\*\* 1. Commutative English 2. Computer 3. Photography 4. Performing Art.



13. Does the college offer self-financed Programmes?

Yes  No

If yes, how many? 1.Commutative English 2. Computer 3. Photography 4.Performing Art.

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

yes as two new courses started i.e. LL.B Hons. & LL.M.

Yes	<input checked="" type="checkbox"/>	No		Number	2 LL.B (Hons) LLM
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15. List the departments (respond if applicable only and do not list facilities like Library, Physical Education 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.) NA

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com )

we have B.A.LL.B., B.A.LL.B. Hons., & LL.M.—semester system

a. Annual system	
b. Semester System	<input checked="" type="checkbox"/>
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										Nonteaching staff		Technical staff			
	Prof.		Assoc Prof.		Assistant Professor		CWTT		Part Time		Guest Lec.		*M	*F	*M	*F
*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M				
Sanctioned by the UGC/University / State Government Recruited	0	0	0	0	1	2	0	3					6	0	NA	NA
Yet to recruit					7(Seven)								5(Five)			



Sanctioned by the Management/ society or other authorized bodies/Govt.Body Recruited									1	1	4	8	5	4		
Yet to recruit																

\*M-Male\*F-Female

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

Highest qualification	Professor		Associate Professor		Assistant Professor		Cwtt		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Permanent teachers									
D.Sc./D.Litt.									
Ph.D.					0	1	0	0	1
M.Phil.									
PG					1	1	0	3	5
Temporary teachers/guest									
Ph.D.									
M.Phil.							0	3	3
PG							4	5	9
Part-time teachers									
Ph.D.									
M.Phil.									
PG							1	1	2

**22. Number of Visiting Faculty/ Guest Faculty engaged with the College.  
8+12 (8- visiting faculties &12 – Guest lecturers)**



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

Categories	Year1 2011-12		Year2 2012-13		Year3 2013-14		Year4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	59	34	53	47	55	52	63	57
ST	00	01	1	0	01	05	01	04
OBC	05	01	4	2	02	03	09	05
General	256	278	172	219	155	193	175	230
Others	24	15	27	20	20	23	30	31

**24. Details on students enrolment 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					
Foreign students					
Total					

\*Till date we were not aware that we have to maintain such record but now onwards we will try to maintain. 4.8% (out of 120, 4 seats reserve for students for Bhutans )

**25. Dropout rate in UG and PG (average of the last two batches): N.A.**

**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.17934.50**

(b) Excluding the salary component                      **Rs.10252.63**

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

Yes  No

If yes,



a) Is it are 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 there cognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course offered

LL.B General : 1:32

LL.B. (Honrs): 1:2

29. Is the college applying for?

Accreditation: Cycle1  Cycle2  Cycle3   
Cycle4

Re-Assessment:

*(Cycle1 refers to first accreditation and Cycle2, Cycle3 and Cycle4 refer store-accreditation)*

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

Cycle1:

Cycle2: ..... (Dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle3: ..... (Dd/mm/yyyy) Accreditation Outcome/Result.....

31. Number of working days during the last academic year. 246 Days

32. Number of teaching days during the last academic year : 168 Days

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



**33. Date of establishment of Internal Quality Assurance Cell (IQAC)- 2013**

**34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.**

**No AQAR has been submitted till date, as IQAC established in the year 2013 only.**

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

**The college have B.A.LL.B., B.A.LL.B.(Hons.), & LL.M. program with semester system.**



## 2. CRITERIA WISE INPUTS

### CRITERION I: CURRICULAR ASPECTS

#### 1.1 CURRICULUM PLANNING AND IMPLEMENTATION

##### **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 stakeholders**

###### **Vision**

The Surendranath Law College seeks to impart and advance quality legal education by engaging in teaching and dissemination of legal knowledge. The college has a specific plan for the development of the college. The academic programmes and activities of the college are prepared and executed keeping in mind the values enshrined in the vision of our founder Sir Surendranath Banerjee. This has developed among students a sense of responsibility to serve the society in the field of law.

###### **Mission**

The mission of Surendranath Law College is to provide a forum to produce and disseminate on the implications and applications of law within social and legal context. As a dedicated professional educator, our mission is to provide quality legal education to students and equipping them with the skills and competence to emerge as world class professionals, scholars and academic in the field of law and justice administration.

###### **Objectives**

- ✚ To bring out the best of professionals in themselves and to make them realise their responsibility towards the society;
- ✚ To promote the use of technology in every sphere of college life, such as Wi-Fi services to the students and staffs within the campus and promoting use of it tools for presentation and communication, use of information technology for effective management of library resources;
- ✚ To develop the professional skill of faculty by sending the faculty to attend refreshers courses, orientation courses, seminars, conferences etc. For non-teaching staffs, college encourages the staffs to attend different professional courses like to develop computer skill and to attend workshops.



**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 example(s).**

Surendranath Law College is affiliated to the University of Calcutta. It follows the curriculum prescribed by the University.

- ✚ Action plan is developed by the institution for operative curriculum that reveal quality knowledge to Law students.
- ✚ The academic plan is prepared by taking inputs from all the faculty and the members of IQAC. This plan is prepared by having discussions in the Academic Sub-Committee meeting held in the beginning of each session.
- ✚ Each subject is scheduled semester wise over reference citations in law by faculties which is made available in the college library and supported by e-contents.
- ✚ Seminars and special lectures on legal awareness are organized by the institution for active curriculum implementation.
- ✚ Faculties constructed lesson plans for their teaching syllabus apart from the class-wise time-table.
- ✚ Feedback from the students is also taken by the HODs in the course of delivery of the curriculum.
- ✚ If a faculty fails to finish his/her syllabi within the stipulated time, extra classes are arranged for him by the respective departments so that there's no loss to the students.
- ✚ Tutorial classes have been initiated for the students to complement the courses taught in regular classes.
- ✚ Remedial classes have also been initiated for the students who are academically weak.
- ✚ Bridge course has also been initiated for the students of 1<sup>st</sup> semester to help them to bridge the gap between 12<sup>th</sup> standard and this professional courses (B.A., LL.B.) used the prospects of this course as well.
- ✚ Study materials are made available to students.
- ✚ Practical understanding is given to students during moot-court trainings, court visits, consumer forum visit, human rights commission visit, police station visits, filing sections of different courts, etc. Free legal aid clinic is also run by the college.

**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 improving teaching practices?**

- ✚ Refresher and orientation programmes organized by the university to aid faculties to amend their knowledge as and when there is a change in curriculum.
- ✚ Institution encourages faculty members to become members of university bodies like Board of Studies (BOS), Board of Examiners (BOE) etc.



- ✚ To enhance teaching learning practices workshops on legal awareness, seminars and special lectures are organized by the institution.
- ✚ Faculties are provided with training for latest ICT tools and techniques.
- ✚ Institution library is automated and modernized.
- ✚ College encourages faculty members for research and publications.
- ✚ The college arranges workshops, seminars, special lectures, etc. periodically.
- ✚ The college provides free legal aid and organize awareness camps independently as well as in collaboration with Legal Services Authorities.

**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 academic programme of each semester is discussed in detail before the commencement of the semester in the staff meeting and accordingly academic calendar is prepared. Each faculty accordingly prepares their own teaching plan for the completion of the curriculum within the time frame. The Head of the departments review the progress and arranges for extra class as necessary. Results of pre-semester examination, end semester examination, unit test, etc., are also analysed to ensure that the curriculum delivery is effective. The student's feedback also collected to ensure that the curriculum delivery is potent.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

As of now, there is no formal provision in place for interacting with industry or research bodies.

- ✚ College has an Alumni Association, which consists of the practicing advocates, judicial officers, judges, professionals, businessmen and so on.
- ✚ Periodic special lectures by eminent legal practitioners and jurists are arranged by the College.
- ✚ Legal Aid Programmes in collaboration with District Legal Service Authority is organized by the institution.
- ✚ The faculty members keep themselves updated with latest amendments and also attend the national and international law seminars.

**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.**



No such curriculum is designed by the institute as it follows the curriculum provided by its affiliating university. However, feedback from the students are communicated by the board of study members to redesign/modify the curriculum of the affiliating university, if necessary.

Sl. No.	Name	Board/Bodies	Departments
1.	Debotosh Haldar	Faculty Of Law	Law
2.	Dr. Mohammadi Tarannum (T.I.C.)	Faculty Of Law	Law

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview 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.**

- ✚ With the regular academic programmes, the institution is also providing certificate courses to provide better and wider employment opportunities to students.
- ✚ We have just initiated the course from this session onwards in collaboration with Surendranath College. The course of communicative English and Computer will really help the students in the development of their professional skills

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

- ✚ The state objective is analysed by auditing the university results and semester examination outcomes.
- ✚ Cyclic progress is checked out during staff meetings and thus topical plans are mapped.
- ✚ Library facilities are extended and mentors encouragement are provided to slow learners.

## 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.**

- ✚ The institution offers communicative English course using language lab, where students can improve their communication in English language.
- ✚ The institution also offers courses on Computer literacy and some courses related to law subjects will soon be introduced.



**1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.**

No the college does not offer programmes that facilitate twinning / dual degree programmes.

**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. Issues may cover the following and beyond: • Range of Core / Elective options offered by the University and those opted by the college • Choice Based Credit System and range of subject options • Courses offered in modular form • Credit transfer and accumulation facility • Lateral and vertical mobility within and across programmes and courses • Enrichment courses**

- **Range of core/Elective options offered by the university and those opted by the college** – The range of core subject is fixed by the University
- **Choice Based Credit System and range of subject options** – NA
- **Courses offered in modular form** –

The courses mentioned below are based on the regulations laid out by the Calcutta University and most of the programmes are module based in nature.

L.B., LL.B.(Hons) and LL.M.

The following shall be the subject for different semesters of the 5-Year B.A.LL.B. Examination:

**First Semester**

- ✚ Paper – I: English – I
- ✚ Paper – II: Political Science – I
- ✚ Paper – III: Sociology – I
- ✚ Paper – IV: General Principles of Contract
- ✚ Paper – V: Family Law – I

**Second Semester**

- ✚ Paper – I: English – II
- ✚ Paper – II: Political Science – II
- ✚ Paper – III: Sociology – II



- ✚ Paper – IV: Special Contract
- ✚ Paper – V: Family Law – II

### Third Semester

- ✚ Paper – I: Political Science – III
- ✚ Paper – II: Sociology – III
- ✚ Paper – III: Economics – I
- ✚ Paper – IV: Legal Method
- ✚ Paper – V: Law of Torts including Motor Vehicles Accident and Consumer Protection Law

### Fourth Semester

- ✚ Paper – I: Political Science – IV
- ✚ Paper – II: Economics – II
- ✚ Paper – III: Constitutional Law – I
- ✚ Paper – IV: Law of Crimes – I (The Indian Penal Code)
- ✚ Paper – V: Land Laws including Ceiling and other Local Laws

### Fifth Semester

- ✚ Paper – I: Political Science – V
- ✚ Paper – II: Economics – III
- ✚ Paper – III: Constitutional Law – II
- ✚ Paper – IV: Administrative Law
- ✚ Paper – V: Property Law

### Sixth Semester

- ✚ Paper – I: Political Science – VI
- ✚ Paper – II: Law of Crimes – II (The Criminal Procedure Code)
- ✚ Paper – III: Civil Procedure Code and Limitation Act
- ✚ Paper – IV: Law of Copyright

### Seventh Semester



- ✚ Paper – I: Jurisprudence
- ✚ Paper – II: Public International Law
- ✚ Paper – III: Banking Law
- ✚ Paper – IV: Law of Evidence

### **Eighth Semester**

- ✚ Paper – I: Human Rights Law and Practice
- ✚ Paper – II: Interpretation of Statutes and Principles of Legislation
- ✚ Paper – III: Environmental Law
- ✚ Paper – IV: Labour and industrial Law – I

### **Ninth Semester**

- ✚ Paper – I: Company Law
- ✚ Paper – II: Information Technology Law
- ✚ Paper – III: Labour and Industrial Law – II
- ✚ Paper – IV: Taxation Law

### **Tenth Semester**

- ✚ Paper- I: Practical Training –I
- ✚ Paper – II: Practical Training – II
- ✚ Paper – III: Practical Training – III
- ✚ Paper – IV: Practical Training – IV

### **B.A. LL.B (Hons.)**

6<sup>th</sup> Sem- Paper 1- Offences against Child and Juvenile Offences

Paper-2 Gender Justice and Feminist Jurisprudence.

7<sup>th</sup> Semester- paper-1- Patent Rights Creation and registration of patents

Paper 2 International Trade Economics

8<sup>th</sup> semester Paper-1 Law of Trade Marks and Design.



Paper-2 Insurance Law
9 <sup>th</sup> Semester paper -1 Corporate Governance
Paper-2- Probation and Parole

### **LL.M. COURSE**

#### **Duration**

The Master of Laws (L.L.M) is a full time 2 years course.

#### **Classes**

The classes are held during normal working hours.

#### **Papers:**

Paper	Subject
<b>Paper-I:</b>	Advance Jurisprudence
<b>Paper II:</b>	Judicial Process
<b>Paper -III:</b>	Trends in Indian Constitutional
<b>Paper-IV:</b>	Legal Education and Research Methodology
<b>Paper-V:</b>	Law and Society in India
<b>Paper-VI:</b>	Practical

### **PART – II (SECOND YEAR)**

Group – A (Business Law)



Paper	Subject
<b>Paper -I:</b>	Corporate Law
<b>Paper -II:</b>	Law of Industrial and Intellectual Property
<b>Paper-III:</b>	Banking Law
<b>Paper-IV:</b>	Insurance Law
<b>Paper-V:</b>	Dissertation
<b>Paper-VI:</b>	Viva-Voce
OR	
<b>Group – B (Constitutional and Administrative Law )</b>	
Paper	Subject
<b>Paper -I:</b>	Constitution of India
<b>Paper -II:</b>	Human Rights and Constitution of India
<b>Paper-III:</b>	Constitutional Law of Canada, UK and USA
<b>Paper-IV:</b>	Administrative Law in India
<b>Paper-V:</b>	Dissertation
<b>Paper-VI:</b>	Viva-Voce
OR	
<b>Group – C (Torts and Crime )</b>	
Paper	Subject
<b>Paper – I :</b>	Law of Torts
<b>Paper -II:</b>	Criminology



<b>Paper-III:</b>	Penology
<b>Paper-IV:</b>	Principles of Criminal Law
<b>Paper-V:</b>	Dissertation
<b>Paper-VI:</b>	Viva-Voce
OR	
<b>Group – D (International Law )</b>	
<b>Paper</b>	<b>Subject</b>
<b>Paper -I:</b>	Law of International Organizations
<b>Paper -II:</b>	International Law the Sea
<b>Paper-III:</b>	International Humanitarian Law
<b>Paper-IV:</b>	Private International Law
<b>Paper-V:</b>	Dissertation
<b>Paper-VI:</b>	Viva-Voce

- **Enrichment courses:** Workshops and seminars are organized by the Career Guidance Cell and Seminar Sub-Committee of the college in coordination with the IQAC. The college has initiated to introduce Value Education Course from this year for its students.
- **Certificate Course:** The college has introduced certain certificate courses like communicative English with language lab, photography, performing arts, and computer application. The syllabus for these courses is designed by the college in consultation with the advisory body and the respective coordinators.

**1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**



No, the college does not offer any self-financed programmes.

However, the college has initiated to offer to its students certain self-financed certificate courses. These are listed below:

- (a) Communicative English with language lab,
- (b) Photography,
- (c) Performing Arts, and
- (d) Computer Application.

The details including admission procedure, curriculum, fee structure, teacher qualification, salary, etc. are given to the Annexure.

**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.**

- ✚ Skill oriented programmes (such as Special Lectures, Seminars, Workshops, Practical Training, etc.) are offered in the institution to empower students.
- ✚ Communicative English, Computers are the programmes introduced in the institution.
- ✚ These programmes are globally more helpful in empowering students in job market as well as enriching students' knowledge.

**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/combination of their choice? If 'yes', how does the institution take advantage of such provision for the benefit of students?**

The University of Calcutta does not have any provision of Distance Mode of Education for Regular Law students of affiliated colleges. Therefore, the flexibility for distance mode of education to the students does not arise.

### 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 Institution's goals and objectives are integrated?**

- ✚ To supplement the university curriculum institution put in its best to merge its objective and goals with academics.
- ✚ Student grasp understanding by participating in the seminar, conferences, workshops and moot courts.



- ✚ Students actively participate in events such as debate, lecture contests, exhibitions, quiz etc. both collegiate and inter-collegiate level.
- ✚ Moot courts are also organized.
- ✚ Faculties attend refresher and orientation programs on latest views organized by the university.
- ✚ Special Lectures by eminent professors and legal practitioners are arranged by the college.

**Mr.PRATIK PRAKASH BANERJEE , ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions.**  
**Mr.SURANJAN DASGUPTA , ADVOCATE , KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions**  
**Mr.DILIP KUMAR BANERJEE, ADVOCATE KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions –**  
**DR I.G AHMED,PROFESSOR , DEPARTMENT OF LAW , UNIVERSITY OF CALCUTTA ,had given special lectures in the college on a number of occasions**  
**DR J.K DAS , ASSOCIATE PROFESSOR , DEPARTMENT OF LAW , UNIVERSITY OF CALCUTTA ,had given special lectures in the college on a number of occasions-**  
**DR MANI RANI DASGUPTA HEAD OF DEPARTMENT, ASSOCIATE PROFESSOR, DEPARTMENT OF LAW , UNIVERSITY OF CALCUTTA ,had given special lectures in the college on a number of occasions**  
**Mr.AMALESH ROY ,ADVOCATE HIGH COURT KOLKATA had given special lectures in the college on a number of occasions-**  
**Mr.RAMCHANDRA AGARWAL ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions-**  
**Mr.ANSAR ALI MONDAL , CHAIRMAN BAR COUNCIL OF WEST BENGAL, had given special lectures in the college on a number of occasions**

### 1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- ✚ Participative strategies are deployed to make learning more interesting through classroom quiz, group presentations, and peer-teaching methods.
- ✚ To enrich curriculum and making learning more interesting, the departmental clubs conduct activities for students like exhibitions, field trips, class debates etc.
- ✚ To make students actively aware about the high – empowered job market institution takes major steps by inviting senior advocates, judges and retire lawyers to talk over their experience and just released evolvement in the law field.
- ✚ Mentors and senior members guide the students in regards with employability.
- ✚ Alumni are invited to the institute to motivate the students and guide them in various aspect.



**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, ICT etc., into the curriculum?**

Cross Cutting issues	Efforts made by the Institution
<b>Gender</b>	<ol style="list-style-type: none"><li>1. Special lectures are organized on gender issues.</li><li>2. Workshop was organized on 19.12.2015 on female foeticide.</li><li>3. Rights of female students are taken care of by the Women's Cell of the college.</li></ol>
<b>ICT</b>	Students can access e-resources subscribed through INFLIBNET on the campus as well as off campus.
<b>Environmental Education</b>	Environmental law is a compulsory subject of 100 marks in the 8 <sup>th</sup> semester. Regular visits are conducted to WB Pollution Control Board, Green Bench oh High Court, Calcutta. Tree plantations are done by the faculty as well as students. Both the faculty and the students take part in Swachh Bharat Avijan.
<b>Human Rights</b>	Visits to Human Rights Commission are arranged by the college. Special lectures are also arranged by the college on various issues of human rights. Grievance Redressal Cell of the college takes care of the issues related to human rights violation.



### 1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

§ moral and ethical values

§ employable and life skills

§ better career options

§ community orientation

#### **Moral and ethical values**

- ✚ Institution teaches professional ethics in the curriculum.
- ✚ To overcome untidiness in the student's, institution conduct various lectures on personality development program.
- ✚ Departmental clubs and associations encourage students to participate in debate, quiz, cultural programs which proclaim consciousness of moral and ethical values.
- ✚ The college has recently initiated lectures on value education for the benefit of the students as well as the faculty.

#### **Employable and life skills**

- ✚ Certificate Courses offered in the college make student aware about the employability.
- ✚ For better employability the institution guides students to take up competitive exams. Reference book are also made available for better understanding.
- ✚ Lectures on various topics are organized in the college for giving guidance for career options.

#### **Better career options**

- ✚ Alumni, senior advocates and eminent legal practitioners are invited for guidance and consulting.

#### **Community orientation**

- ✚ Community service like visiting orphanages, teaching school students for free, charity etc. is driven by alumni association
- ✚ The college conducts community programme which helps to bring out the awareness in every individual such as road safety awareness programmes, legal awareness programmes, free legal-aid clinic, environmental awareness programmes.

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



- ✚ Feedback is taken from the students and stakeholders.
- ✚ The institution structures to accumulate and document report on curriculum. Parents feedback is also taken during parent's teachers meeting for building effective curriculum is analysed by the Teacher in charge and teacher council and necessary suggestions are adopted.
- ✚ As a part of curriculum field visit, court visit and visit to chamber council is mandatory to students for bridging their knowledge and the same is recorded for evaluation.
- ✚ IQAC committee review the feedback taken from the stakeholders and suggestions are implemented to enrich curriculum aspects.

#### 1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- ✚ Committees constituted in the college such as IQAC, Grievance Redressal Cell etc., monitor the quality of enrichment programmes.
- ✚ Every single course is consistently devised and confided to a particular faculty for its effective implementation which is advised by BOS and the Teacher in charge.
- ✚ Just-released trends are incorporated for evaluating other enrichment programs that are offered for improving quality learning.
- ✚ Formal feedback mechanism is followed in the college for further enrichment. Performance of students in university exams, class exams and participation in co-curricular and extra-curricular activities is evaluated based on the enrichment programs organized and its effectiveness is tracked.

### 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?

- ✚ No such curriculum is designed by the institute as it follows the curriculum provided by its affiliating university. However, feedback from the students are communicated by the board of study members to redesign/modify the curriculum of the affiliating university, if necessary.
- ✚ The Institution also discusses syllabus and teaching learning methods and evaluation agenda in its general staff meetings and the necessary changes will be presented to the University for their effective implementation.

#### 1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?



There is a mechanism for the feedback taken from the students and stakeholders. Feedback links is provided in the college website. Following feedback report is analysed and discussed with Board of studies members and Teacher in charge and is bridged to the University. Appropriate suggestions are adopted by the institution for curriculum enrichment. Skill orientated program has been introduced by the request received by the stakeholders.

**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?) Any other relevant information regarding curricular aspects which the college would like to include.**

Two new programmes were introduced, BA LLB honours and LLM courses from the academic year 2015-2016 and 4 certificate course on Communicative English, Computer Applications, Performing arts and Photography.



## CRITERION 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?

College ensures publicity and transparency in admission process through

- ✚ **Prospectus:** Indicates course offered, fee structure, online admission, admission process, campus facilities and rules for discipline etc.
- ✚ **Transparency** is ensured in every aspects of admission process. For e.g.: Fee receipts are provided to students. Merit list is mentioned in the college website and college notice board etc.

#### 2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- ✚ Common Admission Test is conducted University of Calcutta
- ✚ After clearing this test, counselling process takes place and students get admission based on requirement
- ✚ Eligibility criteria has to be passed by all students before opting for the course according to the university guidelines which is followed by the institution.
- ✚ Committee for admission probe the applications received and examines the supporting documents, eligibility, reviews merit list and shortlist the applicants and then the students are provided with admission.
- ✚ All enquiries regarding the admission in contacted to the admission committee and the help desk provided by them.

#### 2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Maximum and minimum marks for subjects are given below:

- ✚ Minimum marks for LLB admission is 40% for General 40% for S.C & S.T. in plus two.



- ✚ Minimum marks for LLM admission is 50% marks in LLB.

**2.1.4 Is there a 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?**

Annually the college constitutes Admission Committee to oversee the admission process. This Committee reviews the procedure of admission to ensure that all the norms are viciously followed.

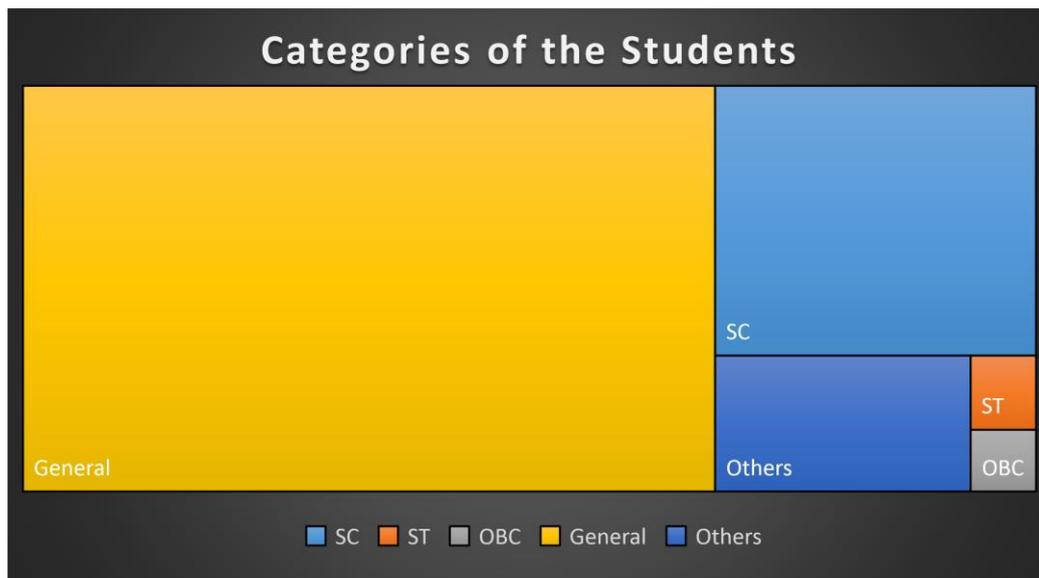
- ✚ College website and prospectus contains all the information required for the admission to carry out.
- ✚ Merit list is posted on the college website and in college notice board
- ✚ Admission committee help desk is made available for all admission enquiries.
- ✚ Admission Committee inspects the profile of the prospective students as well as the admitted students and make ensure the entire process is running sleekly.

**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 abled \* Economically weaker sections \* Minority community \* Any other**

**SC/ST and OBC students:**

As per the guidelines and rules of reservation policy SC/ ST students are admitted. There is 5 % cut off for admission. There is a fee concession given to these students according to the government norms.

Category	SC	ST	OBC	General	Others
5 years of Law	107	6	5	347	43



#### **Women:**

- ✚ Institution objectives take after the commitment to the cause of women's dispensation.

#### **Differently-abled:**

- ✚ Differently-abled students are provided with reservation policy in admission. They are also allowed to pay the college fees in instalments. In deserving cases the Management gives them fees concession.

#### **Economically Weaker sections:**

- ✚ Management has instituted scholarships and free-ships to economically weaker sections.

#### **Minority Community:**

- ✚ The College also facilitates the provision of scholarships and free ships instituted by state government, central government and external agencies to students of minority communities.

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	Number of students admitted	Demand ratio
2010-11	B.A.L.L.B	128 *	128	100
2011-12	B.A.L.L.B	115 *	115	100
2012-13	B.A.L.L.B	113 *	113	100
2013-14	B.A.L.L.B	173 *	173	100
2014-15	B.A.L.L.B	172 *	172	100

\* NOTE-As it is a common Entrance test conducted by the University of Calcutta and in the application forms. College preferences under the University of Calcutta are given. That is why it is not feasible to provide the accurate number of applications.



## 2.2. CATERING TO STUDENT DIVERSITY

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



- ✚ Library access is effortless to such students so that their learning is not affected. The library is situated in the ground floor

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

- ✚ Admission committee counsels and understands the students approach for taking up the course, based on which necessary guidance and track path is created.
- ✚ The past academic records and average marks scored is examined before the student admission.
- ✚ Students are admitted after counselling by the University of Calcutta.
- ✚ Law as a subject is not offered in plus two. Introductory classes and Bridge course are conducted for the students to help them understand the subject better.

**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 programme of their choice?**

- ✚ To enhance English language proficiency institution has a provision for language lab software where students can improve spoken English.
- ✚ Mentors counsel students who are slow learners and personal coaching is provided
- ✚ Additional remedial coaching classes are conducted for the weaker students.
- ✚ Bridge Course has been initiated from session 2015-2016 to bridge the gap between 10 + 2 and B.A.LL.B. course.

Name Of the Course	Goals / Objective
Communicative English	To improve communicative skills and increase employability
Computer Application	To gain I.T. based knowledge

- ✚ Faculties conduct revision test for the students
- ✚ 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
- ✚ Faculties suggest slow learners to refer simplified books for references.

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

**Gender Sensitivity:**

- ✚ Women's cell arranges lectures and seminars on gender sensitivity. Every year, Women's Day is celebrated with great enthusiasm.
- ✚ For women's security reasons CCTV camera is installed in campus.



- ✚ Eminent scholars are invited to present and talk on gender issues.

### **Inclusion:**

- ✚ The student community in the college consists of a healthy mix of academically bright students, average students, students belonging to privileged classes, economically weaker sections, SC, ST, minorities, etc. Equal mull over is given to all students unheeding their background, in allowing them access to learning, facilities, placement opportunities, support services.
- ✚ Through Legal literacy programme, the College conducts sensitization and awareness programs on issues of gender inclusion, environment, etc.

### **Environment:**

- ✚ The College organizes environmental activities such as tree plantation, campus cleaning etc.
- ✚ Efforts are made to make the campus a plastic free zone.
- ✚ Special Lectures are organized on environmental issues. Visit to Pollution Control Board, Green Bench of High Court at Calcutta are also conducted.

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

The students of both the categories namely slow and advance learners are identified on the basis of their passing percentage, classroom performance, regularity in submission of class works and assignments, punctuality and personal interactions. The college pays required attention to both the slow and advanced learners.

- ✚ Advanced learners are facilitated with state of the art facilities in terms of well-equipped library provided with latest edition of books, e-Books and other amenities.
- ✚ Mentors identify advance learners through class test, group interaction, moot courts, law quiz, participatory class etc.
- ✚ Career guidance program like district court visit, high court at Calcutta, supreme court of India, parliament and legislative assembly, visit to west Bengal pollution control board, human rights commission, consumer forum, police stations and to lawyer's chambers helps to build practical knowledge
- ✚ Eminent scholars are invited to motivate students and share their experience on law.
- ✚ Remedial classes and Bridge course classes are organized by the college

#### **2.2.6 How does the institute collect, analyse and use the data and information on the academic performance (through the programme 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)?**



- ✚ Academic performance of the students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. is detected by the teachers during their lectures in classroom.
- ✚ The morale of the slow learners is boosted by counselling sessions, remedial classes and intensive interactive sessions. They are also given advice after class hours and are motivated by providing additional learning material such as text books and solved question papers from exams.
- ✚ Mentors are assigned for all the students
- ✚ Simplified reference books and model question papers are provided and periodic tests are conducted.
- ✚ Continuous evaluation provides opportunity for counselling students with feedback to enhance their academic performance and behaviour
- ✚ The welfare department of the State Govt. as well as the union Govt. provides scholarships to the drawn groups of students.
- ✚ The Management, Teacher in charge and the staff of the college lend all emotional and moral support to such students and encourage them to complete the studies.
- ✚ Financial support is provided to weaker section students by way of instalment, scholarships etc.
- ✚ Parent-Student-Teacher meetings are conducted for motivation and guidance
- ✚ Scholarships to meritorious students are given by the College.

## 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 Teaching Learning process is the back bone of the academic system of any institution.

- ✚ The academic calendar prepared by the college keeping in mind the rules and regulations of University of Calcutta and Bar Council of India is published in the College prospectus and college website before the beginning of every academic year. It provides plan for the academic year to students, teachers and parents.
- ✚ Faculties are required to prepare the teaching plan for each subject and to maintain the work diary specifying the details of the topics taught in the classroom and entering the marks for various tests and daily attendance.
- ✚ Faculties follows the lesson plan, which contains the details regarding course objectives to be achieved, details of contents to be covered, the kinds of teaching aids and the logistics to be used inside the class room. Teaching schedule is prepared by all the concerned and submitted to the Head of the Department at the beginning of every semester.

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



- ✦ Plan of implementation is prepared by the IQAC which meets institution goals and objectives. Action plan is constructed by this committee for introducing innovative techniques.
- ✦ IQAC organizes lectures and seminars on legal aid to build practical view in students.
- ✦ Faculty development programs are organized and faculties are encouraged to participate and attend orientation programs and refresher course.
- ✦ Promotes to build ICT class rooms for quality learning.
- ✦ Improving learning resources such as Library, reading room, digital Library-journals etc.
- ✦ Feedback taken by students and stakeholders is analysed and discussed during the general meeting
- ✦ Encourage students to attend special lectures by eminent scholars and legal professionals.
- ✦ To lead faculty members systematically to attend programs on new and emerging technologies
- ✦ Infrastructural facilities are also being taken care of.
- ✦ The list of co-curricular and extension activities prepared by the department is also reviewed by the IQAC.

**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 college supports student-centric learning through its efforts at creating a learning environment which allows students to think, answer and ask questions. The basic strategy adopted is to provide students with a diversity of learning experiences. Being a common teaching method, lectures are supported by assignments, discussions, field work and projects.
- ✦ The student-centric learning is promoted through different types of interactions to ensure that real communication takes place in the classroom.
- ✦ The lectures are made more interactive.
- ✦ The teachers adopt presentation and group discussion method to make the topics more interesting.
- ✦ The teachers frequently give the illustrations and discuss legal conditions to acquaint the students with the practical insight of the subject.
- ✦ Strengthening of library resources and services.
- ✦ To spot court proceedings court visits are arranged
- ✦ Student participation in the outreach activities is encouraged
- ✦ Conferences/ Seminars/ Workshops are arranged for students.
- ✦ The college also encourages the use of internet and computers by the staff and students to keep them abreast of the latest developments in their respective field of study.



- ✚ Apart from it, the college provides a state of the art moot court where students participate to improve fundamental knowledge.
- ✚ Excursion activities are made limited in the form of Environmental Studies, Jail Visits, supreme court visits, parliament visits, police station visits, human rights commission visits, Ngo visits etc. They dwell the feeling of one which enlighten every student's knowledge
- ✚ Trainings are provided to the students for Para-legal services

#### **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 college concentrates on making the students original thinkers. To sow scientific temper through legal thinking and logical reasoning that can trigger creativity and legal skills.
- ✚ Arranging various debate, essay competitions to develop the tendency of critical thinking.
- ✚ Training students to learn law in organized way helps to build confident among students
- ✚ Guest lectures conducted by the IQAC aid students thinking.
- ✚ Departmental clubs organise activities like debates, moot court & speeches on current socio-legal topics etc. which develop practical thinking.
- ✚ Student leader ships is built by participating in activities conducted by the college.
- ✚ Students are encouraged to attend seminars and workshops which frame legal awareness.

#### **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 college is willing to introduce more ICT methods of teaching, and wants to implement all modern technologies in enabling blended learning, however, there is a dearth of funds, hence the college fails to implement the above facilities.

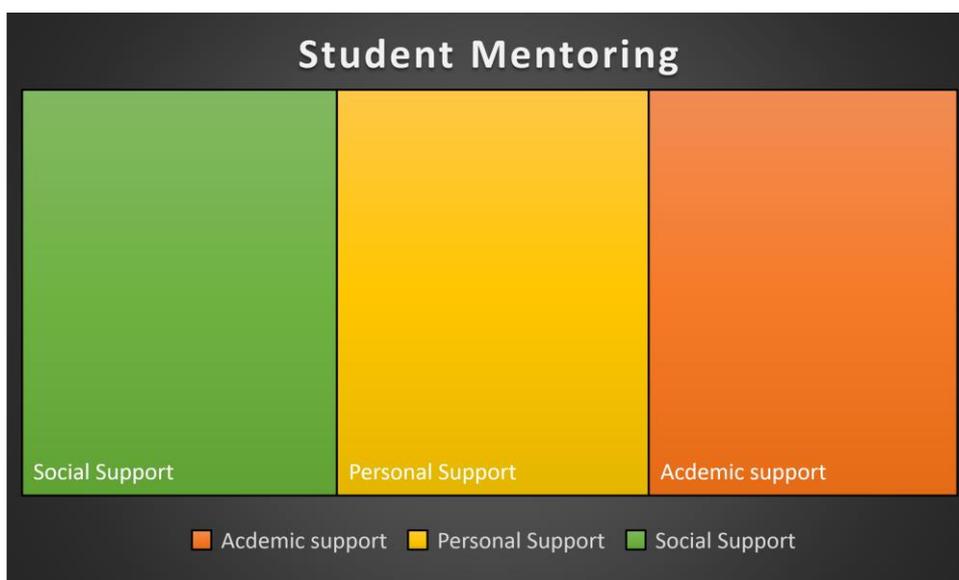
#### **2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

- ✚ Faculty and students are encouraged to participate in national conferences, seminars and workshops for interacting with experts in their field and help them to update with recent global developments.
- ✚ Faculty is also permitted to present lectures in various institutions



- ✚ By procuring latest reference and text books and placing the books in Library
- ✚ Lectures are arranged by senior eminent and advocates for sharing their view in legal world.
- ✚ Legal awareness camps are organized in the institution.
- ✚ Students actively participate in seminars and workshops conducted and make the best use of it
- ✚ Faculties present their papers, publications to benefit the students and also have their professional growth.

**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?**



- ✚ A well-equipped Library with e-learning resources is provided to students
- ✚ Practical learning through Court visit, Chamber visit Moot court, Legal Aid programme etc. are being helpful.
- ✚ Remedial coaching's are provided to slow learners
- ✚ Scholarships and free ships are available to weaker section students
- ✚ Eminent scholars are invited to share the advance knowledge
- ✚ Computers with internet connectivity are made available to the students.
- ✚ Wi-Fi enabled campus is under implementation, and will be introduced soon.
- ✚ The institution also has students Career Guidance Cell which also facilitates students counselling and guidance.



- ✚ Students are counselled periodically, fortnight / month, about their academic performance, financial problem and other personal problems. If required, parents are invited for counselling along with the students.
- ✚ Parents / Guardians are informed about the performance of the students on monthly basis.
- ✚ Online admission process is followed in the college. This automated admission process generates merit list of the studies that is posted in the college website and notice board.

**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 faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The college is willing to introduce more ICT methods of teaching, and wants to implement all modern technologies in enabling blended learning, however, there is a dearth of funds, hence the college fails to implement the above facilities.

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

- ✚ The institution has centralized library. The library continues to provide the following current awareness services in order to alert users to latest information of their interest.
- ✚ The library consists of large number of books for borrowing, reference books, journals, magazines, newspapers, and books in the current arrival section.
- ✚ There are subject related books, journals, e-books, e-journals and educational DVDs made available.
- ✚ The college will apply for the subscription to INFLIBNET Programme thus providing access to electronic resources.
- ✚ Computer with multimedia facilities are available with internet connectivity in the library.

**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.**

As such, there is a shortage of faculties for the course. However, the college tries to overcome the challenge and deliver curriculum on time.

**Institutional approaches to overcome the challenges:**

- ✚ College calendar is well designed by which meets the time frame of curriculum.
- ✚ Lesson plans are periodically monitored by the Teacher in charge.
- ✚ To cover up the lost classes limited shaping is done in time-table
- ✚ Over-and – above workload is distributed among faculties
- ✚ Guest faculties and part time faculties are recruited as necessary.



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

The Institute monitors the quality of teaching by several means such as

- ✚ As per Bar Council India, teaching learning process is developed on course study prescribed by the university.
- ✚ Feedback is taken by the students on teachers where the evaluation is done by the IQAC and discussed in general meeting where Board of Studies member and Teacher in charge is present.
- ✚ Mentor is assigned to each students, where their grievance is shared and performance in internal and external examination is tracked.
- ✚ Faculties submit the self-appraisal report and the remedial measures will be suggested by the IQAC.
- ✚ The student feedback on quality of teaching is also obtained by other means such as the Grievance Cell, mentoring, student counselling, parent teacher meetings and personal interactions by IQAC which gives better view on quality learning.
- ✚ Faculties are encouraged to participate in workshops and seminar to enhance quality teaching.

**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		Total
	M	F	M	F	M	F	
<b>Permanent Teachers</b>							
DSc/D.Lit.	-	-	-	-	-	-	
Ph.D.	-	-	-	-	0	1	1
M.Phil.	-	-	-	-	-	-	
PG	-	-	-	-	1	1	2
<b>Contractual Time Teacher Whole (CWTT) (W.B. Govt. Approved)</b>							
					M	F	
Ph.D.							
M.Phil.	-	-	-	-	-	-	
PG	-	-	-	-	-	3	3
<b>Part-Time Teachers (College Management Appointed)</b>					<b>M</b>	<b>F</b>	



Ph.D.				
M.Phil.		-	-	
PG		1	1	2
<b>Guest Faculty (College Management Appointed)</b>				
		M	F	
Ph.D.		-	-	
M.Phil.		-	3	3
P.G.		4	5	9

**Note:** Contractual Time Teacher Whole (CWTT) – 3 (FEMALE) P.G.

Guest Faculty - 12 (4 Males and 8 females) among 12 guest faculty 9 P.G. (4 MALES and 5 females) and 3 M Phil. (female)

**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.**

- ✚ By encouraging faculties to attend seminars, workshops related to advanced areas of studies.
- ✚ Library is updated with relevant modern text books and books for reference and other e-resources.
- ✚ Eminent lectures and senior advocates are invited to interact with the students and sharing their experience in legal world.
- ✚ One of the objective of institution is to meet the universal demands resulted in producing outstanding students who are holding responsible positions in Judicial, non-judicial also.
- ✚ Straight outcome is the betterment of the university results

**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.**

**a) Nomination to staff development programmes**

- ✚ For Faculty: Orientation and refresher course and ICT based technology training and other developmental programmes including seminars and workshops.
- ✚ For Non-Teaching Staffs- ICT based training are provided. Trainings are also provided on Student Package and Accounting Package etc.

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



Faculties are trained to make use of advance teaching aids which can be implemented in the class rooms.

The college has organized the followings:

**National Seminar On Corruption And National Economy**  
**IQAC workshop**  
**Seminar on SEBI**  
**Seminar On Jago Grahak Jago By Consumer Forum**  
**National Seminar On Female Foeticide**  
**Legal Volunteers Training Programme**  
**Moot court**  
**Lok Adalat visit**  
**Visit to Supreme Court**  
**Consulting and Free Legal Aid**  
**Visit to Pollution Control Board**  
**Visit to District Court and Various awareness programme such as legal awareness, environmental law awareness, road safety awareness, gender equality awareness etc.**

**c) Teaching learning methods**

Primary training is given to faculties on IT and e-learning.

**d) Percentage of faculty**

Faculties whose course work is completed.

Name of faculty	Department	Course work
Yogita Gauri Saria	Law	Pursuing Ph.D.; Course Work not required
Moumi Banerjee	Law	Pursuing Ph.D.; Course Work completed
Diyali Roy	Law	Pursuing Ph.D.; Course Work completed
Priyadarshini Dey	Sociology	Pursuing Ph.D., Completed Course Work



Dipanwita Roy Ghatak	Political Science	Pursuing Ph.D., Completed Course Work
Priyanka Sutar	Economics	Pursuing Ph.D., Completed Course Work

e) Guest lectures

The institution invites special lectures by eminent professors and Legal Practitioners-

**MR. PRATIK PRAKASH BANERJEE, ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions.**

**MR. SURANJAN DASGUPTA, ADVOCATE, KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions**

**MR. DILIP KUMAR BANERJEE, ADVOCATE KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions –**

**DR I.G AHMED, PROFESSOR, DEPARTMENT OF LAW, UNIVERSITY OF CALCUTTA, had given special lectures in the college on a number of occasions**

**DR J.K DAS, ASSOCIATE PROFESSOR, DEPARTMENT OF LAW, UNIVERSITY OF CALCUTTA, had given special lectures in the college on a number of occasions-**

**DR MANI RANI DASGUPTA HEAD OF DEPARTMENT, ASSOCIATE PROFESSOR, DEPARTMENT OF LAW, UNIVERSITY OF CALCUTTA, had given special lectures in the college on a number of occasions**

**MR. AMALESH ROY, ADVOCATE HIGH COURT KOLKATA had given special lectures in the college on a number of occasions-**

**MR. RAMCHANDRA AGARWAL ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions-**

**MR. ANSAR ALI MONDAL, CHAIRMAN BAR COUNCIL OF WEST BENGAL, had given special lectures in the college on a number of occasions**

**2.4.4 What policies/systems are in place to recharge teachers? (eg: 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 constituted a Research Committee to plan, initiate and facilitate research activities. The committee constituent the new trends in education, recommends and monitors research. Till 2013 the college did not have any substantive faculty, hence there has not been an opportunity for the faculty to apply for any seed research grants. However, they are keen



on applying to such programmes soon. It encourages faculty to pursue PhD degrees, to execute minor/major research projects, to actively publish research articles and to present research papers at Conferences / seminars.

**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/achievement of the faculty.**

NA

**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?**

- ✚ There is a feedback mechanism called 360-degree feedback where feedback is taken by the student on teachers and feedback is evaluated by the Teacher in charge and IQAC committee.
- ✚ Detail analysis of feedback is done, based on which faculty teaching methods are also evaluated.
- ✚ Faculty appraisal is also done based on the feedback and performance.

## 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 Stakeholders of the institution i.e. students and faculty members and even the parents of the students are informed about evaluation process by giving general instructions mentioned in the prospectus of the institution.
- ✚ Court and chamber visits, participation in Lok-Adalat, legal literacy camps and other activities are judged for internal evaluation.
- ✚ The evaluation is the integral part of teaching learning process. So, the institution makes effective arrangements for the smooth application of the rules about the processes. Transparency in student internal examination is done by directly interacting with the mentors in charged. The college has developed a proper Mechanism for this purpose. Time to time staff meetings are also conducted concerning evaluation process.

**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?**

- ✚ Internal assessment through grading system is used for all years BALLB students.
- ✚ Bio-metric attendance for evaluators and CCTV cameras at the evaluation centres to ensure fair evaluation.



- ✚ The college strictly comply to minimum dependency in student attendance and regular notice about shortage is given to students
- ✚ Multiple tests and assignments are given so that the students have better chances to score high internal assessment marks.
- ✚ Provision for recounting and re-evaluation on the request of the student.

**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 evaluation system reforms are displayed on the college and department notice board. It is also displayed in the college prospectus and academic calendar.
- ✚ Academic calendar is prepared precisely.
- ✚ The evaluation is all candid; the students are satisfied by showing them the evaluated performance in the answer sheets. Any doubt about evaluation is made clear to the students.
- ✚ Regular notification on the exams is a feature of the teaching, learning and evaluation process followed in the college.
- ✚ Work dairies are maintained by the faculties for any changes during evaluation
- ✚ Teacher in charge and management review the evaluation process to shape effective implementation.

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

- ✚ Observing student's level of comprehension during class room teaching by asking thought provoking questions, seeking solutions to posed problems, etc.
- ✚ The institute has introduced online MCQ for internal assessment.
- ✚ Giving take home exercises/assignments
- ✚ Encouraging students to present papers at seminars and participate in group discussions, subject- quiz programme etc.,
- ✚ Summative assessment is done to measure the progress of the student to determine whether learning goals have been met.
- ✚ Regular assignments are based on the university examination model
- ✚ These forms of assessment have resulted in students excelling in academics by scoring high marks in university examinations. For example, there have been many rank holders and gold medal winners in courses like B. Com, BA, and BSc in the last four years. The number of students who get admitted to PG courses has also increased significantly in the recent years.
- ✚ Formative evaluation designed to test the cognitive skills of the students is based on tests, class room debates, group discussion, seminars, practical training, diary and moot court.



**2.5.5 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.**

- ✚ Weightages are given as prescribed by the affiliating University for guidelines
- ✚ Results of these internal tests are declared as soon as possible. To maintain transparency, the students are given chance to look at the evaluated answer scripts.
- ✚ Performance of students is monitored through class room interactions and internal exams. Parent teacher meetings are also held regularly to update the parents about the performance of their ward
- ✚ The college does conduct various internal test so that the students get a better picture of the University exams and come out with flying colours in the University exams

**2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?**

- ✚ The college encourages students who are less privileged to pursue higher education with the help of various types of financial assistance extended by the government as well as the management.
- ✚ Organizing seminars, workshops, court visits and moot court interaction
- ✚ A large number of curricular, co-curricular and extra-curricular activities are planned and carried out throughout the year to ensure sustenance and enhancement of quality resulting in attainment of above mentioned graduate.
- ✚ The plan of the internal assessment programme is monitored through frequent meetings.
- ✚ Community service through extension activities, outreach programmes, ISR related initiatives and Best Practices attempt to ensure the attainment of graduate attributes.
- ✚ Guest lectures are invited for sharing their experience and to build legal awareness among students.
- ✚ Encouraging advanced learners to participate in various Curricular and co-curricular activities.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

- ✚ Students having grievances with the internal evaluation process can directly approach the concerned mentor.
- ✚ For external evaluation by the affiliating university, re-evaluation fee is charged from the student and evaluation is done once again. The examination is conducted and controlled by university. The college has to follow the instructions of the university. If students have any problem, the Teacher in charge of the college communicate to the concerning authority.



## 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?

- ✚ Institution vision and mission statements clearly communicates learning outcome of the law course offered, which grooms the students.
- ✚ Bridge Course are also arranged to the new comers where in the learning outcomes are discussed.
- ✚ Learning outcome facilitate advance skill based programme, quality conscious, social responsibility, moral upright and environmental conscious citizenry motivate students by making them enterprising, independent and invincible.
- ✚ These learning outcomes are made aware to staff and students through the college prospectus, website, brochure, annual magazine the college newsletter, notice boards, the mentors' book and the faculty work dairies.

### 2.6.2 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 students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

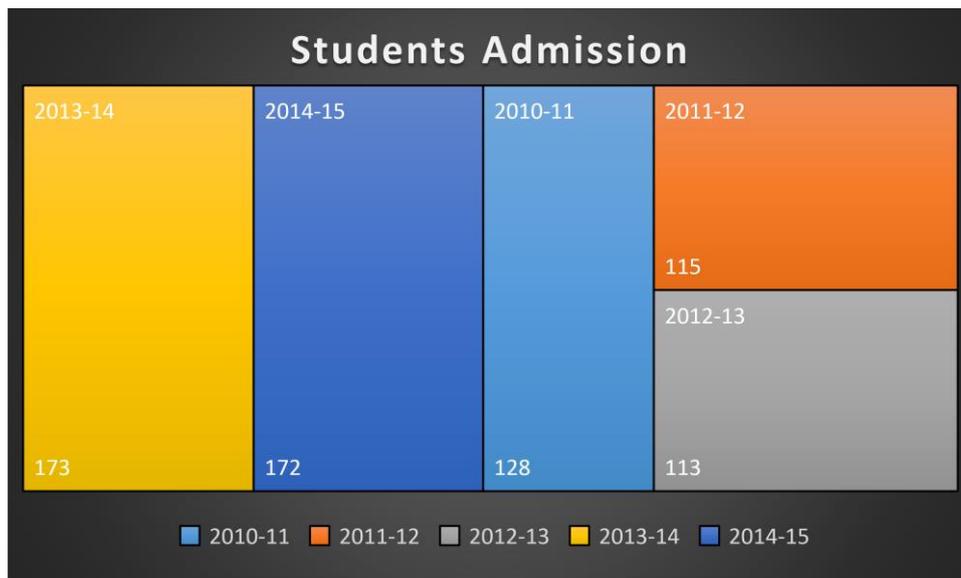
- ✚ Performance of students is monitored through daily class interactions and their performance in the internal exams.
- ✚ Parent teacher meetings are also held regularly to update the parents about the performance of their wards. Students are free to interact with the teachers on various matters inside and outside the classroom.
- ✚ Academic calendar is prepared beforehand which sets the plan in achieving the learning objectives of the institution.
- ✚ Mentors address student's problems through formal and informal interaction.
- ✚ Attendance record of the students is tracked by the mentor and IQAC.
- ✚ Formal feedback is given by the students online, where the IQAC evaluate the feedback report and is discussed with Teacher in charge for further action.
- ✚ Performance is practically monitored through moot courts and presentation on social awareness given by the students.

Year	Programmes (U.G) At entry level	Number of applications	Number of students admitted
2010-11	B.A.L.L.B	128 *	128



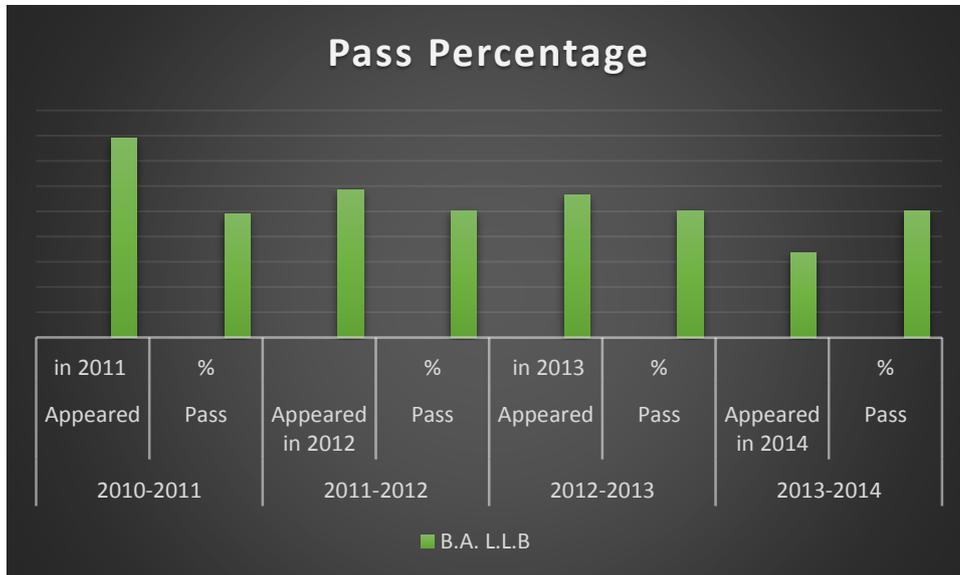
2011-12	B.A.L.L.B	115 *	115
2012-13	B.A.L.L.B	113 *	113
2013-14	B.A.L.L.B	173 *	173
2014-15	B.A.L.L.B	172 *	172

\* **NOTE-** As it is a common Entrance test conducted by the University of Calcutta and in the application forms. College preferences under the University of Calcutta are given. That is why it is not feasible to provide the accurate number of applications



SL No	Name of the Programmes	2010-2011		2011-2012		2012-2013		2013-2014	
		Appeared in 2011	Pass %	Appeared in 2012	Pass %	Appeared in 2013	Pass %	Appeared in 2014	Pass %
1	B.A. L.L.B	158	98.07	117	100	113	100	67	100



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

The Institute aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. All the staffs are involved in the construction of this learning environment. All students are valued equally during their learning journey with institute. Certificate Courses have been initiated such as Photography, Performing Arts, Communicative English, Computer Application from 2015-2016. Practical Training such as Court visits, Pollution Control Board visit, Human Rights Commission etc. are also conducted. Remedial and Coaching classes are arranged for weaker students.

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

- ✚ During admission the students are examined about the social responsibility of a lawyer.
- ✚ During the course time the students are encouraged to participate in social and the community awareness programmes.
- ✚ Moot courts, Chamber visits, court visits, training in speech and pleading etc. are arranged beyond the scope of the syllabus to provide career orientation to the students.
- ✚ Certificate Courses have been initiated such as Photography, Performing Arts, Communicative English, Computer Application from 2015-2016.
- ✚ Practical Training such as Court visits, Pollution Control Board visit, Human Rights Commission etc. are also conducted.



- ✚ Remedial and Coaching classes are arranged for weaker students.
- ✚ Para Legal Services – Free Legal Aid Camps and Legal Awareness Camps are arranged by the college.

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

Data collection on students' performance and learning outcomes is an essential ingredient for future planning of academic programs and also evolve strategies to overcome barriers of learning. The data is collected through the following means:

- ✚ College collects the data from periodic Test papers, assignments, Moot Courts, discussion in classes, personal interaction with students etc.
- ✚ The students' progress and performance is continuously monitored by all the staff and appropriate guidance and counselling will be provided to the students to overcome any sort of hindrances in their academic progression
- ✚ Tutorial and Remedial classes are arranged by the college.

**2.6.6 Does the institution and individual teachers use assessment/ evaluation outcomes 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. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

- ✚ Institution conducts seminars, workshop & debate on topics of law such as RTI, Environment Laws, Crime against women etc.
- ✚ Mentorship is assigned to all faculties to mentor students assigned to them, so that their performance and individuality is tracked.
- ✚ The learning outcome is improved through mentorships.
- ✚ Special Lectures are arranged by the college delivered by Eminent Professors and Legal Practitioners



## 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?**

No, Institution does not have any research centre of the affiliating University.

#### **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, the college has Research Committee.

Composition of Research Committee are as follows-

- ✚ Dr. Milan Paul, President, Governing Body
- ✚ Dr. Mohammadi Tarannum, Teacher-in-Charge
- ✚ Dr. Nilansu Das, Associate Professor, Govt. Nominee, Governing Body
- ✚ The committee actively encourages every faculty, in the application process for minor and major research proposals from central funding agencies like the UGC and other state funding agencies.
- ✚ The committee also looks into the issue of infrastructure for carrying out the projects.

#### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects? § autonomy to the principal investigator § timely availability or release of resources § adequate infrastructure and human resources**

Institution encourage faculties to take part in research related seminars and workshops organized by the university, or any other university. Institution also encourages faculties to take part in various minor research projects organised by UGC.

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

In order to inculcate interest in research and a scientific outlook students are:

- ✚ Encouraged to attend summer schools organized by various regional/national bodies.
- ✚ Attend special lectures/seminars organized from time to time by established institutes in and around the city as well as by the college.
- ✚ Present posters in seminars and participate in law quiz contests, essay competition, debates, moot court, etc.



- As a part of LLM syllabus, the faculties of this institution teach research methodology to students and discuss various prospects of research in society and develop a research culture among them.

**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.)**

No. None of the faculty is involved in active research as of now.

**3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.**

Institution has just started post graduate course in Law from this session. Institution will work more on this sector very soon.

The college has organized the following different programmes:

**National Seminar On Corruption and National Economy**  
**IQAC workshop**  
**Seminar on SEBI**  
**Seminar On Jago Grahak Jago by Consumer Forum**  
**Seminar On Female Foeticide**  
**Legal Volunteers Training Programme**  
**Moot court**  
**ICT based training programme**  
**Consulting and Free Legal Aid**

The institution has also invited 57 special lectures by eminent professors and Legal Practitioners from 2011 till May 2015 –

**MR. PRATIK PRAKASH BANERJEE, ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions.**  
**MR. SURANJAN DASGUPTA, ADVOCATE, KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions**  
**MR. DILIP KUMAR BANERJEE, ADVOCATE KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions –**  
**DR I.G AHMED, PROFESSOR, DEPARTMENT OF LAW, UNIVERSITY OF CALCUTTA, had given special lectures in the college on a number of occasions**  
**DR J.K DAS, ASSOCIATE PROFESSOR, DEPARTMENT OF LAW, UNIVERSITY OF CALCUTTA, had given special lectures in the college on a number of occasions-**



**DR MANI RANI DASGUPTA HEAD OF DEPARTMENT, ASSOCIATE PROFESSOR, DEPARTMENT OF LAW, UNIVERSITY OF CALCUTTA, had given special lectures in the college on a number of occasions**

**MR. AMALESH ROY, ADVOCATE HIGH COURT KOLKATA had given special lectures in the college on a number of occasions-**

**MR. RAMCHANDRA AGARWAL ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions-**

**MR. ANSAR ALI MONDAL, CHAIRMAN BAR COUNCIL OF WEST BENGAL, had given special lectures in the college on a number of occasions.**

**3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

As such, there is no specific areas of research and expertise available in the institution.

**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 often invite speakers who are experts in their fields, such as, eminent lawyers, retired judges, professors from affiliating university and other universities to deliver lectures to both students and faculties.

**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?**

No faculty has utilized sabbatical leave for research as of now because college have very small faculty and if such leave is granted than there will be hamper of classes. But the faculties are allowed to attend, participate, present papers in seminars, workshops, special lectures etc. after taking their classes.

**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)**

The institution has organized various awareness programmes such as environmental law awareness, road safety awareness, legal awareness, free legal aid programmes, gender equality awareness etc.



## 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.**

No such budget is earmarked for research.

**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?**

There is no such provision provided.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

- ✚ There are no financial provisions made available to support student research projects by students till now.
- ✚ However, efforts are being made to promote research and /or dissertation work related to their courses.

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

No such endeavours have been made by staff till now.

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

No equipment's for research is provided in the college. The institution has Computer & LCD Projector which is used to take some classes and in delivering special lectures and in seminars, workshops etc.

**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.**

No, the institution did not receive any special grants or finances from the industry or other beneficiary agency for developing research facility.

**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 ongoing and completed projects and grants received during the last four years.**



There is no support provided to the faculty in securing research funds from various funding agencies, industry and other organisations.

### 3.3 RESOURCE FACILITIES

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

Internet connectivity has been provided. The library is upgraded with valuable Reference books, Law Journals, Periodicals and Magazines etc. for the students who are interested in taking up the research.

#### 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.
- ✚ The college has organized National/college level seminars and has always made a point to encourage its faculty members to take part in seminars and workshops. These are expected to help the faculty members to know about new and emerging areas in research as well the latest trends in technology, and updated with the latest amendments etc.
- ✚ The establishment of the IQAC is expected to assist the planning, development and creation of more opportunities for research.

#### 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.

No the institution did not receive any such special grants or finances.

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

As such, there is no collaboration on research facilities outside the campus.



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

Internet connectivity on the campus has been provided. The library is upgraded with valuable Reference books, Law Journals, Periodicals and Magazines etc. for the students who are interested in taking up the research.

**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.**

As such, there is no collaborative research facilities developed / created by the college.

**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) \* Original research contributing to product improvement \* Research studies or surveys benefiting the community or improving the services \* Research inputs contributing to new initiatives and social development**

Not applicable, as it is a law Institution.

**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?**

No, the college does not publish or partner in publication of research journal as of now. Steps have been initiated to publish college journal with ISSN and ISBN no.

**3.4.3 Give details of publications by the faculty and students: \* Publication per faculty \* 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 \* Citation Index \* SNIP \* SJR \* Impact factor \* h-index**

Details	Number
Publication per faculty	By faculty 15
Number of papers published by faculty and students in peer reviewed journals (national / international)	By students
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.)	No



<b>Complete, Dare Database -International Social Sciences Directory, EBSCO host, etc.)</b>	
<b>Monographs</b>	
<b>Chapter in Books</b>	1 (in press)
<b>Books Edited</b>	
<b>Books with ISBN/ISSN numbers with details of publishers</b>	
<b>Citation Index</b>	
<b>SNIP</b>	
<b>SJR</b>	
<b>Impact factor (range)</b>	
<b>h-index</b>	

### **List of Publications Published**

1. Utility of Doctrine of ultra-virus under Indian Company Law 2007 Article Published KULR(Journal)
2. Euthanasia is steel debate under Human Rights Aligarh University 2015 Article Published
3. Law in changing society in India – An overview 2014 ISSN 0975-6639 Article Published.

Other details of publication by faculties is provided in annexure

**3.4.4 Provide details (if any) of \* research awards received by the faculty \* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally \* incentives given to faculty for receiving state, national and international recognitions for research contributions.**

NO faculty has received research award or recognition till now.

### **3.5 CONSULTANCY**

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

No formal strategies or systems have been instituted for establishing such interface.



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

- ✚ Being a law institution we provide consultancy by paper setting in affiliating university as well as other universities and other governmental sector. Teacher in charge is a member of Board of Studies of the affiliating university.
- ✚ The college provides free legal aid to the weaker section of the society and also organises awareness programmes.

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

- ✚ Faculties are encouraged to resort their savvy for consultancy by providing them backing to library, internet facilities and administrative hand.
- ✚ Special leaves or sabbatical leaves are not granted as many sanctioned teaching posts are lying vacant.
- ✚ Likewise, a visit to state legal services is being a part of facilities offered.
- ✚ General public consultancy for mutual litigation is given through free legal aid clinic.

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

Some of the faculty members are paper setters, examiners of various institutions like Kalyani University, Burdwan University, Vidyasagar University, Public Service Commission along with the affiliating university. Consultancy is also done by the faculties by participating in District Lok Adalat and college also have free legal aid clinic.

**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 policy for sharing the income generated by consultancy as of now; also the legal aid clinic which is arranged by the college often, is a free service.

**3.6 EXTENSION ACTIVITIES AND INSTITUTION SOCIAL RESPONSIBILITY**

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

- ✚ Institution is mindful of its recognition of best lawyers, judges, public prosecutors. They have made immense input to society and climate for making constructive joins in the field of law.



- ✚ Personally some faculties, management, Alumni and students are being part of social service, in the time of natural crises, help to needy and a hand to poor.

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

- ✚ Institution friction to imbue civic obligations in the student by motivating them to attend extension and value added programmes so that they pledge to become a subsection lawyer.
- ✚ Extension programmes are conducted by the college apart from the programmes offered by the university.
- ✚ Institution has big league of subsistence in various council oriented exercises.
- ✚ Legal aid camps for poor and untutored is part of outreach programmes
- ✚ Students visit nearby crossroads and interacts about the legal concern faced for advisory. These activities built students inter personal skills so that they are ready to counsel legal society.

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

Institution postulate stakeholder's feedback through a combination of formal and informal methods.

- ✚ Formal feedback is taken by the students through online platform, feedback is also given by the parents and alumni these inputs are reviewed by IQAC and Teacher in charge and discussed in general meetings held with teacher council and necessary suggestions are adopted.
- ✚ Feedback is given based on the curriculum, teaching learning, library and on teachers, these feedbacks helps to refine quality of the institution.
- ✚ Strategic plans are designed by the Teacher in charge and involves all the faculties, constructive ideas are open to it where the management takes a rolling part in improving quality of the institutional performance.
- ✚ Thus, feedback obtained by the students, alumni, parents and teachers are open gates for the development and appraisal of every individual which are valued and initiatives are taken accordingly.

### 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.

- ✚ In general staff meetings layout is prepared for extension programmes and IQAC also gives a hand on so that the final outcome is being very productive. These programmes are carried out by various committees.



- ✚ Students attend seminars, moot courts, guest lectures on legal service organized by other university and colleges.
- ✚ Student council organises various curricular and cultural activities like quiz, debates etc. where students actively participate.

**List of major extension and outreach programs organized by the college during the last four years:**

- ✚ UGC sponsored National seminar;
- ✚ UGC sponsored IQAC workshop;
- ✚ college level seminar on consumer rights;
- ✚ college level seminar on SEBI;
- ✚ Moot court
- ✚ quiz competition;
- ✚ Blood Donation Camp;
- ✚ college level workshop on Pre conception and Pre-Natal Diagnostics Techniques (Prohibition on Sex Selection) Act,1994;
- ✚ Free legal aid Clinic;
- ✚ legal awareness camp etc.
- ✚ With regard to health care facilities the students are charged rupees ten only per annum for every kind of medical assistance in association with STUDENTS HEALTH HOME, a voluntary organisation.

**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?**

The institution use to maintain and promote participation of students in extension activities by providing free legal aid, various awareness programmes such as legal awareness, road safety awareness, pollution control awareness etc. and also by establishing permanent legal aid clinic in the college campus.

**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 institution provides financial assistance to the economically weak students;
- ✚ students from minority section get scholarships from West Bengal Government named POST MATRIC SCHOLARSHIP and the institution arranges for the same;
- ✚ The institution often organises free legal aid camps and awareness programmes
- ✚ With regard to health care facilities the students are charged rupees ten only per annum for every kind of medical assistance in association with STUDENTS HEALTH HOME, a voluntary organisation.



**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.**

- ✚ Community services like environmental familiarity programmes, Blood donation camps, free legal aid clinic etc. are some of the primary extension programmes conducted to raise community knowledge to students.
- ✚ These initiatives help students to absorb values and build leadership, team spirit, vow to social justice and equality.
- ✚ One of the objectives of the institution is to give a responsible citizenship rather than just a disciple.
- ✚ Participation of students in extension activities helps to build the multi-dimensional personality of the students. Extension activities educate the Spirit of Patriotism, Humanism, Communal Harmony and National Integration to students.

**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?**

- ✚ In all the extension activities local community members, NGOs, community leaders and Government officers are involved.
- ✚ Institution conducts legal awareness programme on law to ensure the association of community development, eminent lawyers, retired judges, social activists and NGO's share their experience and knowledge to students.
- ✚ To help benefit the local community, various outreach programs and many awareness programmes are organized by the college.

**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.**

No, the college does not have any such constructive relationships forged with other institutions of the locality for working on various outreach and extension activities.

**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.**

No such awards have been received as of now.



### 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.**

As such, there is no formal mechanism to collaborate outside the college.

**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.**

The institution is also looking for signing MoU with other institutions of national repute in future.

**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.**

Regarding placement, as it is a professional course 99% of the students get enrolled as Advocates. Not only Advocates, they also become Judges, Public Prosecutor, Law Officers of the State Government & private sectors etc. The institution has been provided with internet connection in the whole campus. library is equipped with various law books national and international; law journals, online SCC and AIR etc. Faculties participate in seminars and lectures which help them to improve their teaching-learning methods. The college have its own permanent free legal aid clinic in the college campus, which provide free legal service to the weaker section of the society.

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

The college has organized the following different programmes:

**National Seminar On Corruption and National Economy**  
**IQAC workshop**  
**Seminar on SEBI**  
**Seminar On Jago Grahak Jago by Consumer Forum**  
**Seminar On Female Foeticide**



The institution has also invited **57 special lectures** by eminent professors and Legal Practitioners 2011 to May 2015-

**MR. PRATIK PRAKASH BANERJE, ADVOCATE HIGH COURT KOLKATA, had given special lectures in the college on a number of occasions.**

**MR. SURANJAN DASGUPTA, ADVOCATE, KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions**

**MR. DILIP KUMAR BANERJEE, ADVOCATE KOLKATA HIGH COURT, had given special lectures in the college on a number of occasions –**

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**MR. ANSAR ALI MONDAL, CHAIRMAN BAR COUNCIL OF WEST BENGAL, had given special lectures in the college on a number of occasions.**

**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 - 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) Twinning programmes k) Introduction of new courses l) Student exchange m) Any other**

The institution has signed MOU with Surendranath College for four Certificate Courses such as:

-  Computer Application Programme;
-  Communicative English;
-  Performing Art;
-  Photography.

The institution is on process of signing MOU with District State Legal Services Authority for permanent free legal aid camp.



**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.**

- ✚ The college signed formal MOU with external institution named Surendranath College. However, the possibility of further collaboration with other institutions is regularly viewed by the IQAC department of the college.
- ✚ IQAC reviews to check possibility of collaboration with other national reputed institutes and also advises the management accordingly.
- ✚ 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



## 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?

- ✚ In keeping with the college's commitment for providing education that enhances all round personality development of the students, the college attempts to create infrastructure that facilitates growth in terms of physical fitness, extra-curricular interests and mental well-being.
- ✚ The college intends to impart quality education and all round personality development of the students.
- ✚ For the college, the proper maintenance of physical infrastructure facilities is as important as the creation of new facilities for the efficient and smooth functioning.
- ✚ The goal of the college in terms of education depends on the infrastructure
- ✚ Institution infrastructural facility is upgraded with LCD projectors etc.
- ✚ 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. Care is taken to see there is no tumble of room.
- ✚ Waste disposal system is in place for campus cleanliness.

#### 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. 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.

##### a) Curricular and co-curricular

<b>Class rooms</b>	Yes 16 class rooms (Main Building – 1 <sup>st</sup> floor: 3 class rooms (Room No. 11, 13,14) 2 <sup>nd</sup> floor: 6 class rooms (Room No. 1,2,3,4,5,6) 3 <sup>rd</sup> floor: 4 class rooms (Room No. 30,31,32,33) (Class rooms of main building are used by our college till 10.30 a.m.) School Building- 3rd floor - 3 class rooms (exclusively for law) (Room No.35,36,37)
<b>Seminar Hall</b>	2 Seminar halls – Science Building – 1 at 1st floor & 2 at 2nd floor



<b>Tutorial Spaces</b>	Yes: 3 class rooms in School Building after normal class – Room No. 35,36,37
<b>Laboratories/ Legal Aid Clinic</b>	Free Legal Aid Clinic at Ground floor at College Premises
<b>Library</b>	Yes: at Ground Floor, College Premises
<b>Moot Court</b>	Yes; at 3rd Floor (beside Faculty Staff Room)
<b>Auditorium</b>	Yes: at 1st floor, science building

**b) Extra –curricular activities**

<b>Sports</b>	For Indoor Games – Law Common Room at 1st floor, Main Building for Outdoor Games – College Premises (Game which does not require big play ground) Calcutta University playground (Game which require big play Ground such as Cricket, football etc.)
<b>Cultural Activities</b>	Cultural programs are organized by our college are various occasion.
<b>Communication skills development</b>	Communicative English Course is run by our college in tie-up with Surendranath College.
<b>Blood Donation Camp</b>	College organized many Blood Donation Camps
<b>Visits</b>	Visit to District Courts, High Court at Calcutta, Supreme Court of India, Parliament, Legislative Assembly, Police Station, Lawyers Chambers, Pollution Control Board, Green Tribunal, Green Bench, Consumer Forum, Human Right Commission, Book Fair etc.
<b>Common Room</b>	Yes: Law common room at 1 <sup>st</sup> Floor, Main Building
<b>Awareness programmes</b>	Many awareness programmes were organized by college such as Environment Pollution Control awareness; Road Safety awareness; Legal awareness, gender equality etc.

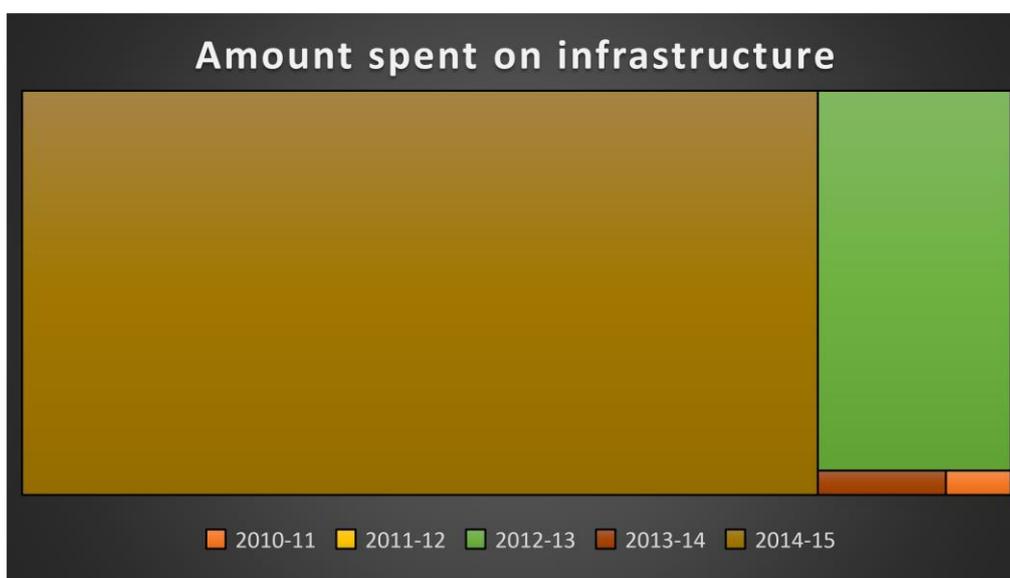


**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

Every year, the institution collects data on utilization of all resources and percentage of utilization. IQAC also collects information about the session plans. Based on the data, IQAC reviews whether all resources are optimally utilized.

Below is the details on amount spent on infrastructure in last few years.

Year	2010-11	2011-12	2012-13	2013-14	2014-15
<b>Amount spent on infrastructural</b>	12856	0	600789	25410	2631119



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

As of now, the institution does not have such services.



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

- **Hostel Facility – Accommodation available- No**
- **gymnasium, yoga centre, etc. - No**
- **\*Computer facility including access to internet in hostel – No**
- **Facilities for medical emergencies – Yes**, Institution has arranged for the students for every kind of medical assistance at the cost of Rs. 10/- only in association with “Student Health Home” a voluntary Organization.
- **Library facility in the hostels - NA**
- **Internet and Wi-Fi facility – Yes**
- **Recreational facility-common room with audio-visual equipment’s- college have common room but no audio-visual equipment**
- **Available residential facility for the staff and occupancy: No**

**Constant supply of safe drinking water – Yes, water coolers are available in every floor of college**

• **Security- Yes, 24 hours’ security deployed in the college and we also have CCTV Cameras available at prominent places**

**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?**

- ✚ Pure drinking water and adequate toilet facilities are also available.
- ✚ Transportation facility to the nearest hospital is made available in case of major health issues.
- ✚ First aid is the primary facilities available in the college
- ✚ Institution has arranged for the students for every kind of medical assistance at the cost of Rs. 10/- only in association with “Student Health Home” a voluntary Organization.



**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, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

Separated rooms are still not allotted yet, but the progress is on. College ensures clean and hygienic canteen premises offering a variety of preparations.

Sl no	Unit Type	Place of location	Teacher in charge
01	IQAC	School Building, 3rd floor Room No. 34	Mrs Avirupa Chatterjee
02	Grievance Redressal Cell	School Building, 3rd floor Room No. 34	Dr. Mohammadi Tarannum
03	Women’s Cell	School Building, 3rd floor Room No. 34	Mrs. Priyadarshini Dey Mukherjee
04	Career Counselling Cell	School Building, 3rd floor Room No. 34	Ms.Yogita Gouri Saria
05	Canteen for staff and students	School Building, 3rd floor Room No. 34	Mrs Moumi Banerjee
06	Seminar hall	School Building, 3rd floor Room No. 34	Mrs Dipanwita Datta
07	Safe Drinking water facility	School Building, 3rd floor Room No. 34	Mr. Subhra Bakul Karmakar

## 4.2 LIBRARY 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, Library Committee is in place correspondent to library activities.



- Library committee cater the overall functioning on library making it user friendly among staff and students.
- Library has a computer which is provided with LAN connection.

**4.2.2 Provide details of the following:**

**Total area of the library (in Sq. Mts.) - 1000 sq.ft.**

**Total seating capacity - 40**

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

On working days: **College starts at 6:30 am and office remains open till 2:15 pm**

Before examination days : **Same as above**

During examination days:

- During Internal Examination - 6.:30 a.m. to 2:15 pm**
- During University Examination- 9:00a.m. to 5:30p.m.**

During vacation: **8.00 a.m. – 2.15 p.m.( except 2<sup>nd</sup> & 4<sup>th</sup> Saturdays, Sundays, National & other declared college Holidays)**

**Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) –**

- Internet facility is available for accessing e-resources.
- Library renovation to meet the above requirement is our prime target and the college is working on it.

**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.**

Year -1

Year – 2

Year - 3

Year – 4



Library holdings	April 2010 to March 2011		April 2011 to March 2012		April 2012 to March 2013		April 2013 to March 2014	
	Number	Total Cost						
<b>Text books</b>	162	48,012	72	47216	716	6,15989	3	1040
<b>Reference Books</b>		-	-	-	-	-	-	-
<b>Journals/ Periodicals **</b>	15 Vols SSC	10125	24Vols	18375	No	-	No	
<b>e-resources</b>	*		*		*		*	
<b>Any other (specify)</b>								

\* E- journals- as our college is a law college all the judgements of different High Courts and Supreme Court are available on the Internet and it can be viewed, downloaded and printed from the website directly.

\*\* From 2015-16 session the college has already subscribed 13 journals. Hard copies are available in the library.

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

\* **OPAC – In Progress**

\* **Electronic Resource Management package for e-journals - NLIST**

\* **Federated searching tools to search articles in multiple databases - NA**

\* **Library Website – College website**

\* **In-house/remote access to e-publications – Yes**

\* **Library automation – in process**

\* **Total number of computers for public access – No**

\* **Total numbers of printers for public access – No**

\* **Internet band width/ speed 2mbps 10 mbps 1 gb(GB) – 2mbps**

\* **Institutional Repository – No**

\* **Content management system for e-learning – No**



\* Participation in Resource sharing networks/consortia (like Inflibnet) - - In process

4.2.5 Provide details on the following items:

\* Average number of walk-ins - 185

\* Average number of books issued/returned - 145

\* Ratio of library books to students enrolled – 8:1

\* Average number of books added during last three years - 256

\* Average number of login to (OPAC) - NA

\* Average number of login to e-resources - NA

\* Average number of e-resources downloaded/printed - NA

\* Number of information literacy trainings organized - NA

\* Details of “weeding out” of books and other materials- 50

4.2.6 Give details of the specialized services provided by the library

\* Manuscripts - NA

\* Reference – YES

\* Reprography - NA

\* ILL (Inter Library Loan Service) - NA

\* Information deployment and notification (Information Deployment and Notification) - Yes

\* Download - YES

\* Printing -YES

\* Reading list/ Bibliography compilation - NA

\* In-house/remote access to e-resources - YES

\* User Orientation and awareness - Yes



\* Assistance in searching Databases - NA

\*INFLIBNET/IUC facilities- Applied for

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

- ✚ The Library staff is supportive in providing information which includes searching books
- ✚ The library staff updates the faculties and students about the new edition of books available in the library.
- ✚ The library staff escort the faculties and students retrieve information from the internet effectively. Further, the librarian assists in finding the books.

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

N.A

**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?)**

- ✚ There is a mechanism in the college where the library feedback is taken by the students online. Library feedback link is incorporated in the college website.
- ✚ There is also a suggestion box placed in the library, where the suggestions and grievance are welcomed both from the faculties and students.
- ✚ These feedback and suggestions received is reviewed by the library committee and IQAC committee and then forwarded to the Teacher in charge in general meetings. Where the essential needs are adopted.

### 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) - 11
- Computer-student ratio – 1:5
- Stand-alone facility - NA



- LAN facility – In library and office
- Wi-Fi facility – In process
- Licensed software – 2
- Number of nodes/ computers with Internet facility - 10
- Any other– NA

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

- ✚ Internet facilities are available to students and faculties in library and office.
- ✚ WI-FI facilities is in process

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

- ✚ Infrastructural facilities are upgraded annually, based on the feedback and suggestions received by the students and faculties.
- ✚ Faculties and students make use of LAN and internet facilities to download law study materials.

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

Refer Annexure

#### 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?

- ✚ Number of laptop: 1 laptops
- ✚ Number of computers and scanners: 10 desktops, 1 scanners
- ✚ There are 1 LCD projectors in the college
- ✚ Number of Xerox with scanners: 1

#### 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.

- ✚ Training is provided to faculty members and other staffs on using ICT technology.
- ✚ The college has internet connections that can be made use of by the faculty, staff and students.
- ✚ Computer systems are installed in the library with Internet Connections which can be used (the process is initiated from this year)

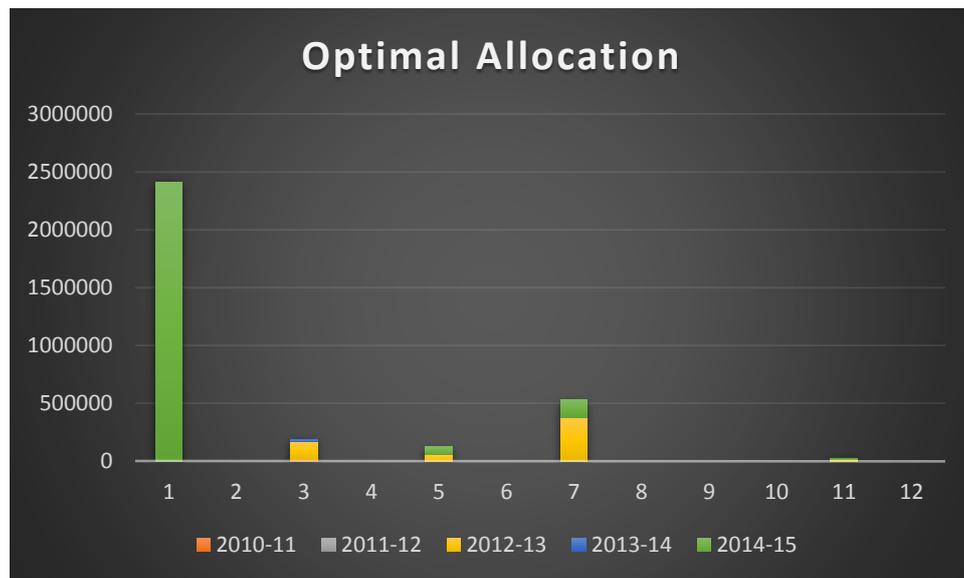
**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

The college is not making use of this provision of is now

#### 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)?**

Sl no	Infrastructure	2010-11	2011-12	2012-13	2013-14	2014-15
01	Building	0	0	0	0	
02	Furniture	12856	0	154817	17946	0
03	Equipment	0	0	54548	0	66820
04	Computers	0	0	374404	0	152355
05	Lab equipment's	0	0	0	0	0
06	Office equipment's	0	0	13020	0	7464



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

- ✚ 24/5 janitor and security person is appointed to look after the entire campus.
- ✚ Hygiene campus is maintained by the house keeping staff of the college.

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

The list of equipment / instrument etc. is maintained by the college followed by inventory check every year.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

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?**

- ✚ Prospectus is published by the institution on an annual basis. The college prospectus highlights the dates and process of admission, contains academic calendar and courses offered by the college along with the course details and number of seats available, name qualification and designation of faculties, holidays list etc.
- ✚ Students can access information on fee concession, prizes and scholarships etc. through the college prospectus
- ✚ The college strictly adheres to the rules mentioned in the prospectus and ensures that all the promised facilities and opportunities are available to the students and the staff whenever required.



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?

Year	Government Scholarships		College Free ships		Other Sources	
	No.	Amount	No.	Amount	No.	Amount
2010-2011	4	30200	0	0	0	0
2011-2012	6	63600	0	0	0	0
2012-2013	8	90460	0	0	0	0
2013-2014	9	99905	0	0	0	0

**NOTE-** The college provides scholarship to the meritorious students who secures 75% marks from session 2015-2016

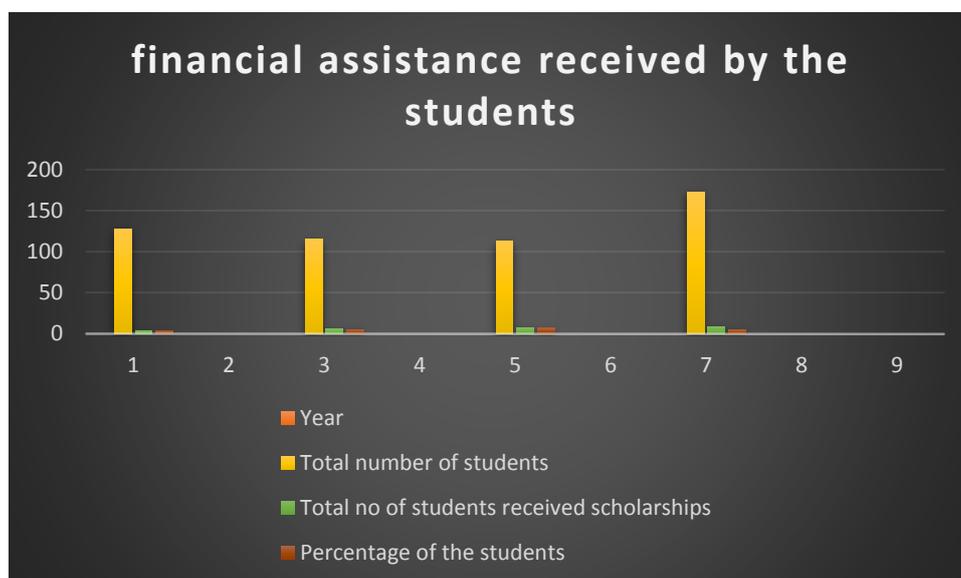


5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Year	Total number of students	Total no of students received scholarships	Percentage of the students
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2010-11	128	4	3.12
2011-12	115	6	5.21
2012-13	113	8	7.07
2013-14	173	9	5.20



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

- \* Students from SC/ST, OBC and economically weaker sections
- \* Students with physical disabilities
- \* Overseas students
- \* Students to participate in various competitions/National and International
- \* Medical assistance to students: health centre, health insurance etc.
- \* Organizing coaching classes for competitive exams
- \* Skill development (spoken English, computer literacy, etc.,)
- \* Support for “slow learners”
- \* Exposures of students to other institution of higher learning/ corporate/business house etc.



**\* Publication of student magazines**

- ✚ Special help is provided for laying a stronger foundation that enables them to cope up with the challenges of higher studies.
- ✚ A positive and healthy relation is promoted between the differently abled students and the larger student community in college.
- ✚ Public speaking seminars are held periodically to help students overcome hesitation or nervousness in addressing a large audience.
- ✚ Extra classes are conducted by all departments for students who are not able to cope with the pace of the class.
- ✚ The admission process is completely automated where the merit list of the students is also automatically generated.
- ✚ For SC/ST and OBC students, Govt. Scholarship is available.
- ✚ The college tries to help out the economically weaker students with various options such as concession on tuition fees, providing free books and learning material etc.
- ✚ Reservation policy in admission is followed as per government and University rules.
- ✚ Free remedial classes are conducted for slow learners of SC/ST, OBC.
- ✚ Moot courts are conducted.
- ✚ Court visits to the District courts and the High Court for observing judicial proceedings. Internships are arranged for the students with the Senior Advocates of the District Bar, High Court etc.
- ✚ Meritorious students received Merit cum means Scholarships from Government
- ✚ Students with physical disabilities are given highest priority services in the library and in the office
- ✚ The college always encourages its students to participate in various national and state level competitions.
- ✚ With regard to health care facilities the students are charged rupees ten only per annum for every kind of medical assistance in association with STUDENTS HEALTH HOME, a voluntary organisation.
- ✚ The college provides first aid services.
- ✚ In case of emergencies students are taken to the nearby govt hospitals like the Calcutta Medical College and hospital and NRS hospital.
- ✚ The college has introduced a certificate course in Computer literacy and Communicative English.
- ✚ The college allows its students to take part in various seminars, workshops and conferences conducted by other institutions
- ✚ The college has initiated steps to publish a magazine where students can get their articles published. This will provide opportunity to the students to express their creativity and ideas.
- ✚ The college has also taken steps to introduced e-magazine available in the college website published periodically.



**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 to facilitate entrepreneurial skills among students through the following ways:

- ✚ Institution and IQAC organises various seminars, workshops and lectures every year.
- ✚ Internships are arranged for the students with the senior advocates and judge of the district bar, High Court etc.
- ✚ By motivating students to take part in moot court competitions, quiz and debate competition and awareness programmes like Human Rights, Consumer rights awareness camp.
- ✚ Student skills are displayed in college website.
- ✚ Legal awareness and free legal aid clinic with State Legal Service Authority; pollution control awareness camp with West Bengal Pollution Control Board, Road safety awareness, environmental law awareness etc.

**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**

- ✚ Introductory session at the beginning of each session are conducted to explain students about the ample of opportunities available by participating in different moot court, quiz debate competitions, seminars, different awareness programmes, different cultural activities etc.
- ✚ The college has various societies which offer students opportunities for personality development and enrichment by means of promoting environmental appreciation, awareness and protection programme.
- ✚ Assignments submission deadlines and internal assessment schedules are adjusted for the students, to cope up with practical assignments and awareness camp.
- ✚ The date sheet for practical exams is prepared keeping in view that the exam dates do not coincide with the dates of activities or competitions and students get a fair amount of time for the preparations of the exams. additional academic support, flexibility in examinations.
- ✚ Basic needs such as providing sports jersey, sports equipment's, costumes for cultural activities are offered for sportspersons, volunteers and students who are part of cultural activities, competitions, community service, etc.
- ✚ The college also encourages its students to take part in inter college and state level sports activities as much as possible.
- ✚ Annual sports meet and annual indoor games for table tennis, chess, carom and ludo are arranged by the students 'Union every year.
- ✚ The college also conducts various cultural activities for the students annually. The students take part in these activities which makes them active in extracurricular activities as well.



- ✚ The College has also introduced a certificate course on performing arts for the students.

**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, Defence, Civil Services, etc.**

- ✚ The faculty members encourage students and help them in every possible manner to prepare for these examinations.
- ✚ The teachers play the role of mentors to give proper guidance and assist them in extending references.
- ✚ Remedial classes are arranged to provide extra classroom education for students requiring additional guidance.
- ✚ Reference books are available to students in the library.
- ✚ As our college is a law college and it is professional course, 99% of the students enrol themselves and becomes Advocates. From this 99% they appear in competitive examinations such as judicial etc. and become Judges, Public Prosecutors, Kolkata public prosecutors, law officers in Government organisations and private sectors.

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

- ✚ The faculties provide academic counselling to the students by guiding them to choose a specialization which matches their profile.
- ✚ Faculties including Teacher in charge help students to solve their problems related to academic, personal etc. Students are also free to seek personal counselling from their teachers or the Teacher in charge whenever required.
- ✚ Psychological counselling is also provided by the internal faculty, and if required, help is sought from suitable experts.

**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).**

The institution has the Career Counselling Cell; it guides the students for career. As the college is a law college and it is professional course, 99% of the students enrol themselves and becomes Advocates. From this 99% they appear in competitive examinations



such as judicial etc. and become Judges, Public Prosecutors, Kolkata public prosecutors, law officers in Government organisations and private sectors.

**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.**

- ✚ Our college has a functional Grievance redressal cell to address the grievances of students.
- ✚ Students can drop their grievances in a Complaint Box placed in the college campus. These grievances are discussed by the grievance redressal committee and the Teacher in charge.
- ✚ This committee works actively during the time of admission and throughout the year regarding various grievances.
- ✚ The Staff Council also plays an important role in enforcing discipline as well as redressing students grievances.

Grievances	Addressed
i) letter dropped regarding renovation of common room as it was in very bad condition	renovation of students' common room is done with new patches of plaster, painting and new set of furniture and sports equipment.
ii) letter dropped regarding improvement of girl's student's toilet. iii) letter dropped regarding improvement of boys 'toilet. iv) complain received regarding the fact that few classes are not held properly. v) demand received for new water purifier in the campus.	<ul style="list-style-type: none"><li>✚ the girl's toilet has been improved.</li><li>✚ not yet improved due to scarcity of fund.</li><li>✚ classes were not held properly due to non-availability of guest teachers of the subjects like Economics. Institution appointed a new guest teacher for the subject and problem was solved.</li><li>✚ Two new water purifier cum cooler have been purchased for the students as well as the faculties and office staff.</li></ul>

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



- ✚ The college constitutes the committee as mentioned in the official guidelines by the government of India, applicable at the given time.
- ✚ Anti-sexual harassment committee has been set up based on the strategies of affiliating University to address the issues of harassment.
- ✚ CCTVs are installed in the college campus to oversee 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?**

- ✚ An anti-ragging squad is formed for the peaceful environment and vigilance in the college and to avoid any ragging activities in the college.
- ✚ Students are made aware about the working of this committee and ragging in any form is discouraged by providing regular counselling.
- ✚ Cases of ragging are not reported to the Teacher in charge.
- ✚ No incident of ragging has been stated for now.

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

- ✚ Our College's library is equipped with broad range of text books, reference books, and general books, law journals AIRs, SCCs(online), etc.
- ✚ The institution provides financial help through fees concession;
- ✚ Institution also arranged scholarship for the students of minority section through West Bengal Government Scholarship schemes;
- ✚ First aid facilities are made available;
- ✚ Sports jersey and also equipment's are also made available for the students.
- ✚ Students health home has a tie up with the college
- ✚ College provides scholarship to the meritorious student who secures min.75% of marks.

**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?**

Alumni Association has been formed recently from 2015-'16 sessions. No major contribution has been reported till now.



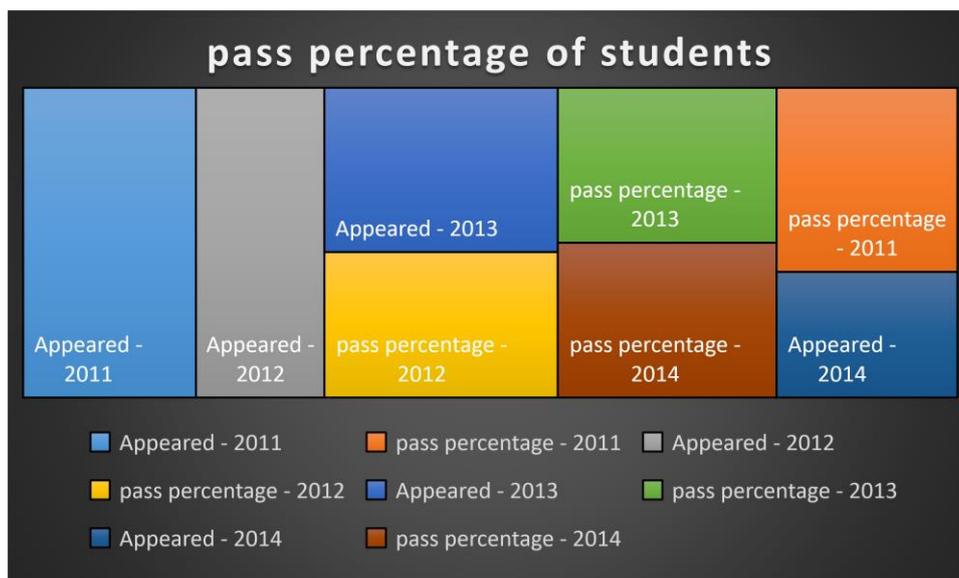
## 5.2 STUDENT PROGRESSION

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

- 99% of our students get themselves enrolled and become Advocates. Amongst them many becomes Judges, Public Prosecutor, Kolkata Public Prosecutor, Law Officers in many Government departments and private organisation courts, while others get placed at various post graduate courses.
- Informal records are maintained at the department level to track students' progression. However, since all the students don't come back and update us about their present vocation, it is not possible to supply the exact percentage. But from now onwards the college will try to maintain these records.

### 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.

SL No	Name of the Programmes	2010-2011		2011-2012		2012-2013		2013-2014	
		Appeared in 2011	Pass %	Appeared in 2012	Pass %	Appeared in 2013	Pass %	Appeared in 2014	Pass %
1	B.A. L.L.B	158	98.07	117	100	113	100	67	100



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

- ✚ The college feels colossal desire in providing its students with various opportunities to prepare them to pursue a career of their choice.
- ✚ Various events organized by the departmental societies updates the students about the available options in higher education as well as career alternatives.
- ✚ Eminent guest is invited for lectures and seminars on lawful guidance.
- ✚ Students are motivated for summer internships which help them for exploring career options.
- ✚ Library has resources like periodicals and books on competitive examinations and employment news, INFLIBNET, SCC online etc., for the use of students.

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

Usually the dropout rate of students in the B.A.LLB course is very low. Students who need extra attention are helped by the ever supporting faculty. Regular tutorial classes and revision of syllabus is done by the teachers. Personal and career counselling is also provided from time to time to shape their future. Remedial Coaching Classes for SC/ST/OBC and Minorities (UGC Funded) have been instrumental in considerably reducing the dropout rate of our students and in improving their academic performance.

## 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.**

Sports facilities such as table tennis board and related equipment, cricket equipment as well as jersey, football jersey, Carrom board and related equipment are made available to all the students.

Existing facilities are continuously upgraded and improved.

Our college covers various aspects of sports for the wholesome development of the students physically, mentally and socially.

**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.**

Our students participate in a number of other inter- and intra- college events organized throughout the year by department societies and various committees and bring glories to the college.

**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?**

- ✚ Faculty of the college is in constant touch with its students through the social media.
- ✚ The students who have graduated from the college also come and visit their respective institution.
- ✚ Feedback is analysed by the IQAC and appropriate recommendations are made to the Teacher in charge. We also receive feedback from the alumni and the stakeholders, which emphasizes our efforts to provide further facilities to our students.
- ✚ Feedback link is provided in the college website.

**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.**

- ✚ Steps have been initiated to collect, integrate and finalize the magazine, under the guidance of the teachers.
- ✚ The students will also act as editors for this magazine in coordination with committee members.
- ✚ The students also are involved in making college wall magazines. Wall magazines have been published quite a few times

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**



- ✚ Yes, the college has a student union. The major events that the council organises are the college fresher's and the annual college fest.
- ✚ For the development expenses and for organising the events in the college, the council uses the union fund which is included in each student's college fee.
- ✚ The Student Council also organizes annual fests and seminars on environmental awareness throughout the year.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

The students participate at different levels in various academic and administrative works of the college. Each class has a Class Representative who acts as an intermediate between the faculties and students. They take active part in planning and organizing all the events of the departmental societies. General secretary being the head of the students' union is an important member of the Governing Body of the college as also other important sub committees.

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.**

The purpose is to bring together the various alumni on a common platform for strengthening the network of its student community. The institution networks and collaborates with former faculty and the Alumni through the Alumni Association and Alumni Meets. For every college function, all retired faculty members are invited.



## 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**

The Surendranath Law College seeks to impart and advance quality legal education by engaging in teaching and dissemination of legal knowledge. The college has a specific plan for the development of the college. The academic programmes and activities of the college are prepared and executed keeping in mind the values enshrined in the vision of our founder Sir Surendranath Banerjee. This has developed among students a sense of responsibility to serve the society in the field of law.

#### **Mission**

The mission of Surendranath Law College is to provide a forum to produce and disseminate on the implications and applications of law within social and legal context. As a dedicated professional educator, our mission is to provide quality legal education to students and equipping them with the skills and competence to emerge as world class professionals, scholars and academic in the field of law and justice administration.

**6.1.2 What is the role of top management, Teacher in charge and Faculty in design and implementation of its quality policy and plans?**

- ✚ Suitable infrastructure is provided by the management of the college which gives a pleasant environment for eminence teaching.
- ✚ Implementation for the quality teaching and fitting infrastructure is upkeep by the Head of the Institution i e Teacher in charge.
- ✚ Institutional academic verdicts are conversed in the general meetings participated by teacher council that covers all the faculty members and academic committee.



**6.1.3 What is the involvement of the leadership in ensuring:** • the policy statements and action plans for fulfillment 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

- ✚ Institution headship constantly appear for the vision and mission of the college, the objective of which is to
- ✚ deliver eminence and value education to gratify all the stakeholders.
- ✚ Institution involves parents, students, alumni on mode for suggestions and feedback to develop in all aspects of teaching and learning.
- ✚ There is a mechanism for feedback, called 360-degree feedback where the feedback is taken from stakeholders and students. This feedback is taken to clearly visualise the views of stakeholders. Feedback report is evaluated by Teacher-in-Charge and IQAC who analyse, reviews and discussed by the teacher council, where necessary suggestions actions are considered. The outcome of this feedback is been very effective.

Below are some of the policies that are followed by the college, details are mentioned in Annexure

- ✚ Quality Policy
- ✚ Academic policy
- ✚ Computer Usage Policy
- ✚ Email usage policy
- ✚ Harassment 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 IQAC follows a standard procedure to monitor and evaluate policies and plans for effective implementation. There is importance given to participative management. All the plans and strategies are formulated with the concurrence of the Governing body and involvement of IQAC and other faculty and staff members. Inputs are also taken from the students and other stakeholders.

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

- ✚ The Teacher-in-Charge handholds unvarying talk with the faculty members of all the departments.
- ✚ Faculties are encouraged to participate and attend seminar/workshops and conference organized by the university and other college to expand their knowledge in regulation.



- ✚ Management and Teacher in charge step up to maintain pre-eminent environment around faculties, so that there is no harm in delivering quality leadership.
- ✚ The institution promotes leadership at multiple levels for the faculty members. The faculty members work under the broad structure of academic calendar, but they can take independent decisions on the session planning, mode of internal examination such as MCQ, incorporation of ICT technologies etc.
- ✚ The department make their own academic calendar based on the guidelines of the University of Calcutta and rules and regulation Bar Council of India.

#### 6.1.6 How does the college groom leadership at various levels?

- ✚ Management groom's leadership by involving themselves in planning and examine the surrounding regularly to facilitate constant progress on objective of the college.
- ✚ To enable quality education management, provide tactical vision to the institution.
- ✚ Student actively participate in curricular activities and moot court trainings.
- ✚ Eminent scholar's views and experience shared, build the headship in every individual student.
- ✚ Court visits are conducted to understand the judicial proceeding etc.

#### 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 departments are provided with autonomy in curriculum delivery, planning of add-on activities and infrastructure maintenance or upgrade subject to finance-committee recommendation.

- ✚ Autonomy is provided at multiple levels to promote decentralized governance system at the institution.
- ✚ For example, departments are encouraged to design academic calendar, create course plans, use teaching aids, design add-on courses or arrange for extra classes when necessary.

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

The College is managed by Governing Body formed under Calcutta University First Statute, 1979 Clause 93. The Governing Body is the highest authority in the management system. All decisions regarding different matters are taken after the Governing body



Dr. Milan Paul- -Calcutta University Nominee and President of Governing Body

## 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 college functions according to the University guidelines.

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

- ✚ Yes, the College has a perspective plan for academic and infrastructure development. Looking at the need of the hour the committee proposes expansion and extension plans which after due deliberations are proposed to the Governing Body. Once the GB approves it, these plans are then materialized.
- ✚ The college also have several committees in place that takes care of different aspects of the perspective plan. This plan is created also keeping in mind the economic factors of the college, necessity of the students and faculty members, place and availability, changing education factors etc. These are taken into consideration before creating the perspective plan.

### 6.2.3 Describe the internal organizational structure and decision making processes.

- ✚ The Governing Body takes important decisions related to finance and administration.
- ✚ The Teacher in charge is the Head of the Institution. He is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college.
- ✚ The IQAC functions as a quality monitoring and quality implementation unit of the college. Usually plans for the development of the college is discussed in the governing body meetings and teacher council meetings.
- ✚ Many issues are resolved in the Teachers' Council meeting and the matter is forwarded to the Governing body that has the final say in the decision.
- ✚ Smaller decisions are usually taken by the Teacher in charge himself who takes the help of the administrative body.
- ✚ The Academic Sub-Committee comprising of all the teachers with the Teacher in charge as the Chairperson.
- ✚ The library sub-committee with all the teachers and the Librarian

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



- ✚ Quality improvement in teaching learning by better understanding the need of the community through constant interaction with the community stakeholders.
- ✚ By nurturing students with qualified teachers and legal practitioners.
- ✚ By motivating faculties to participate in seminar, workshops and orientation programs.
- ✚ By influencing students to participate in all the activities like moot court competitions, debate, presenting talks on legal awareness etc. which shapes student inner confidence.
- ✚ Practical training is trained by senior advocates and lawyers on various legal issues by visiting court and observing judicial proceedings.
- ✚ For now, there is no research centre.
- ✚ Institution conducts human rights awareness programmes which is part of the course study too.
- ✚ Institution collaborated with district court, alumni and bar association dispose the court visit and chamber visits for students.
- ✚ Institution has taken steps to collaborate with legal services Authority to set up a permanent free legal aid clinic in the college.

**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?**

Informal feedback is collected during the staff council meetings, meeting with the General body, and those with the students. All the salient points are communicated back to the Teacher in charge. The faculties are encouraged to involve themselves in institutional process. The management also considers their ideas. The Head of the institution later on obtains the required information's, ideas and suggestions about institutional processes puts them forward in the GB meeting where the final decision is taken. Suggestions given to the Governing Body by different committees are shared with the Teacher in charge regularly and changes are incorporated accordingly. But the head ensure that adequate information is available on the college website and prospectus. The top Management is informed about essential doings of the College through Governing Body meetings and interaction with Executive Body to assist them to review the actions of the Institution.

**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 is very keen in the involvement of the staff members in the institutional process by taking their inputs. The staff members are also members of various sub committees as well



as the governing body which involves them in the decision making process related to administration, extra curricular and curricular development of the college. Their suggestions and opinions are seriously taken into consideration prior to decision making.

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

The Governing Body's resolutions, ordinances and acts were implemented as per the guidelines of the affiliated University.

**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 analyse the nature of grievances for promoting better stakeholder relationship?**

- ✚ A grievance redressal committee is in place to address any grievances.
- ✚ The college strategy aims at resolving the problems and redressing the grievances at the very source itself.
- ✚ A link is also provided in the college website.
- ✚ All grievances submitted are reviewed, discussed, actions are taken as necessary and finally disposed of.
- ✚ There is a suggestion box/grievance box in the college campus. Where students & faculties give their grievances or suggestion which is addressed by the grievance cell.
- ✚ These grievances are attended, analysed and then redressed after a discussion with the Teacher in charge.
- ✚ The relationship is build stronger among the students and faculties when their grievance is taken into account and is addressed.
- ✚ Convenor of Grievance Redressal Cell is Dr. Mohammadi Tarannum, TIC

**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?**

As the total admission process is done by the University of all the court cases are filed by and against the University not against the Institute.



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

- + An online link is provided in the college website to obtain feedback from the students and other stakeholders on various institution provisions.
- + A Complaint Box is placed in the College campus where students can drop their views.
- + However, many teachers ask their students to give a feedback on their teaching practice. This is done through classroom interaction and tutorial classes, assignments and projects given to the students and by taking online feedback.
- + The views and suggestions provided in the form of feedback is analysed and valuable views are adopted.
- + Here by the outcome of the feedback system is been productive.

### 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 faculties are also encouraged to participate in the seminars and conferences effectively.
- + The institution takes all efforts to get the teaching and non-teaching staff promoted to the highest position in their career.
- + Faculties are driven to organize curricular and co-curricular activities such as legal aid and literacy camps, programs in collaboration with human rights, 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 and offline training programs. The college provides necessary infrastructure like internet in the department etc. so that the faculty members can carry out their work without any hassle. The faculty members also are encouraged to take part in seminars, workshops and special lectures 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.**

- + Teacher in charge screens the operation of various groups and commonly provides obligatory response stimulating the staff for enhanced performance.



- ✚ Advance method is practiced in feedback system called 360-degree feedback, where the feedback is given by students, Teacher in charge, faculties and peer based on which faculty performance is ranked and appraisal is given.
- ✚ The institution has adapted the UGC CAS framework to evaluate the faculty members. This framework makes sure that as many details are collected about the faculty members so that this information can be used for the appraisal of a particular faculty. Along with this the college also practices the method called 360-degree feedback for the faculty members.

**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?**

There is no any outcome as such.

**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?**

The staff have Benevolent Fund.

**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. The recruitment of faculty members happens through the College Service Commission centrally, a central recruiting authority in West Bengal who recommend the names of teachers to the college.

## 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 Accounts and Administration Section of the college ensures right utilization of available funds. Stock verification and annual audits are conducted once in every year. Internal audit is also conducted every year. In order to monitor effective and efficient use of available financial resources, the institution centralizes the financial regulation by appointing a Bursar whose job it is to allocate funds and monitor its proper utilization. The college trails a streamlined and centralised institutional appliance to display effective and efficient use of the available financial resources. The college ensures ideal application of the available financial resources. To make the mechanism more effective there is a Finance committee to supervise the financial aspects. There is a systematic process followed while purchasing of equipment 's and purchases for the college. The purchase committee takes care of this process.



**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.**

- ✚ Internal audit is conducted every year from the auditors arranged by the Governing Body.
- ✚ The college has appointed a financial auditor to conduct financial audits.
- ✚ The accounts of the institution are audited by the internal audit every year and the external audit is done as per the Government norms. The institution has a team of internal audit personnel who conduct the audit and submit the audit report to the management.

**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.**

The major sources of institutional receipt are the fees collected from the students and also from the State Government and UGC grant.

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

For additional funding the college submitted proposal to the Department of Higher Education, UGC and Government of West Bengal, after sanctioning of the amount it is utilised as per finical rules.

**6.5.1 INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

The institution does have an Internal Quality Assurance Cell in place. This cell is trying its best for the advancement in the field of teaching and learning. The cell also is giving importance to research and development. The IQAC encourages faculty members and staff to orient and refresh themselves by arranging/attending seminars/conferences/workshops. The IQAC expects the faculty members to follow the academic calendar outlined at the beginning of the session. If there is any divergence from the plan outlined in the academic calendar like syllabus incomplete etc., then the faculty members are advised to take extra classes and make it up so that the students are not deprived. The IQAC also has setup a research committee that record the developments of research if any in the college and report this to the IQAC.



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

In most of the cases the IQAC has approved the authority for implication except the financial issue which the authority wants to implement but failed to do so due to paucity of fund.

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

Yes, the IQAC has external members like alumni, retired teachers, and external quality expert. Feedback given by them is considered and actions are taken accordingly. Planned to get the feedback through the college website linkage.

**d. How do students and alumni contribute to the effective functioning of the IQAC? e. How does the IQAC communicate and engage staff from different constituents of the institution?**

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 introductory sessions etc.

The IQAC trusts in the motto of participative management. This initiative of the IQAC has given way for the faculty members to engage themselves in the process of improvement in quality. These suggestions are sent to the IQAC for further revision and approval. The various committees present in the college also provide their suggestion that are also sent to the Governing Body for review and then get approval if it is appropriate. When it comes to taking decisions like conducting seminars, training programs etc. then suggestions are taken from faculty members and other staff members.

**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 operationalisation.**

There is an integrated framework for quality assurance. This is a responsible committee to monitor the quality assurance at every step. All the academic and administrative activities are carried out as per the schedule mentioned on the annual calendar.

**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.**

Eminent researchers are invited for presentations, guest lectures and workshops. Our college regularly organizes a training session for the effective implementation of the quality improvement measures. The IQAC conducts regular internal workshops to educate faculties and staff for the internal quality requirements as per the quality policy.



**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?**

The Institution does not undertake academic audit. But very soon we are doing so.

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

The internal quality assurance mechanism of the college is aligned with the education policy and guidelines of UGC. The examination schedules, co-curricular activities, extension activities are organized as per the guidelines from external authorities. Many of the policies and frameworks are aligned with external policies.

**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?**

- ✚ Academic calendar and examination schedule is prepared at the beginning of the session and shared with the students.
- ✚ The examination results are analysed to review if the intended learning outcomes are achieved.
- ✚ The admission committee reviews the admission data every year to smoothen the admission process in the following year.
- ✚ Feedback from all the stakeholders is taken and the changes are incorporated in various processes accordingly.
- ✚ Sometimes the respective representatives of the classes are asked to take feedback on the learning process by the students. This feedback is then forwarded to the HOD who can take the necessary action.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders? Any other relevant information regarding Governance Leadership and Management which the college would like to include.**

The college clearly assurance communicates the quality assurance policies to the Internal and External Stakeholders. However, the college follows an informal way by which the Internal stake holders are informed about the policies, outcomes etc. through informal meeting and notifications.



## CRITERION VII: INNOVATIONS AND BEST PRACTICES

### 7.1. ENVIRONMENT CONSCIOUSNESS

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

The Institute does not conduct green audit till now but the college is planning to do so.

#### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

##### \* Energy conservation –

The college makes sure that the usage of electricity is done only when necessary.

For e.g.: Fans are switched off when not in use. Printers are made use only when necessary, CFL bulbs are used.

##### \* Use of renewable energy - NA

##### \* Water harvesting - Extra care is taken to cut the wastage of water

##### \* Check dam construction - NA

##### \* Efforts for Carbon neutrality - NA

##### \* Plantation – Tree plantation around the college premises is done and well maintained.

##### \* Hazardous waste management - Bio-degradable and non-bio-degradable dustbins are placed in the college campus.

##### \* e-waste management - NA

### 7.2. INNOVATIONS

#### 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The IQAC recognizes the importance of ICT in teaching learning. However, considering the background of faculties and students it was not easy to introduce ICT in the college. The IQAC has been conducting regular workshops on ICT empowerment for faculties and students. In recent years many faculties have started using ICT as a part of their teaching learning process.



### 7.3. BEST PRACTICES

**7.3.1. Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

#### **Practice #1**

**Title:**

**Goal:**

**The Context:**

**The Practice:**

**Evidence of Success:**

**Problems Encountered and Resources Required:**

#### **Contact Details**

Name of the Institution:

City/Town: Kolkata

Pin Code: 700009

Work Phone:

Fax:

Website:

E-mail:

Mobile:





## EVALUATIVE REPORT OF THE DEPARTMENTS

1. Name of the department- **Surendranath Law College**
2. Year of Establishment - **1885**
3. Names of Programmes/Courses offered (UG, PG, and M.Phil., Ph.D. Integrated Masters; Integrated Ph.D, Etc.)- **BA. LLB. BA. LLB. (Hons) and LL.M.**
4. Names of Interdisciplinary courses and the departments/units involved - **NA**
5. Annual/semester/choice based credit system (programme-wise) - **Annual/semester**
6. Participation of the department in the courses offered by other departments - **NA**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.- **NA**
8. Details of courses/programmes discontinued (if any) with reasons - **NA**
9. Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	*	
<b>Associate Professors</b>	*	
<b>Asst. Professors</b>	<b>10(Ten)</b>	<b>3(Three)</b>
<b>CWTT</b>		<b>3(Three)</b>
<b>PTT</b>		<b>2(Two)</b>
<b>Guest</b>		<b>12 (Twelve)</b>

\*This post is not sanctioned but teachers are promoted to these post through Career Advancement Scheme (CAS) as designed by UGC regulations from time to time.

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



Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. Of Ph.D. students Guided for The Last 4years
Mohammadi Tarannum	Ph.D.	Asst. Professors	Business Law	9Years 3 Month	NA
Yogita Gauri Saria	LLB. and LL.M.	Asst. Professors	Business Law	1Year 10 Month	NA
Subra Bakul Karmakar	B. Com (Hons) LLB. (Hons) and LL.M.	Asst. Professors	Business Law	1Year 6 Month	NA
Avirupa Chatterjee	LLB. (Hons) and LL.M.	CWTT	Business Law	5 Year 10 Month	NA
Dipanwita Datta	LLB. (Hons) and LL.M.	CWTT	Business Law	5 Year 10 Month	NA
Moumi Banerjee	LLB. (Hons) and LL.M.	CWTT	Business Law	5 Year 10 Month	NA
Diyali Roy	LL.M.	PTT	Constitutional Law	15 Years	NA
Parthasarathi Baksi	B. Com. A.I.C.W.A., LL.B.	PTT	Law	10 years	NA
Imtiaz Ahmed	LL.B.	Guest Lecturer	Law		NA
Priyadarshini Dey	M.A. in Sociology., M.Phil., UGC NET	Guest Lecturer	Sociology		NA
Suranjan Dasgupta	M.A. in English, LLB	Guest Lecturer	English		NA
Sudeshna Mukherjee Poddar	LL.M.	Guest Lecturer	Business law		NA
Ram Gopal Mandal	B.Sc(Hons), M.A., B.Ed., LL.M.	Guest Lecturer			
Chandrima Guha Sen	M.A. in Sociology	Guest Lecturer	Sociology		
Priyanka Sutar	M.A. in Economic	Guest Lecturer	Economics		
Ram Chandra Agarwal	B. Com, LLB.	Guest Lecturer	Law		
Sudipa Majumder	LLB. (Hons) and LL.M.	Guest Lecturer	Business law		
Sreyashi Ray	LL.M.	Guest Lecturer	Business law		
Deborisha	L.L.M	Guest Lecturer	Business law		



Dutta					
Dipanwita Roy Ghatak	M.A., M.Phil. in Pol. Sc	Guest Lecturer	Political science		

11. List of senior visiting faculty –

- A. Prof. Dr. I.G. Ahmed (Department of Law)**
- B. Prof. Dr. S.S. Chatterjee (V.C. Panchanan Varma University Cooch Bihar)**
- C. Dr. J.K. Das (Secretary of Department of Law CU)**
- D. Dr. Manirani Dasgupta (HOD CU)**
- E. Mr. Ansar Ali Mondal (Adv, Member Bar Council of WB)**
- F. Mr. Pratik Prakash Banerjee (Adv, High Court at Calcutta)**
- G. Mr. Suranjan Dasgupta (Adv, High Court at Calcutta, Secretary Bar Association, Secretary High Court club)**
- H. Mr. Amalesh Roy (Adv, High Court at Calcutta)**

12. Percentage of lectures delivered and practical classes handled (programme-wise)

By temporary faculty - **Imtiaz Ahmed, Ram Chandra Agarwal, Priyadarshini Dey, Suranjan Dasgupta, Sudeshna Mukherjee Poddar, Ram Gopal Mandal, Chandrima Guha Sen, Priyanka Sutar, Sudipa Majumder, Sreyashi Ray, Dipanwita Roy Ghatak, Deborisha Dutta.**

13. Student-Teacher Ratio (programme-wise) – **1:32(General), 1:2(Honours)**

14. Number of academic support staff(technical)and administrative staff; sanctioned and filled- **NA**

15. Qualifications of teaching faculty with DSc/D.Litt. /**Ph.D. (1)/MPhil (2)/PG (13)**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- **NA**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received - **NA**

18. Research Centre/facility recognized by the University -**NA**

19. Publications:



\* a) Publication per faculty :- MT

<b>Subra Bakul Karmakar</b>				
Sl. No.	Description	ISBN/ISSN	Date	Remarks
1	Jornal Humanites and Social Sciences	0973-8738	Aug-15	Article Published
2	International Journal of Integrated research and Development	2278-8670	Sep-14	Article Published
3	Journal for Educational ____ Respective	9789384472-08-5	Apr-15	Article Published
4	JCC Law Review	2231296X2014	Vol. 2014 V,	Article Published
5	JCC Law Review	2231296X2012	Vol. 2012 III,	Article Published
6	Problem of Corruption and National Economy		2012	Article Published

<b>DIPANWITA ROY GHATAK</b>				
1	Pakistan Through the Kaleidoscope of Modernisation			
	in " Understanding Pakistan, Emerging Voices from India", e.d. Mathew Joseph C	ISBN 978-93-5098-094-1	2015	
2	Globalisation, Development and the Question of Vulnerability, in " Globalisation and Development : Current Trends	ISBN 978-93-81904-01-5	2012	

<b>PRIYADARSHINI DEY</b>				
Sl. No.	Description	ISBN/ISSN	Date	Remarks
1	OwlshOracle: Architecting a Social Media based e-Learning Platform for Primary Education of Underprivileged Children by Senior Citizens of India	ISSN online: 2050-3962 ISSN print: 2050-3954	in press	International Journal of Social Media and Interactive Learning Environments



2	“OwlshOracle: A Social Media based Knowledge Management Framework to Educate Underprivileged Children On-line by the Elderly Community”	ISSN: 2326-7607	in press	Book Chapter in “Harnessing Social Media as a Knowledge Management Tool”, Ed: ReteshChugh, IGI Global Publishers
3	“A Social Knowledge Management Framework for Harnessing Collective Knowledge Capital of Senior Citizens”	EBookISBN: 9781-910810-74-3 EBookISSN: 2048-9811 BookversionISBN: 9781-910810-73-6 BookVersionISSN:2048-9803	printed	12th International Conference on Intellectual Capital, Knowledge Management &Organisational Learning (ICICKM 2015).

- \* Number of papers published in peer reviewed journals(national/international) by faculty and students **NA**
- \* Number of publications listed in International Database(For Eg:Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host ,etc.)
- \* Monographs
- \* Chapter in Books **Priyadarshini Dey**

“Owlsh Oracle: A Social Media based Knowledge Management Framework to Educate Underprivileged Children On-line by the Elderly Community”	ISSN: 2326-7607 in press	Book Chapter in “Harnessing Social Media as a Knowledge Management Tool”, Ed: Retesh Chugh, IGI Global Publishers
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20. Areas of consultancy and income generated:- **Free Legal Aid Clinic**

21. Faculty as members in : **NA**

a) National committees b) International Committees c) Editorial Boards....

22. Student projects: **NA**



- a) Percentage of students who have done in-house projects including interdepartmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies.

23. Awards/Recognitions received by faculty and students:-NA

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

1. Prof. Dr. I.G. Ahamed (Department of Law)
2. Prof. Dr. S.S. Chatterjee (V.C. Panchanan Varma University Cooch Bihar)
3. Dr. J.K. Das (Secretary of Department of Law CU)
4. Dr. Manirani Dasgupta (HOD CU)
5. Mr. Ansar Ali Mondal (Adv, Member Bar Council of WB)
6. Mr. Pratik Prakash Banerjee (Adv, High Court at Calcutta)
7. Mr. Suranjan Dasgupta (Adv, High Court at Calcutta, Secretary Bar Association, Secretary High Court club)
8. Mr. Amalesh Roy (Adv, High Court at Calcutta)

25. Seminars/Conferences/Workshops organized & the source of funding

a) National

- ✚ UGC sponsored National Seminar dated: 23<sup>rd</sup> and 24<sup>th</sup> March 2012  
UGC sponsored Workshop on Internal Quality Assurance Cell dated: 19<sup>th</sup> September 2015.
- ✚ Workshop on Pre-Conception and Pre-Natal Diagnostic Techniques Act 1994 in collaboration with CINI ASHAA, (NGO) Health department, Govt. of West Bengal dated: 10<sup>th</sup> December 2015.
- ✚ College level Seminar on Capital Market in collaboration with SEBI. Dated: 22<sup>nd</sup> May 2015.
- ✚ Seminar on Jago Grahok Jago arranged by Dist. Consumer Forum at the College Campus dated: 9<sup>th</sup> May 2014



✚ **Special Lecture: (from 2011 till 15/05/2015) 57 Special Lectures were delivered by eminent prof. and legal practitioners on various legal topic, organized by the college.**

26. Student profile programme /course wise: (refer question no. 4)

27. Diversity of Students - **Annexure**

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

<b>Student Progression</b>	<b>Against % enrolled</b>
<b>UG to PG</b>	<b>15% (approximate percentage enrolled to Calcutta /other universities)</b>
<b>PG to M.Phil.</b>	<b>N.A (there is no scope for MPhil in law)</b>
<b>PG to Ph.D.</b>	<b>5% (approximate percentage enrolled to Calcutta /other universities)</b>
<b>Ph.D.to Post-Doctoral</b>	<b>-</b>
<b>Employed Other than campus recruitment</b>	<b>15%-20% (first they enrol as advocates, then they get recruited to different government services- like judicial, higher judicial etc.)</b>
<b>Self-employed</b>	<b>99% (these are inclusive of all students who are also recruited to different government services) AS LLB IS A PROFESSIONAL COURSE</b>

30. Details of Infrastructural facilities

a) Library – **yes, ground floor**

b) Internet facilities for Staff &Students- **nil**

c) Class rooms with ICT



facility- NA

d) Laboratories- **legal aid**

**clinic ground floor at college**

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

- ✚ Financial assistance is provided on the basis of application to financially weaker students every year.
- ✚ Merit based scholarships to students who obtain 75% or above marks in their examinations

32. Details on student enrichment programmes (special lectures/workshops/ Seminar) with external experts.

**Workshops and seminars have been conducted on the following topics- Pre-Conception and Pre-Natal Diagnostic Techniques Act 1994 in collaboration with CINI ASHAA, (NGO) Health department, Govt. of West Bengal dated: 10th December 2015, College level Seminar on Capital Market in collaboration with SEBI. Dated: 22nd May 2015, Seminar on Jago Grahok Jago arranged by Dist. Consumer Forum at the College Campus dated: 9th May 2014, Special Lecture: (from 2011 till 15/05/2015) 57 Special Lectures were delivered by eminent prof. and legal practitioners on various legal topic, organized by the college.**

33. Teaching methods adopted to improve student learning-

**Class tests are held on a regular basis, internal assessment, group discussion, debate, participatory classes, moot court etc. Visits have been conducted to – Pollution Control Board, District Court, High Court at Calcutta, Supreme Court of India, Lawyers Chambers, Book Fair, The Legislative Assembly, The Parliament, Human Rights Commission, Consumer Forum, Police Station Etc for practical experience of the students.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities-

**legal awareness camps and legal aids are provided to the weaker sections of the society. Swachh bharat endeavours have been taken, tree plantation efforts have been taken, a book bank has been created for students from weaker sections, remedial classes, tutorial classes, are conducted.**

35. SWOC analysis of the department and Future plans



### **STRENGTH**

- ✚ Our students, and our faculty members are our strength
- ✚ Both teaching and non-teaching staff of the college are very cooperative and share friendly relation with one another
- ✚ Interactive learning environment have been developed with the students
- ✚ Positive interactions take place between students and teachers
- ✚ Individual care is provided for honours students

### **Weaknesses**

- ✚ We have sanctioned teachings post however they are lying vacant due to non-fulfilment of criteria
- ✚ The college is a government aided college, as per the government orders we are supposed to submit 50% to the department of higher education, west Bengal. Hence it becomes difficult for the college to pursue developmental work.

### **Opportunities**

As we are a professional courses (point 28)

### **Challenges**

- ✚ As LLM courses have recently been introduced to our college, it is our challenge to be motivate the students to pursue higher education and become good academicians.
- ✚ To motivate teachers as well as students in pursuing research

### **Future plan**

- ✚ Publication of departmental and journal with ISBN and ISSN numbers in the near future
- ✚ To invite more experts in our fields like judges of high court and supreme courts to deliver special lectures to students
- ✚ Introducing more ICT based teaching methods
- ✚ As a new post graduate course LLM has been introduced, hence new teaching posts for the same must be created
- ✚ Organizing more national and international seminars



- ✚ Renovation of our department with separate cubicles for all faculty members, subject to availability of fund
- ✚ To appoint more sanctioned non-teaching staff
- ✚ Arrangement of ICT based technology and other facilities for the students.



SURENDRANATH LAW COLLEGE LISTED UNDER 2(F) 12(B) SECTION IN UGC

**Surendranath Law College**

24 - M.G. Road  
Calcutta - 29  
District Calcutta  
West Bengal

2(f) and 12(B) 1885 Permanent Master's Non Government

