ANNUAL QUALITY ASSESSMENT REPORT

Name of the Institute: SCHOOL OF LAW
Year of Report: **2012-2013**

PART A The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

1. Curricular Aspect	• Grade-Credit System is followed • B.A.LLB (Hons.) LLM, M.Phil.(Law), Ph.D (Law) among the most enriched programs in India • The curriculum is updated from time to time. Last updated in Year 2011 • Curriculum development process is participatory involving various stake holders • Curriculum update based on the current needs of Legal profession and advances in legal knowledge • Formal feedback is obtained from the students. Such feedback is utilized for improving the programme. Informal feedback from ex-students and field professionals is taken into consideration • All courses of School of Law are career-oriented courses • Use of ICT is one of the compulsory content in law paper teaching. • Students for B.A.LLB (Hons.) and L.L.M. courses are admitted through Centralized Entrance Test of D.A.V.V. courses at state level. M.Phil. and Ph.D. courses is now on the basis of Entrance exam as per UGC Regulation 2010. • B.C.I. norms are strictly adhered to in the admission process. State governments norms are followed in admission process for reserved categories and women.
2. Teaching – learning and Evaluation	• Moot Court is equipped with multimedia projector & LCD. • Lectures are supplemented by assignments, seminars and field visits • Piratical teaching, microteaching, psychological testing and Court experience, Moot Court are part of teaching components. • Exposure to research and innovation skills through Students Project is introduced at undergraduate level • Teacher student ratio in B.A.LL.B. 1:14, LL.M. 1:12, and M. Phil 1 : 4 • School of Law boasts a team of qualified faculty. • Teachers are motivated for attending refresher courses, seminars, workshops etc. • Ph.D. qualified faculty as on date is above 10 Nos. • 01 -UGC JRF's are available for assisting in teaching. • Vacancies in regular faculty positions are being met by contractual appointments and visiting faculty.

		• Continuous and comprehensive evaluation process is followed with three written tests, end semester exam in each course, with Comprehensive Viva-Voce. • Transparency and Openness is hallmark of evaluation system • Grade-credit, Teacher based evaluation system is followed • Strict adherence to examination schedule, timely evaluation of answer sheets and declaration of results. • Students' are given feedback on their performance after showing them answer sheets. • Result processing is computerized. • Teaching learning process incorporates ICT component. • External audit in the form of Comprehensive viva is a special feature of evaluation. • Innovative Evaluative practices like peer evaluation, Teacher Evaluation by Students are followed. • Environmental education, Legal Aid, and Moot Court are some of the value added courses which are part of B.A.LL.B (Hons.), LL.M. Curriculum. • Legal Research is unique components of Research Methodology Course at PG & Doctoral level. • Important days, co-curricular activities and Annual function are observed / celebrated
3.	Research, consultancy and Extension	• Approx (16) research papers in International and National law journals published, one book published, two chapters in book published • one day Symposium on Importance of Indian Language in Judiciary &Legislation 23.02.2013
4.	Infrastructure and Learning Resources	• Optimal utilization of equipments and computer resources • Dissemination of e-contents has been planned • Some class rooms are ICT enabled • The Departmental Library has 3039 books and Journals. (Law Books at Central library is 3112) • ICT networking through IT centre and LCD facility is available • Computer lab is well equipped with internet facility
5.	Student Support and Progression	• Good placement, most of the students are absorbed as Law officers/Civil Judge/Public Service. • Five UGC-Net (Law) During 2012 to 2013 • Students avail of Hostel, internet and Health facilities of the University • Grievances redressal mechanism exists and counselling is provided to students. • Remedial classes are arranged for weak students. • Special Guidance is given to students aspiring for UGC NET– JRF examination. • Students participated in University Cultural and Sports

		activities.
6.	Governance & leadership	• Full academic autonomy.
		• Sizable faculty representation on Board of studies, Law.
		• Faculty involved in Selection, Examination and Professional Development activities of the Universities.
		• Consultancy and support to Schools in conducting Selections, Management and Professional Development activities.
		• Academic Calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time.
		• Strong emphasis on classroom teaching.
		• Results declared on time.
		• Assessment of students is undertaken through regular and continuous evaluation and end semester examination.
		• Student feedback system is followed for continuous improvement.
		• University's various examinations are organized and conducted in the department.
7.	Innovative practices	• Legal Aid camps held to provide free legal assistance to underprivileged sections of society.
		• ICT based teaching.
		• MCQ/Presentation based testing is a regular feature at SOL.
		• School experience program is one of the important and unique component of B.A.LL.B, LL.M. curriculum.
		• Advance methods/models of teaching are adopted.
		• Students feedback system in vogue.
		• Students are provided with internet facility.
		• Teachers and peer students cooperate in evaluation.
		• Use of problem solving approach, case study method, court Visits, direct observation, self learning Material, etc. for teaching learning process.

Part B: Action Taken during the Year 2012-2013

01	Activities reflecting the goals and objectives of the institution	- To provide pre-service and in-service teacher training at different levels of education by incorporating components like Micro teaching, Legal Experience, and Project based learning. - To prepare specialized personnel in the field of Law by offering LL.M., M.Phil. (Law) and Ph.D. (Law) Programs. - To develop innovative practices in Legal Education through practical training, internship. - To provide extension services by conducting Seminars, Workshops, Field Studies, Publication and Implementing Innovations in different institutions and networking. - To guide, collaborate and conduct Research in most needed areas of legal education such as Web Based Instruction, New techniques of Evaluation, Non-Formal Education, Special Education, Stress Coping Strategies, and Online Learning etc..
02	New academic program initiated (UG and PG)	- Planning a new elective course in legal research at PG level. - Planning a dual degree B.Com. LLB. program. - Planning to add inputs from Qualitative research into existing Research Methodology course at PG level.
03	Innovations in curricular design and transaction	- Semester System and Choice based credit system is followed. - Reasoning and Thinking Exercises to the students are given for one hour per week. - Unique and updated Curriculum. - Active Participation of whole Faculty in Curriculum revision every Semester. - Technology enabled teaching, research, assessment and extension activities. - Communication, Presentation & Moot Court Curriculum Development, Legal Experience, Project are Unique features of B.A.LLB (Hons), program. - On the basis of performance of students after each assessment, remedial classes, personal assistance and tutorial classes are being organized. - Staff Members, Research and Project Fellows, students, Office and Library staff are provided with Computer & Internet Facility. - The advanced learners are given exercises, assignments and extra reading references for enrichment. - Activity Based Strategy is used. - Lecture Method is mostly integrated with Discussion, Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic. - Wherever possible Teaching Aids and Power Point Presentations are made. - Field based exercises are given in subjects like, Legal Aid, Professional Ethics. - Peer & Self Evaluation as a good practice is followed. - Test/Assignments are given regularly.
	Inter-disciplinary	NIL

04	programmers started	
05	Examination reforms implemented	Semester system is followed and the answer sheets were shown to the students after evaluation.
06	Candidates qualified NET/SLET/GATE etc.	GATE: N.A. NET: 05 DBT-JRF: N.A.
07.	Initiative towards faculty development programme	• Staff Members are provided with Computer & Internet Facility. • Staff members are encouraged to participate in different national and international seminars and conferences and writing research paper. • School of Law offers forum for Legal educational discourse by organizing National and State Level Seminars/Workshops/Conferences.
08	Total number of seminars/workshops conducted	Total 01 1. **one day Symposium on Importance of Indian Language in Judiciary &Legislation 23/02/2013**
09	Research projects a)Newly implemented b)Completed	NIL
10.	Patents generated if any	NIL
11.	New collaborative research program	NIL
12.	Research grants received from various agencies	NIL.
13	Details of Research scholars	08 Research Scholars are working under the supervision of Dr. Archana Ranka 1) Neerja Patne 2) Pooja Khetarpal 3) Anita Gehlot 4) Arif Patel 5) Sangeeta Sharma 6) Abha Dalal 7) Deepmala Jaitpuri 8) Bharti Joshi
14.	Citation index of Faculty members and impact factor	NIL
15	Honors/Awards to the faculty	NIL
16	Internal resources generated	Self finance Courses.
17.	Details of departments getting SAP, FIST, etc assistance/recognition	None
18.	Community services	• Legal Aid camps held. • We always provide career guidance without any charge to students of all classes.
19.	Teachers and officers newly recruited	Interviews for appointment of 3 contract faculty have been conducted

		2 Nos. Contractual Teachers have appointed
20.	Teaching-Non-teaching staff ratio	4 : 6
21.	Improvements in the library services	Computerization of Database of the books in process.
22.	New books/journals subscribed and their Value	New books worth 73,892/- have been purchased
23.	Courses in which Student Assessment of Teachers is introduced and the action taken on student feedback.	All courses Feedback is analyzed and communicated to respective teachers for improvement
24.	Unit Cost of Education. Unit cost = total annual expenditure budget (Actual) divided by the number of students enrolled.	Rs. 15,875/=.
25.	Computerization and Administration and the process of Admissions and examination, result issue of certificates.	Examination, result processing and issuing of certificates is computerized
26.	Increase in the infrastructural facilities.	New furniture added in year.
27.	Technology up gradation.	Nil
28	Computer and internet excess and training to teacher and students.	Yes Internet facility available for teachers & students
29.	Financial aid to students.	Scholarships to the SC / ST students as per rules of M.P. Govt..
30.	Activities and support from the Alumni Association.	NIL.
31.	Activities and support from the parent Teacher Association.	NIL
32.	Health Services.	Students are provided Health Centre facility by the University.

33.	Performance in sports activities.	Students participated in Inter Departmental Sports activities.
34.	Incentives to outstanding sports persons.	Winner Certification and prizes.
35.	Students achievements and awards.	University gives Gold medals to students topping B.A.LL.B. exams
36.	Activities of the Guidance and Counseling Units.	The School is providing counselling services to needy People through free legal Aid.
37.	Placements services provided to student.	Provided.
38.	Development programmes for Non- teaching staff.	Computer Training and Behaviour
39.	Healthy practices of the institution.	- Semester System and Choice based credit system is followed. - Unique and updated Curriculum - Active Participation of entire Faculty in Curriculum revision every year - Extensive use of technology in teaching, assessment and research - The advanced learners are given additional exercises, assignments and extra reading references. - Mentoring System is followed during Micro-teaching, Models of Teaching and ICT - Activity Based Strategy is used. - Lecture Method is mostly integrated with Discussion, Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic. - Wherever applicable, Teaching Aids and Power Point Presentations are made. - Programmed Learning material on Educational Psychology, Modules on Guidance & counselling are used for some topics. - Field based exercises are given in subjects like, Research Methodology, Moot Court, Legal Professional Legal Ethics, Legal teaching. - Peer & Self Evaluation as a good practice is followed. - Test/Assignments are given and checked regular. - Examinations and results are conducted and declared on time.
40.	Linkages developed with National/ International, Academic/Research bodies.	With BCI / M.P. High Court, Human Rights Commission, Senior Advocates, Law Firms at various cities, consumer forum.
41.	Any other relevant information the institution wishes to add	- The department has always tried to meet the charter of goals and objectives contained in its Vision. - Community oriented research work. - Through different activities Efforts are made to mitigate the discrimination on the basis of sex, caste and religion and region..

Part C: Detail the plans of the institution for the next year:

- e-Learning centre for Research and Development
- Introducing Dual Degree B.Com. LL.B. (Hons.) Program
- Regular Court Visit, Lok Adalat, Jail Visit, Seminar
- Centre for Curriculum Development
- Rural Legal Education
- Development of Digitalized Instructional Material of Superior Quality keeping in pace with the current times
- Training Programs in Legal awareness at different levels.
- Development of Web Based Research Model
- Organization of Summer Programs for Faculty Development.
- Organization of Seminars, Conferences and Workshops at State and National levels.
- Establishment of Placement, Guidance and Counseling and Extension service cell.
- Up gradation of Computer, Lab.
- Up gradation of Library.
- Renovation of SOL Building.
- Construction of Auditorium.
- Purchase of :
  - Interactive White Boards for each classroom and seminar room
  - Purchase of split AC
  - Computers along with the accessories
  - PSCF laser Printer
  - Video camera with projector
  - DTH with recording facility
  - DVD of encyclopaedias and other reference material
  - TV large screen
  - Anti-virus soft wares
- Appointment of regular Qualified and Research Oriented Faculty
- Students inclusive of different Socio-cultural backgrounds
- Training teachers of Educational establishments in the surrounding areas
- Collaborating with NGOs/Law Firms
- Green energy and green campus.
- To Be a:
  - Center for University policies
  - Center for Quality education in Law.
  - Role model for Law education institution
  - Facilitator for tree legal aid and senior citizens

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Name & Signature of the   **Name & Signature of the**
Coordinator IQAC   **HEAD, UTD**

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