

## ANNUAL ASSESSMENT REPORT

**NAME OF THE INSTITUTE: SCHOOL OF LAW**

**YEAR OF ASSESSMENT: 2011-12**

**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.**

<p>1. Curricular Aspect</p>	<ul style="list-style-type: none"><li>• Grade-Credit System is followed</li><li>• B.A.LLB (Hons.) LLM, M.Phil.(Law), among the most enriched programs in India</li><li>• The curriculum is updated from time to time. Last updated in Year 2011</li><li>• Curriculum development process is participatory involving various stake holders</li><li>• Curriculum update based on the current needs of Legal profession and advances in legal knowledge</li><li>• 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</li><li>• All courses of School of Law are career-oriented courses</li><li>• ICT is one of the compulsory content in law paper.</li><li>• Students for B.A.LLB (Hons.) and L.L.M. courses are admitted through Centralized Entrance Test of D.A.V.V. courses are admitted through centralized process at state level LLM. students are admitted on merit in qualifying examination and interviews. Admission to M.Phil. and Ph.D. courses is now on the basis of Entrance exam and Interview</li><li>• B.C.I. norms are strictly adhered to in the admission process</li><li>• State governments norms are followed in admission process for reserved categories and women</li></ul>
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<p>2. Teaching – learning and Evaluation</p>	<ul style="list-style-type: none"> <li>• Moot Court is equipped with multimedia projector &amp; LCD.</li> <li>• Lectures are supplemented by assignments, seminars and field visits</li> <li>• Practice teaching, microteaching , psychological testing and school experience are practical components</li> <li>• Exposure to research and innovation skills through Students Project is introduced at undergraduate level</li> <li>• Teacher student ratio is B.A.LL.B. 1:14, LL.M. 1:12, and M.Phil 1 : 4</li> <li>• School of Law boasts of a team of qualified faculty</li> <li>• Teachers are motivated for attending refresher courses, seminars, workshops etc.</li> <li>• Ph.D. qualified faculty as on date is over 10 Nos</li> <li>• 01 -UGC JRF's are available for assisting in teaching</li> <li>• Vacancies in regular faculty positions are being met by contractual appointments and visiting faculty</li> <li>• Continuous and comprehensive evaluation process is followed with three written tests , end semester exam in each course, with Comprehensive Viva-Voce.</li> <li>• Transparency and Openness is hallmark of evaluation system</li> <li>• Grade-credit, Teacher based evaluation system is followed</li> <li>• Strict adherence to examination schedule, timely evaluation of answer sheets and declaration of results.</li> <li>• Students' are given feedback on their performance after showing them answer sheets</li> <li>• Result processing is computerized</li> <li>• Teaching learning process incorporates ICT component</li> <li>• External audit in the form of Comprehensive viva is a special feature of evaluation</li> <li>• Innovative Evaluative practices like peer evaluation, Teacher</li> </ul>
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	<p>Evaluation by Students are followed.</p> <ul style="list-style-type: none"> <li>• Environmental education, Legal Aid, and Moot Court are some of the value added courses which are part of B.A.LLB (Hons.), LLM. Curriculum.</li> <li>• Legal Research is unique components of Research Methodology Course at PG level</li> <li>• Important days, co-curricular activities and Annual function are observed/celebrated</li> </ul>
3. Research, consultancy and Extension	<ul style="list-style-type: none"> <li>• Approx (10) research papers and National law, books published</li> <li>• Seminar on 'Cyber Law' organized in 2011</li> </ul>
4. Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>• Optimal utilization of equipments and computer resources</li> <li>• Dissemination of e-contents has been planned</li> <li>• Some class rooms are ICT enabled</li> <li>• Department has enriched library with about 2803 books</li> <li>• ICT networking through IT centre and LCD facility is available</li> <li>• Computer lab is well equipped</li> </ul>
5. Student Support and Progression	<ul style="list-style-type: none"> <li>• Good placement, most of the students are absorbed as Law officers/Civil Judge/Public Service.</li> <li>• One JRF and Four Net During 2010 to 2012</li> <li>• Alumni association is to be formed in the department</li> <li>• Students avail of Hostel, internet and Health facilities of the University</li> <li>• Grievances redressal mechanism exists and counselling is provided to students</li> <li>• Remedial classes are arranged for weak students</li> <li>• Special Guidance is given to students aspiring for UGC NET</li> </ul>

	<p>– JRF examination</p> <ul style="list-style-type: none"> <li>• Students participated in University Cultural and Sports activities</li> </ul>
6. Governance & leadership	<ul style="list-style-type: none"> <li>• Full academic autonomy</li> <li>• Sizable faculty representation on Board of studies, Law</li> <li>• Faculty involved in Selection, Examination and Professional Development activities of the Universities</li> <li>• Consultancy and support to Schools in conducting Selections, Management and Professional Development activities</li> <li>• Academic Calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time</li> <li>• Strong emphasis on classroom teaching</li> <li>• Results declared on time</li> <li>• Assessment of students is undertaken through regular and continuous evaluation and end semester examination</li> <li>• Student feedback system is followed for continuous improvement</li> <li>• University's various examinations are organized and conducted in the department</li> </ul>
7. Innovative practices	<ul style="list-style-type: none"> <li>• Legal Aid camps held to provide free legal assistance to underprivileged sections of society.</li> <li>• ICT based teaching</li> <li>• MCQ/Presentation based testing is a regular feature at SOL</li> <li>• School experience program is one of the important and unique component of B.A.LL.B, LL.M. curriculum</li> <li>• Advance methods/models of teaching are adopted</li> <li>• Students feedback system in vogue</li> <li>• Students are provided with internet facility</li> </ul>

	<ul style="list-style-type: none"> <li>• Teachers and peer students cooperate in evaluation</li> <li>• Use of problem solving approach, case study method, court Visits, direct observation, self learning Material, etc. for teaching learning process.</li> </ul>
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## **INNOVATIVE PRACTICES:**

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### **PART B: ACTIONS TAKEN DURING 2011-12**

1	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To prepare specialized personnel in the field of Law by offering LLM., M.Phil. (Law) and Ph.D. (Law) Programs.</li> <li>• To develop innovative practices in Legal Education through experimentation.</li> <li>• To provide extension services by conducting Seminars, Workshops, Field Studies, Publication and Implementing Innovations in different institutions and networking.</li> <li>• 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.</li> </ul>
2	New academic Programme initiated (UG &PG)	<ul style="list-style-type: none"> <li>• Planning a new elective course in legal research at PG level</li> <li>• Planning a dual degree B.Com. LLB. program</li> <li>• Planning to add inputs from Qualitative research into existing Research Methodology course at PG level</li> </ul>
3	Innovations in curricular design and transaction	<ul style="list-style-type: none"> <li>▪ Semester System and Choice based credit system is followed.</li> <li>▪ Reasoning and Thinking Exercises to the students are given for one hour per week.</li> <li>▪ Unique and updated Curriculum</li> <li>▪ Active Participation of whole Faculty in Curriculum revision every Semester.</li> <li>▪ Technology enabled teaching, research, assessment and extension activities</li> <li>▪ Communication, Presentation &amp; Moot Court Curriculum Development, Legal Experience, Project are Unique features of B.A.LLB (Hons), program</li> </ul>

		<ul style="list-style-type: none"> <li>▪ On the basis of performance of students after each assessment, remedial classes, personal assistance and tutorial classes are being organized.</li> <li>▪ Staff Members, Research and Project Fellows, students, Office and Library staff are provided with Computer &amp; Internet Facility.</li> <li>▪ The advanced learners are given exercises, assignments and extra reading references for enrichment</li> <li>▪ Activity Based Strategy is used.</li> <li>▪ 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.</li> <li>▪ Wherever possible Teaching Aids and Power Point Presentations are made.</li> <li>▪ Field based exercises are given in subjects like, Legal Aid, Professional Ethics</li> <li>▪ Peer &amp; Self Evaluation as a good practice is followed</li> <li>▪ Test/Assignments are given regularly</li> </ul>
4	Inter-disciplinary programs started	NIL
5	Examination Reforms implemented	<ul style="list-style-type: none"> <li>▪ Assessment through Multiple Discriminant Type Items in some papers</li> <li>▪ Peer &amp; Self Evaluation as a good practice is followed</li> <li>▪ Evaluation is continuous and comprehensive, transparent and open with feedback</li> </ul>
6	Candidates Qualified NET/SLET/GATE	One JRF and 04 Net Qualified during 2010 to 2012
7	Initiative towards Faculty development program	<ul style="list-style-type: none"> <li>▪ Staff Members are provided with Computer &amp; Internet Facility.</li> <li>▪ Staff members are encouraged to participate in different national and international seminars and conferences</li> <li>▪ School of Law offers forum for Legal educational discourse by organizing National and State Level Seminars/Workshops/Conferences</li> </ul>
8	Total number of seminars / workshops conducted	<ul style="list-style-type: none"> <li>▪ National Seminar on Cyber Law organized in 2011</li> </ul>
9	Research projects a) Newly implemented b) Completed	NIL -

10	Patents generated if any	NIL
11	New collaborative research Programme	NIL
12	Research grants received from various agencies	UGC grant for Infrastructure and Books
13	Details of Research Scholars	1) Neerja Patne 2) Anita Gehlot 3) Sangeeta Sharma 4) Pooja Khetarpal 5) Arifl Patel 6) Abha Dalal
14	Citation index of faculty members and impact factor	NIL
15	Honors /awards to the faculty	NIL
16	Internal resources generated	Self Finance
17	Details of departments getting SAP, FIST, etc assistance / recognition	NIL
18	Community services	Legal Aid camps held.
19	Teacher 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 Rs1,00,663/- 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.	12597/-
25	Computerization of administration and the process of admissions and examination,	Examination, result processing and issuing of certificates is computerized

	result issue of certificates	
26.	Increase in the infrastructural facilities	New furniture added in year / coot
27.	Technology upgradation	New computers were purchased for computer lab 5 Computer systems have been purchased in 2012
28.	Computer and internet access and training to teachers and students	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	Common university health services for students available
33.	Performance in sports activities	Active participation of students in Cricket, Volley ball, Badminton, chess , Table tennis etc.
34.	Incentives to outstanding sportspersons	Winner Certification and prizes
35.	Student achievements and awards	University gives Gold medals to students topping BA LLB, , exams
36.	Activities of the Guidance and Counseling unit	The School is providing counseling services to needy People through free legal Aid.
37.	Placement services provided to students	Provided
38.	Development programs for non-	Computer training



	teaching staff	
39.	Healthy practices of the institution	<ul style="list-style-type: none"> <li>▪ Semester System and Choice based credit system is followed.</li> <li>▪ Unique and updated Curriculum</li> <li>▪ Active Participation of entire Faculty in Curriculum revision every year</li> <li>▪ Extensive use of technology in teaching, assessment and research</li> <li>▪ The advanced learners are given additional exercises, assignments and extra reading references. <ul style="list-style-type: none"> <li>▪ Mentoring System is followed during Micro-teaching, Models of Teaching and ICT</li> <li>▪ Activity Based Strategy is used.</li> <li>▪ 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.</li> <li>▪ Wherever applicable, Teaching Aids and Power Point Presentations are made.</li> <li>▪ Programmed Learning material on Educational Psychology, Modules on Guidance &amp; counseling, CAI, ET, etc are used for some topics.</li> <li>▪ Field based exercises are given in subjects like, Educational psychology, Guidance and Counseling, Special Education etc.</li> <li>▪ Peer &amp; Self Evaluation as a good practice is followed</li> <li>▪ Test/Assignments are given and checked regularly</li> <li>▪ Examinations and results are conducted and declared on time.</li> </ul> </li> </ul>
40.	Linkages developed with National/International, Academic/Research bodies	<ul style="list-style-type: none"> <li>▪ With BCI / High Court, Human Rights Commission etc.</li> </ul>
41.	Any other relevant information the institution wishes to add	<p>The department has always tried to meet the charter of goals and objectives contained in its Vision.</p> <p>Community oriented research work.</p> <p>Through different activities Efforts are made to mitigate the</p>

		discrimination on the basis of sex, caste and religion and region.
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**Part C: Detail the plans of the institution for 2012-13:**

- e-Learning centre for Research and Development
- Introducing Dual Degree BCom LLB (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 Teacher Educators
- 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 encyclopedias and other reference material
  - TV large screen
  - Original 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
- To Be a:
  - Center for University policies
  - Center for Quality education in Law.
  - Role model for Law education institution
  - Facilitator for free legal aid and senior citizens

Name & Signature of Coordinator, IQAC  
UTD

Name & Signature of Head,