



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

THE SHILLONG LAW COLLEGE

SHILLONG LAW COLLEGE BROOK HAVEN, DHANKHETI
793001

www.shillonglawcollege.in

SSR SUBMITTED DATE: 14-07-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shillong Law College is an un-aided Private Undergraduate College imparting three-year LL. B. and five-year integrated B. A., LL. B. courses. In the State Capital of Meghalaya, this is the only centre of legal education, which is a privately managed and maintained without any assistance from the State/Central Govts. The Shillong Law College fulfils all the requirements of The Bar Council of India, the University Grants Commission and the affiliating North Eastern Hill University. The College was established in 1964 by some dedicated academicians realising the need for legal education to the young generation of the region and it got affiliated to Gauhati University. After the re-organisation of state and formation of Meghalaya on 21st January 1972, the affiliation of the college was transferred to newly formed central university, viz., North Eastern Hill University (NEHU). The College is also enlisted under section 2(f) and 12(b) of the UGC Act 1956. The college functioned as evening college since its inception till 1999. In the year 2000, the College was converted from evening College to a full-time Day College and Full-Time Lecturers were appointed on the direction of the Bar Council of India.

As per the University formulations, semester system is followed. Drawing students and faculty from across the State of Meghalaya, and all of the North Eastern States of India, the college has emerged as a symbol of excellence and integrity.

Vision

The vision statement of Shillong Law College emphasises on “Providing Highest Degree of Quality Legal Education within the reach of ONE and ALL”. We are here to empower every individual with knowledge and confidence.

This college is a dynamic and creative learning institution that strives to meet challenges by providing innovative solutions to emerging issues leading to learning breakthroughs for all students. It is dedicated to establish strong, just upright minds and develop the talents of the students thereby to discover their inner potentials.

Mission

Shillong Law College caters to the needs of the students of all communities and makes them worthy citizens having high regards to the rules and law of the land. Meghalaya being a Sixth Schedule state and the State being the home of tribal community belonging to Khasi, Jaintia and Garo tribes, there are added responsibilities to provide affordable education to the weaker sections of populace with more compassion. There is sizeable population of non-tribal Indians also in the State. The college is therefore alive to the basic requirements of people and strives to provide them expected amenities, assistance and enrich them with necessary knowledge

paving opportunity in joining the legal profession and hence, make them able, confident, competent, efficient and well-trained advocates. Besides, the intellectual upbringing of the students is always on focus. Thus, the management and academia of the college ensures that:

1. The students should understand the basic concepts and procedure of law and become self-sufficient to carry out the advanced studies on any legal problems that may come their way.
2. The students understand laws in their social, economic, political, and scientific contexts.
3. The rich cultural values of all communities are assimilated with justice oriented legal learning.
4. A dynamic learning process is created in the intellectual, cultural and economic life of its students in line with the Preambles of the Constitution of India.
5. Sensible and efficient law professionals are created starting from so-called laymen who can act as precursor to society of justice and equality.
6. Everyone becomes a partner in socio-economic growth of the region and highlight and practice moral, secular, scientific and nation building values so as to respect, protect and nurture the rich composite culture of the country.
7. Appropriate practice is enforced for creating awareness and care for environment encompassing the State's land, water, flora and fauna.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college is situated in the heart of the city of Shillong; thus the students and staff have easy access to the college campus.
2. The college has reasonable infrastructural facilities to fulfill the basic requirements of the students, like spacious class-rooms, library, e-library, moot court hall, reading room, computer laboratory, legal care and support centre.
3. The college has well-qualified and experienced full-time faculty and some of them with Ph.D. degree. The college has empanelled a good number of practicing lawyers, retired professors and eminent scholars to recommend and improve the methods of teaching structured inputs and recommend assignments.
4. Though the college is not covered under any financial aid by the State Government of Meghalaya, yet the Governing Body of the College keeps the fee structure at reasonable rate with sound financial management process. This provides an opportunity to meritorious but economically backward students to take admission and avail for higher and professional studies.
5. The college is the first one in the State imparting legal education leading to graduation and as of now, it is the only such college in the capital city.
6. The management is always supportive in providing quality education
7. The college provides Legal Aid and Advice Centre.
8. Eminent legal luminaries such as High Court and District & Session Court Judges, Senior lawyers visit the college from time to time and share their knowledge with the students.
9. The results of students are consistently good and this has drawn a large number of applications for admission.
10. The college has an additional plot of land at a distance of about 1 km. from the present campus which shall be utilized in future for creating more amenities like Boys' and Girls' Hostels, research centre and expansion of academic as well as extra-curricular facilities.
11. Availability of adequate number of computers and moderately good internet facilities have made it easy

to jump on latest culture of online classes as a new phenomenon arising out of Covid 19 pandemic.

12. Green & Clean campus.
13. Ragging Free campus.

Institutional Weakness

1. Lack of or almost nil financial support from the government creates hurdles in easy expansion of academic and infrastructural facilities.
2. Being affiliated to North Eastern hill University, Syllabus/curriculum is decided by the University. Hence, there are limitations in introducing innovative courses and for practical training.
3. No Own Playground and indoor stadium.
4. Fewer numbers of MoUs/linkage/collaboration for Placement, Research, teachers and students Exchange programme.
5. Lack of research and publications.

Institutional Opportunity

1. There is scope for the college to conduct more legal aid camps and Street Plays and Competitions to provide practical knowledge to the students and serve the society by creating legal awareness among the people.
2. This college can work with general and professional higher education institutions of the State to create legal awareness on contemporary topics. This would be an ideal opportunity to attract students to pursue legal education and help them in career advancement.
3. The alumni association of the college needs to be strengthened. Alumni may act as viable catalyst for strengthening and furthering the educational domain of the college.
4. Strengthening research and publication culture, introducing skill-development courses, introduction of effective Career Guidance activities.

Institutional Challenge

1. Despite the changing situations across the world, law is still not preferred as a career option by most students, and thus the college gets fewer quality students. Hence, it is a challenge to groom these students and make them ready for legal profession in this competitive world.
2. There is a lack of industrial and corporate activities in the state and hence job opportunity is limited even in legal matters. Consequently, students do not find the legal education a viable career. It remains a great challenge to impress upon the general public and students about the importance of legal education.
3. To adapt to the NEP 2020 and to accommodate the new requirements in spite of having meager faculty strength.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being affiliated to North Eastern Hill University, Shillong Law College strictly follows the Curriculum framework and examination-evaluation pattern followed by the University. Since 2015, the University has adopted semester system for the under-graduate courses and the college is complying with the same. A staff meeting is held at the beginning of the session each year and chalks out plan and programmes including academic calendar and implementation strategies for Curricular, co-curricular and extracurricular activities and the likes. Stress is also laid on internal assessments, periodical tests along with co-curricular aspects. College management along with IQAC and various committees/cells take appropriate steps so that syllabus is completed within a reasonable period allowing adequate time to the students to prepare for the final examination. Responding to the recent scenario created due to Covid 19 pandemic, the teachers have adopted efficiently to the emerging system of online classes and students are coping up well with new measures. Further, to enhance the teaching skill and knowledge base of the teachers, the Principal and the Management encourages the staff to participate in Seminars, Orientation programs, Refresher courses and such related programs from time to time. For core achievements and to ensure Career Advancement, Study Leave facilities are also extended to the teachers.

Apart from the usual syllabus contents, other relevant issues like Gender equality, Environment awareness, Human values, Campus maintenance and professional ethics are also highlighted through different programmes.

Further, NEP 2020 has opened up new challenges. Academic Committee of the College and the Management are constantly engaged in appropriate discussions on the New Education Policy and hence evolve suitable steps.

Teaching-learning and Evaluation

The College organises Orientation/Induction programme for the students at the start of each academic session to brief the rules and the regulations of the college and tries to identify advanced and slow learners in order to enable the institution to prepare strategies for teaching and learning process. As mandated by the Bar Council of India, the 5-Year B.A.LL. B Integrated Course has been introduced from the Academic Session 2019-20 to meet the ever-increasing legal educational needs of the youths of the State of Meghalaya. This is in addition to the Three-year LL. B. Course running in the institution since its inception.

The institution adopts students' centric approach in teaching and learning process. Experiential learning such as project work, field trips are conducted to help the students to learn as per their experiences. Paper presentation, discussion on questions and on old university question papers are followed. The core idea remains to enjoy the learning process with the adoption of the principle of 'Study and Struggle'. The institution maintains transparency with internal assessment and tests. Any examination related grievances are dealt with by the principal and teachers of the college. The institution evaluates the Programme Outcomes and Programme Specific Outcomes regularly which helps in adopting strategies in its implementation to attain the Course Outcomes. Teachers and students are always kept informed on any major decisions regarding programme schedule, outcome and course outcome through available means and such issues are continuously updated

based on the feedback received.

The college encourages faculty to improve their qualifications, attend workshops and conferences by providing logistic assistance and study leave. Good management policies and academic environment has resulted in high retention ratio. Due to the efforts taken by the faculty and students, most of the students complete their law course in the stipulated time with good percentage. Student-faculty ratio is optimally maintained to facilitate student- centric learning environment. Faculty use ICT to make teaching effective. Teaching learning processes are continually improved based on students' results and students' satisfaction.

The College emphasises on developing human values and fosters global competency with focus on national development in its programme.

Research, Innovations and Extension

Being an undergraduate and an affiliated college, the scope of research is quite minimal. Yet, the College always encourages the teachers to take up research projects and proceed for higher learning. The institution also takes initiatives for creation and transfer of knowledge to the student and provides conducive environment for research and technology driven innovations. It organizes guest lectures, seminars, workshops, moot court competitions. The College has in its plan to constitute a Research Committee to impress upon the teachers and students on the importance of research. Teaching faculty is being impressed upon to take up research projects and obtain grants from various agencies. At the same time, the college is making the teachers and students aware on the dangers of Plagiarism.

To augment the extension process in learning and innovation, the College is also engaged in collaboration with Government Organization, Non-Government Organisations by organizing Seminars, Workshops, Field Trips, Training Programmes, Moot Court Competitions. To this end, the institution has focused on its Library and never missed any opportunity in upgrading the library with books, titles, magazines etc.

One of the faculty member has been recognized as Research Supervisor / guide by Mahatma Gandhi University , Meghalaya and Co-ordinator of UGC MOOCs course. Accordingly she assisted Dr Bharti Yadav course Coordinator of MOOCs on "Access to Justice".

Infrastructure and Learning Resources

The college has its own spacious building with Class rooms, Library, Reading room, Moot Court cum Conference Hall, Administrative office, Staff Common, Room, separate Common Rooms for Girls and Boys, Canteen. The management of the college has been constantly enhancing the infrastructure and other required facilities to ensure quality Education. The library of the college has reading room, reference section and well-equipped E-Library. Computer Laboratory has 25 computers for users connected with 100 Mbps broadband internet facility. The library also provides photocopy/printout facility. The college maintains its infrastructure through the specific allocations of funds in the Annual Budget Estimates formulated at the start of each

academic year. Thus there is a standard process for continuous maintenance and supervision of the infrastructure by the staff appointed particularly for this purpose. The provision is made by the college administration to maintain the campus clean, beautiful and environment friendly. There is a big parking space in the campus which can accommodate at least 20 cars and about 50 two-wheelers.

The Library and Reading Room occupies substantial plinth area of 4,414 sq. ft. with Books / Publications accessories of more than 13,000. Besides the text Books, latest AIR and various Law Journals are subscribed on continuous basis. Library is also fully computerized with KOHA software with Online Public Access Catalogue (OPAC) and Legal Offline Journals, Magazines, Periodicals and News Papers. The institution has formed various Committees to look after the maintenance of infrastructure and learning resources.

Recently construction activities are going on to build extra classrooms on the top floor right wing of the Golden Jubilee Building and also construction of lift that will help the differently able persons also along with others.

College has taken up the plan to construct separate blocks of building accommodating for staff quarters, girls hostel and boys hostel in the extended campus situated in Bomfyle Road Shillong.

Student Support and Progression

The college comprehensively plans various students' welfare initiatives in areas such as admission, infrastructure, curricular and co-curricular activities. The college takes appropriate actions so that students receive scholarships from the respective governments and thus, many students are getting benefit of the same.

There is a Students' Council that is formed every year. Formation of the Students' Council follows two tier systems – first selection/election of class representatives and then election of the Council from amongst the class representatives. There are standard norms and regulations of the functioning of the Students' Council.

Further, students are given adequate representation in some of the committees of the college like Internal Quality Assurance Cell, Library Committee, Cultural and NSS Committee, Anti-Ragging Committee, Anti-Sexual Harassment and Grievance Redressal Committee etc. The college traces the students progressing to higher education and encourages them for the same though this system needs to be further strengthened. College has an Alumni Association and tries to remain in touch with the past students. The students actively participate in different sports tournament, co-curricular activities and cultural events. Our ragging free campus and sexual harassment complaint free campus is the credit of the organized efforts of our active students. The College Canteen also provides necessary support to the students. Efforts are on for providing 'hall of residence' separately for male and female students.

College Magazine is a forum for the students to show their excellence in writing and also airing their views on different areas concerning their interest. A variety of write-ups ranging from poems, short stories,

sketch, quotes etc. are being contributed in the magazine by the teaching, non-teaching staff and students in the college magazine, "Revista Aequitas". Financial support for the Magazine is acquired from both internal and external sources.

Governance, Leadership and Management

The administration of the college is managed by a Governing Body as per norms and regulations of the affiliating University and the guidelines set by the Education Department, Government of Meghalaya and comprises of fifteen members that includes the President, Secretary, University and Government representatives, Faculty representatives and nominated Members. The Governing Body conducts regular meeting to discuss the activities of the institution. Principal conducts Faculty meetings and during such meetings the various plans of the academic year are discussed. Principal distributes the responsibilities on every teaching faculty.

Governance of the College is in tune with the vision and mission of the institution and the leadership and management remains ever alert to provide education to all sections of students without any discrimination. The institution follows de-centralization and participatory practice in its functioning. Major decisions on academic matters are vested on the Academic Committee in consultation with the management. The top management, i.e., the Governing Body, never interferes in this process except for providing a general guideline that every academic and extra-curricular activity must be taken so as to give maximum benefit to the students, and also highlighting the growth and development of the college. There are some welfare measures for the teaching and non-teaching staff.

The IQAC contributes to enhance the quality culture of the institution. The compliance of academic and administrative procedures and their continual improvement is ensured through systematic monitoring by the IQAC. IQAC has both internal and external members to review the academic and support systems. It is a challenge for the institution to manage all its activities only from tuition and other fees collected

The management is very approachable, open-minded, motivating and progressive. The college has been able to extend UGC pay scales and Meghalaya State Pay Scales to its employees in spite of being purely a private college and having limited resources. Further, the College has a provision of ex-gratia payment to retiring employees. In addition all college employees are covered by the Government of India Employees Provident Fund Scheme.

Institutional Values and Best Practices

The main strength of the college lies in possessing sufficient land with permanent buildings, workable number of dedicated and committed teaching and non-teaching staff and exemplary support from the local community. Being a co-educational college, the prevailing conditions contribute to empower weaker sections of the community through holistic education.

The image of an institution depends on its academic excellence and best practices. Since the college is now more than 50 years old, it has developed many healthy practices. Various activities are conducted by the college towards making the campus environment friendly. The use of plastic is avoided and the entire campus is 'No Plastic Zone'. The college is "No Tobacco and Plastic Zone".

National Anthem is sung as a mark of respect and patriotism. The College has its own Anthem and this is played/sung on important days. The Swachh Bharath Abhiyan is undertaken where the faculty and students take part in cleaning the campus and the surrounding areas. To be at par with Covid 19 protocols, sanitization of the campus, use of sanitizer by every students/teachers/staff/guest, wearing of masks etc. have been made compulsory.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THE SHILLONG LAW COLLEGE
Address	Shillong Law College Brook Haven, Dhankheti
City	Shillong
State	Meghalaya
Pin	793001
Website	www.shillonglawcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sharif Uddin	0364-2951193	9774124283	-	shillonglawcollege@yahoo.com
IQAC / CIQA coordinator	Mrinalini Kharshiing	0364-2951192	9436700392	-	mrinalinikharshiing@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Meghalaya	North Eastern Hill University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	31-03-2004	View Document
12B of UGC	31-03-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
BCI	View Document	27-09-2019	36	BCI has given one year extension of the validity from November last year and College has applied for inspection and other formalities reply from the BCI is being awaited

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Shillong Law College Brook Haven, Dhankheti	Urban	2.664	1358.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	LLB, Three Year Llb Degree Course	36	graduation	English	120	120
UG	BA LLB, Five Year Ballb Integrated Degree Course	60	higher secondary	English	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				15			
Recruited	0	0	0	0	1	0	0	1	2	13	0	15
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	8	4	0	12
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	0	2	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	13	0	16
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	54	41	0	0	95
	Female	85	23	0	0	108
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	1	2	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	80	83	55	45
	Female	88	90	60	66
	Others	0	0	0	0
OBC	Male	2	1	1	0
	Female	1	0	0	0
	Others	0	0	0	0
General	Male	11	10	8	5
	Female	8	10	4	5
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		191	195	130	121

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	As early as in January 2020 on receipt of the Draft NEP, the Governing Body of The Shillong Law College constituted a High-Power Committee to examine the entire gamut of the Policy and hence
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	<p>devise its working procedure. HPC observed that so far as the multidisciplinary aspect of the College is concerned, the introduction of the 5-year Integrated B. A. LL. B. programme since 2019 may be treated to conform to the basic idea of multidisciplinary in HEI's as spelt out in the Education Policy. Institute shall progressively take initiative to introduce B. Com. LL. B and similar other courses so as to further impetus to the multidisciplinary approach. Being an affiliated College, this institution does not have scope for designing flexible curricula and credit-based courses. However, College shall adopt such programmes as and when the University notifies such provisions. Similarly, multiple entry and exit schemes shall be implemented whenever the University allows the same. Despite being a legal education college, the institution shall encourage teachers to take research programmes in other areas like environment, child labour and child marriages, traditional practices and other societal issues and challenges and relating these with law of the land. Further, the College is engaging in regular consultation and inputs from the faculty members, experts from other frontal organisations in education and all stakeholders relating to the introduction of Arts and Commerce stream and also SWAYAM.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>This aspect is also under consideration and depends much on appropriate policy enumeration by the University. As far as collaboration with other universities in the country and abroad, it may be asserted that the College has recently conducted Webinars/Seminars in collaboration with Cape Comorin Trust, Tamil Nadu and also a University in Thailand. Institution shall continue its efforts in this direction to evolve some courses that may enable credit transfer. Some of the senior faculties take part in curriculum development whenever such initiatives are taken up by the University. As far as pedagogical approaches are concerned, faculties remain intensely engaged in selecting and suggesting reading materials, giving assignments to the students' time to time followed by the assessment of the same. With NEP 2020 in force, the Governing Body of the college is constantly impressing upon the teachers to continuously remain engaged in expanding their knowledge base and hence try to design their own curricular and pedagogical approaches so as take up</p>

<p>3. Skill development:</p>	<p>the same with the University authorities.</p> <p>The College has earlier conducted Khasi Learning Centre – a programme to learn local Khasi language, open for students and people from other walks of life. But, the Covid pandemic put a halt to this. In the line with the various opportunities of Skill Development stressed in NEP 2020, the College has now taken up this aspect in new vigor. Thus, we are aiming to facilitate Skill Development of the students in Communication Language, Use of Computer in Legal profession, and some more in the areas of self-management and special knowledge. High power committee has also laid down importance of Skill Development of Teaching Faculties such as Personal Management, Administrative Management, Refresher & Orientation Courses and participation in Seminars and Workshops. College organises through its NSS Cell and Legal Care & Support Centre number of programmes on Value based education which include Understanding of the Constitution of India, Universal Human Rights, Environment Consciousness, Rights and Responsibilities of Citizens and many others. As has been asserted earlier, the College is looking forward to introduce suitable Skill Development and Vocational Education programmes as structured programmed in the days to come to meet all the requirements of NEP 2020. In this regard, it may be pointed that the HPC on NEP of the College has already recommended the introduction of the following courses: i) One-Year Diploma in Environmental Law, and ii) Six-month Certificate Course in Banking and Insurance Laws. Additionally, the College is working with other government and non-government bodies to enhance the skill development potential of the students. Accordingly, 50 students of the college were taken to the Job Fair organised by the Meghalaya State Skill Development Society, Department of Labour, Govt. of Meghalaya, on the 21st & 22nd of March, 2022. One of the teachers, Shri Celestine Ksoo, accompanied the students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>English remains most popular and practicing language for communication among the general population in Shillong. But, the management of the college realized the importance of integrating the knowledge in Law and hence divesting the knowledge to the local people, not so much</p>

	<p>acquainted with legal procedures. In the direction, College started Khasi Learning Centre in 2015 and continued till 2019, which then got derailed due to Covid pandemic. As of now, there is no scope for bilingual education during classroom teaching though students take the advantage of getting education in local language informally. It is now early years of implementation of NEP 2020 and new strategies will be designed in due course of time to integrate teaching that is blended with both English and vernacular/Indian languages.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Since the curriculum development is in the domain of University and hence programme outcome decided by the Syllabus Committee of the University, yet the faculty members take initiatives to explain to the students the importance of each of the papers in every semester, what type of knowledge they are empowered with and, hence exploring the potential of the students after completing the degree. Different co-curricular programmes taken by various committees/cells also help the students to capture the outcome of every course and the contents of the syllabus/curriculum. With regard to the policy enumerated in NEP 2020, special effort will now be directed to adopt some other measure/practice towards this Outcome based education. The activities of the Legal Care and Support Centre of the College, the Moot Court sessions, Internships with senior advocates etc. are some of the living examples where the students realise, to large extent, the outcome of the programmes</p>
<p>6. Distance education/online education:</p>	<p>HPC on NEP in its recommendation has pointed out that Distance Learning-e-Learning/Online Learning modes need further examination/consideration. There is need to augment man-power and infrastructural requirements including Course contents-syllabi along with financial implication involved. Management of the College is encouraging teachers to take part in online courses/programmes regularly. Consequently, few teachers are updating their knowledge base in this regard. Some of such courses/programmes attended by the teachers include: (i) Online Course on “Women Safety for Prosecution” organised by North Eastern Police Academy, Umsaw, Meghalaya, 27th to 29th December, 2021; (ii) Training Programme on “Art of writing Paper-Methods & Solution”. Organised by Research Foundation of India, Sage</p>

University Indore, JHERF & Academic Research Guide Association from 19th May, 2021 to 25th May, 2021; (iii) 8-day Online Course & Educational Resources on MOOC's, organised by North Eastern Hills University, Shillong, from 26th August to 2nd September, 2021; (v) UGC Sponsored Faculty Induction Programme from, University of Mumbai, conducted from September 13 to October 14, 2021; (v) 15-day Online Refresher Course on "Enhancing Efficiency and Culture of Learning in Higher Education" organised by Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi, from 15 June to 30 June, 2021; and (vi) Seven-Day Faculty Development Programme on "Policy Initiative and Quality Enhancement in Higher Education" organised by Academic Research Group, Kolar from 5th May, 2021 to 11th May, 2021. Despite its limited resources, the College could nicely meet the requirements of Online education/classes during the lockdown periods due to Covid pandemic. This experience has been fulfilling and hence will enable the Institution to introduce Distance/Online education in a structured manner in future. Institution is gearing up to meet the demands of NEP 2020.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	1	1

Other Upload Files	
1	View Document

1.2

Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)

Response: 2

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
516	446	373	366	366

Other Upload Files	
1	View Document

1.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
108	108	72	72	72

Other Upload Files	
1	View Document

1.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
107	115	84	92	101

Other Upload Files	
1	View Document

2 Teachers

2.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	11	11	11

Other Upload Files	
1	View Document

1.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	12	12	12

Other Upload Files	
1	View Document

2 Institution

2.1

Total number of classrooms and seminar halls**Response: 10****2.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
236.2	194.0	96.6	117.3	97.9

2.3**Number of Computers/ laptops****Response: 45**

N
A
A
C

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college offers LL.B (3 Year) and BA.LL.B (5 Year) courses. The curriculum for these courses is in accordance to the North Eastern Hill University. The University revises the syllabus from time to time through syllabus Revision Committee in which the Principal and senior faculty of the college are inducted as members.

The college takes following measures to ensure effective curriculum delivery:

1. The college has a well-qualified and experienced regular teaching staff. In addition to this, there are part-time and contractual teachers to meet the course requirements effectively. Some experts in the legal field are also invited as visiting faculty to teach the subjects related to professional aspects and training.
2. Academic calendar, time table, lecture plan and teachers' diaries are prepared in advance every year to ensure regular lectures. The timetable for each semester is made before the end of the previous semester itself. The subjects are allotted to each of the faculty considering their specializations, interest area, experience in teaching a particular subject and feedback obtained from the students.
3. Co-curricular and Extracurricular activities such as guest lectures, seminars, essay competitions, moot court competitions are conducted throughout the year to hone the talent and skills of the students.
4. The Internal Quality Assurance Cell ensures to implement the abovementioned co-curricular and extracurricular activities with a view to monitor effectively curricular delivery.
5. Orientation programme and library visit are arranged for the students of first year LL.B, and BA.LL.B to make them aware of the learning resource facilities in the library of the college.
6. The college has a very resourceful library. The library is well equipped with Books, Journals, and Reports in print as well as electronic format. The Library is also fully computerized with KOHA software with Online Public Access Catalogue (OPAC) providing access to E-resources like SCC online and Legal Offline Journals, Magazines, Periodicals and News Papers. The digital common Network in the e-library has 25 computers through library website, dedicated for the students
7. The college organises educational trip and legal awareness programmes in villages from time to time to provide practical knowledge to the students.
8. The college organises Cultural Meet to explore the hidden talents of law students in sports, cultural and academic events. The planning of other activities like college magazine, various day celebrations, environmental activities, social activities, etc. are also planned well in advance so as

to enable proper preparation and implementation of these activities.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

At the beginning of every semester the Academic Committee of the college prepares the schedule for the internal exams, submission of assignments and also syllabus completion target time. The schedule is accepted after a thorough discussion with the Principal and the Staff. Of late, a system of two internal examinations has been introduced whereby the better of the two marks is considered. This method has greatly helped the students in terms of improving themselves. IQAC along with Principal and Vice Principal monitors the process so that Academic Calendar so prepared is followed rigorously. On completion of the internal examination, the faculty evaluates the answer scripts and distributes the same to the students for clarification of doubts, if any. With regards to assignments and internal tests, students are given the opportunity to raise issues with the concerned teachers in case they are not satisfied with the evaluation or marks allotted.

Each faculty compiles the marks consisting of the internal examination and assignments which is then put up in the student's notice board. The final marks are then submitted to the concerned staff to be uploaded in the affiliated University Portal. The schedule for the Semester end examination is notified by the affiliating University and the College prepares the list of the students appearing for the same and sends it to the Examination Department of the University. The seating arrangements, invigilation duties etc. is prepared by the College in compliance with the University rules and regulations.

Thus, the institution ensures that Academic Calendar is strictly followed and the students are given benefit of Continuous Internal Evaluation, CIE, process so that they themselves assess their performances at any level of the study.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and other colleges and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: 2. Any 3 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 0

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

1.2.1.2 Total number of Programs offered by the institution for last five years

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on or value added courses /Certificate programs offered during the last five years

Response: 0

File Description	Document
List of Add on /Certificate programs (Data Template)	View Document

1.2.3 Average percentage of students enrolled in Add on or value added courses /Certificate programs as against the total number of students during the last five years**Response:** 0**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format (Data Template)	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Constitutional and Human Values, Environment and Sustainability etc. into the Curriculum****Response:**

The college has proactive students who are forthcoming in creating awareness regarding social issues such as gender, environmental awareness and human rights through the following activities:

Gender

1. The optional Paper, 'Women and Law and Law relating to the Child' for students of B.A.LL.B. III year and LL.B. I year.
2. The students of LL.B. Ist Year and BA. LL.B IIIrd Year study Family Law as a subject.

Curriculum

Apart from the regular syllabus requirements, the college occasionally organizes relevant programmes and guest lectures related to gender issues time to time. Often Extension lectures, seminars and workshops for all students are arranged.

Environment and sustainability

- 1.Environmental Law (Including laws for Protection of Wild life and other living creatures and Animals' Welfare) is taught as a subject to the students of B.A. LL.B. IVth year and LL.B IInd Year.
- 2.Our campus is emphasizing on paperless office to save trees. Hence, most of the administrative work is done online.
- 3.E-waste awareness campaign and collection drive.
- 4.Say 'No' to plastic campaign.
- 5.All students have to study and pass a compulsory paper in Environmental awareness at the graduation level (Man and Environment/ Environmental Science) as part of the University curriculum

Human Values Curriculum

- 1.The students of LL.B IInd Year and B.A. LL.B IVth year study Human Rights and International Law as a compulsory subject.
- 2.The university has prescribed 'Human Rights' as a compulsory Skill based course for LL.M. First year.

Activities

- 1.The college also organized workshop on Leadership Skill and Innovative Thinking for the students.
- 2.N.S.S. unit organizes World's Aids Day for spreading awareness among the students regarding HIV Aids.

Professional Ethics

Curriculum

- 1.The syllabus includes 'Professional Ethics, Accountancy for lawyers and Bar-Bench Relations' as a subject to the students of B.A. LL.B Vth year and LL.B.IIIrd Year which is taught in association with the practising lawyers.
- 2.Practical Training (Public Interest Lawyering, Legal Aid and Para-legal Services) is taught to the students of LL.B IInd Year.
- 3.Practical training Paper I: Moot Courts, Pre-trial Preparations and participation in Trial Proceedings and Practical training Paper II, Drafting, Pleadings and Conveyancing are taught as subjects to the students of LL.B IIIrd Year and B.A. LL.B. Vth Year.

Activities

The college organizes Moot Court Competitions in the college, encourages and sends the students to participate in State, National and International Moot Court Competitions to hone their professional skills.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Constitutional and Human Values, Environment and Sustainability into the Curriculum	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 100

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	1	1

File Description	Document
List of Programmes and courses within it related to Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,(Data to be given for the latest completed academic year)

Response: 22.29

1.3.3.1 Number of students undertaking Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships/ field projects etc.,(for the latest completed Academic year)

Response: 115

File Description	Document
Institutional data in prescribed format (Data Template)	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1. Students
2. Teachers
3. Law-firms/Judges/Sr. Counsels and employers
4. Alumni

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Five filled in forms of each category opted by the institution	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the institution may be classified as follows: (Opt one)

Response: C. Feedback collected and analysed

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 105.06

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
191	195	130	121	122

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
180	180	120	120	120

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
108	108	72	72	72

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes/ have policies in place for different levels of learners

Response:

The learning levels of the students are assessed through activities like assignments, class test and class room interactions. Attention is given to slow learners whereby the faculty members provide extra coaching in the subjects concerned. It has been noted that most of the slow learners are generally shy or have communication problems. Confidence building measures are tried out by the teachers mostly through a one-to-one talk and the existing Students Adoption Program have helped greatly .

Law being a professional course, the institution provides various exposures and facilities to students for their overall development. After admission, the teachers identify the learning abilities of the students through various methods such as group discussion, performance in the unit test, responsiveness of student and organize Special programs for advance learners and slow learners. They are as follows:

Skill Development

To improve the Communication Skills, special programs dealing with Personality Development and Communication Skills are arranged by the college occasionally. Recently, the efforts of the College and the performance of the College have been greatly appreciated by the Chief Minister of the State.

College Journal & Magazine

The students are encouraged to write articles on subjects of legal relevance. Annual College Magazine also gives students to express feelings and exhibit writing skills.

Revision Lectures

After completing the syllabus, revision lectures are arranged. Some Remedial Lectures are conducted by the subject experts beyond working hours, as per need. These classes are not part of their time-table.

Professional Guidance:

The faculty offers guidance to the students through prospective professionals in addition to classroom teaching.

Total Development:

The college puts efforts to realize total development of the student. In addition to academics, literary, cultural and sports activities are conducted which foster leadership quality, decision making ability, team spirit, analytical capability, socio-psychological awareness etc.

Efficiency of the System:

The mentoring system developed by the college has proved effective. Students are taking more interest in studies, paper presentation, preparation of models, participate in cultural activities etc.

Provision for differently abled students:

There are not much of such requirements felt, so far. However, the college is prepared to meet the specific

needs of differently-abled students. Institution has a student with Locomotor disability and hence unable to write. The student is provided with a assistant during examination and other related situation to take care of the difficulty.

Fees Concession and Instalment:

The institute gives concession in paying fees to economically backward students. Students, who are not able to pay full fees at one time, are allowed to pay fees in instalments.

Redressal Mechanism:

There is effective Grievance Redressal system. To deal with the specific grievances of students the institute has established various committees such as, “Women Cell”, “Grievance Redressal Cell”, “Anti-Ragging Cell”, “Internal Complaints Committee under the Sexual Harassment Prevention Cell” and others.

E-resources:

The College Library has subscribed legal databases like SCC Online, Databases of All India Reporter (SC, HCs, CrLJ, Privy Council). The students can access e-resources in e-library and also through their smart phone using Wi-Fi facility.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 34:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning peer learning, team teaching, case law method and problem solving methodologies are used for enhancing learning experiences

Response:

Apart from traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience. With the Covid 19 pandemic gripping all parts of the country and relevant protocols suggested by the government and other regulatory bodies, the institution has equipped itself with Online Learning process. Round the clock internet facilities are available. Moot Courts, Court visits, Arbitration/Mediation/Client Counselling Exercises, and internship in law firms/NGOs are part of the syllabus and hence the students are exposed to experimental and participative learning methodologies.

The main facilities arranged by the institute are listed below.

Lecture method:

This conventional method is commonly adopted by all the teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners. This method also facilitates personal one-to-one interaction between the teachers and the student.

Online Teaching:

At present, online classes are taken for which the institution provides adequate internet facility. Teachers are also taking online classes from their residences in case of lock down or any other protocols suggested by the Government. Students are reacting positively to such arrangements.

Participative/Interactive method:

Interactive method of learning includes group discussion, subject quiz, news analysis, and discussion with question/answers. Students are also encouraged to interact with the teachers any time as per their needs.

Information and Communication Technology (ICT) Enabled Teaching:

The Teaching-Learning Process is supported with Online Classes, Regular Practical Sessions, access of Digital Library, online journals, etc. Due importance is given in strengthening Communication Skills for which listening, speaking, reading and writing are made imperative. Student centric learning is facilitated through academic, co-curricular and extracurricular activities offered to the students.

Few more Details of support systems made available to teachers & Students are: -

- The college has a well-furnished library with rich collection of books and journals and number of e-books. The college library subscribes a large number of academic periodicals and data-bases.
- Access to internet to every teacher and Students.
- Attending UGC Orientation and UGC refresher courses, Faculty Development Programme by the teachers.
- The college has developed an independent Computer Laboratory/ Centre.
- To make our students socially responsible, the institute organizes the Regular activities and various extension activities with NGO's and different committees/cells, particularly the NSS and the Legal Care and Support Centre of the College, take initiative for such co-curricular and extra-curricular activities.
- For enabling students to understand the social and legal issues and their different dimensions, teachers take lead in organising varied type of activities with pro-active support from the college management.
- In addition, teachers have created a WhatsApp group with all the students of different classes to communicate with them and keep the process of teaching-learning active even during the lock-down period

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:**

Four classrooms are ICT enabled, i.e., provided with projector and other equipments for taking classes with power point or so. Teachers use the same as and when required.

Recently, online classes have become a phenomenon and during the lockdown period due to Covid-19 pandemic teachers used this extensively and the students were satisfied with the process adopted.

The college does not miss any opportunity to encourage its teachers in adopting various innovative practices of teaching. In order to make the process of learning an enriching and joyous experience for students, various teaching – learning methods are used by our teachers. Technologies and facilities are available and used by the faculty for effective teaching. Following are some of the innovative practices implemented over the years.

- Teachers attend Refresher Courses, Faculty development programmes to learn new teaching methods
- Practical Training Subject - as a part of the practical training subject, regular moot court is conducted for the LL.B and B. A. LL.B classes. Designated number of students is supposed to perform in the class that is followed by question answer session with practical in-charge faculty members.
- Case Study- It develops interest in the mind of student to learn particular topic and its intricacies through a case study method.
- Role Play- In order to put students in right perspectives and make them better understand problems and solutions thereto role play method is used. These include in paper on moot court and advocacy skills, counselling sessions where role of advocate and client is played by students. These methods are effective to improve attention span of students. It involves students' participation and ensures self-learning.

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- Case Study- It develops interest in the mind of student to learn particular topic and its intricacies through a case study method.
- Role Play- In order to put students in right perspectives and make them better understand problems and solutions thereto role play method is used. These include in paper on moot court and advocacy skills, counselling sessions where role of advocate and client is played by students. These methods are effective to improve attention span of students. It involves students' participation and ensures self-learning.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of faculty mentor to students for academic and other related issues (Data for the latest completed academic year)

Response: 34:1

2.3.3.1 Number of faculty mentors assigned to students for academic and other related issues:

Response: 15

File Description	Document
Mentor diary and progress made	View Document
Institutional data in prescribed format (Data Template)	View Document
Circulars pertaining to assigning the mentors to mentees	View Document

2.3.4 Percentage of Students identified as mentors for mentoring other students for academic and other related issues (Data to be provided only for the latest completed academic year)

Response: 0

2.3.4.1 Number of Student mentors/teaching assistant identified for student to student mentoring (Latest completed academic year)

File Description	Document
Official Proceeding of Student Council selecting the student mentors or Minutes of the relevant Faculty Meeting/ BOS/Academic Review Committee meeting and subsequent Academic Council Meeting identifying the student mentors or teaching assistants for mentoring students	View Document
Institutional data in prescribed format (Data Template)	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 92.5	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / LL.D during the last five years (consider only highest degree for count)											
Response: 17.58											
2.4.2.1 Number of full time teachers with Ph.D./LL.D year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	3	2	2	2	2
2020-21	2019-20	2018-19	2017-18	2016-17							
3	2	2	2	2							
File Description	Document										
Phd/LLD Degree certificates of the faculty	View Document										
List of full time teachers with Ph.D./LL.D. and number of full time teachers for 5 years (Data Template)	View Document										
Any additional information	View Document										

2.4.3 Average teaching experience of full time teachers (Data for the latest completed academic year in number of years)**Response:** 0.56**2.4.3.1 Total experience of full-time teachers**

Response: 8.42

File Description	Document
Teaching experience as certified by the head of the institution	View Document
Institutional data in prescribed format (Data Template)	View Document

2.4.4 Measures taken by the institution for faculty retention**Response:**

Retention of faculty and experiences along with academic enrichment of the teachers are fundamental to make the college worthy of its aim and objectives. The recruitment/appointment policy, provisions of making the services of faculty permanent and others, as enumerated in the Service Rules of Teaching Staff Employees of the College (2009), specifically elaborates the policy of the college specifically adopted to attract and retain brilliant, experienced and dedicated teachers in its roll. Few of these and other measures taken may be highlighted as:

- Despite being a private self-financing college, the institution is extending UGC pay scales to the teachers along with benefits of New Pension Scheme. Provision of Career Advancement Scheme has also been adopted by the College.
- Various types of leaves including Study Leave are included in the Service Rules to be availed by the teachers.
- Further, the college does not miss any opportunity to encourage its teachers in adopting various innovative practices of teaching, providing opportunities to enhance their knowledge through pursuance of Ph. D. and other degrees, organising seminars and FDP etc.
- Moreover, in order to make the process of learning an enriching and joyous experience for students, various teaching – learning methods are used by our teachers. Technologies and facilities are available and there are used by the faculty for effective teaching. Following are some of the innovative practices implemented over the years.
- College provides scopes to teachers attend Refresher Courses, Faculty development programmes to learn new teaching methods.
- Teachers are entrusted with specific responsibilities towards extra-curricular and co-curricular activities apart from being members of academic committees.

File Description	Document
Policy measure taken by the institution to combat faculty attrition and to retain experienced and quality faculty.	View Document
Any Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency , mode and innovation introduced in the internal evaluation

Response:

While Shillong Law College takes a holistic view on matters of education yet it is very particular with both Internal and External Final Examinations. Consequently,

- The college follows the norms laid down by the North Eastern Hill University. Information regarding the verification and revaluation is provided to the students by the college office. It is put up on the notice board along with the result. Redressals of grievances with reference to evaluation at college level are addressed by the Principal.
- The Final Examination schedule is provided to the students as and when the same arrives from the University. Information of the Examination is displayed in the Notice Board and the College Website. In case of any error in the Examination schedule, with regards to the combination of subjects, etc, the College authority makes it a point to write about such errors to the affiliated University at the earliest.
- Senior teachers are appointed as Examination In-Charge (Senior Supervisor) for University examination.
- Considering the current pandemic conditions and the protocols prescribed by the government time to time, the University adopts both online and offline examinations.College provides appropriate facilitates to the students as the case may be.
- Any information regarding filling of registration forms and paying of examination fees as well as the last date of submission are put up on the College Notice board and College Website.
- With regards to their Admission Cards, in case of any error, the College authority and administration are quick to address the problem at the earliest possible time.
- While the College provides information to the students about re-checking and re-evaluation schedule, the faculty members guide their respective students who wish to send their papers for re-evaluation. A student can apply for revaluation of his/her results at University Level, The University Examiners re-assess the answer book and the revised marks if any, are sent to the College.
- For the purpose of addressing any unfair means indulged by the students during examinations, the College has empowered the Examination Cell/Grievance Cell to look into the matter. The Cell comprises of two – three senior members from amongst the teaching staffs with the Principal as the head of the Cell. Any malpractices and unfair means used by any student in the examination hall are to be brought to the notice of the Examination Cell/Grievance Cell by the invigilators on duty.

Cell members are empowered to deal with the student as per rules, regulations and guidelines chalked out by the committee concerned/the University.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

While Shillong Law College takes a holistic view on matters of education yet it is very particular with examinations, both Internal and External Final Examinations. Consequently,

- The college follows the norms laid down by the North Eastern Hill University. Information regarding the verification and revaluation is provided to the students by the college office. It is put up on the notice board along with the result. Redressals of grievances with reference to evaluation at college level are addressed by the Principal.
- The Final Examination schedule is provided to the students as and when the same arrives from the University. Information of the Examination is displayed in the Notice Board and the College Website. In case of any error in the Examination schedule, with regards to the combination of subjects, etc, the College authority makes it a point to write about such errors to the affiliated University at the earliest.
- Senior teachers are appointed as Examination In-Charge (Senior Supervisor) for University examination.
- Considering the current pandemic conditions and the protocols prescribed by the government time to time, the University adopts both online and offline examinations.College provides appropriate facilitates to the students as the case may be.
- Any information regarding filling of registration forms and paying of examination fees as well as the last date of submission are put up on the College Notice board and College Website.
- With regards to their Admission Cards, in case of any error, the College authority and administration are quick to address the problem at the earliest possible time.
- While the College provides information to the students about re-checking and re-evaluation schedule, the faculty members guide their respective students who wish to send their papers for re-evaluation. A student can apply for revaluation of his/her results at University Level, The University Examiners re-assess the answer book and the revised marks if any, are sent to the College.
- For the purpose of addressing any unfair means indulged by the students during examinations, the College has empowered the Examination Cell/Grievance Cell to look into the matter. The Cell

comprises of two – three senior members from amongst the teaching staffs with the Principal as the head of the Cell. Any malpractices and unfair means used by any student in the examination hall are to be brought to the notice of the Examination Cell/Grievance Cell by the invigilators on duty. Cell members are empowered to deal with the student as per rules, regulations and guidelines chalked out by the committee concerned/the University.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

We are committed to reach out to the students for effective learning and programme outcome. This is very important in all types of knowledge creation and the legal education requires it more. College is sensitive towards the need to address skills that will further enhance the growth of the students as well as groom them in courses and skills that will help prepare them in the future. As an example, the importance laid on Conversational Skills refines not only the skills of a student to prepare and do well in their final examinations but it is a course that teaches the student soft skills needed in one's daily lives as one communicates and interacts with one's fellow counterparts. This can be achieved only if the students are exposed to a lot of interaction, communication and exchange of ideas with their fellow students within the college and elsewhere.

Further, Program Outcomes of all the programs are identified at the National Level by the Bar Council of India. The programme outcomes and program specific outcomes are achieved through a curriculum that offers a number of courses. The prospectus of the college states the syllabus of every subject under each course offered at the college and the objectives of the course. It provides a general idea about the expectations of the college and about the outcome on the successful completion of the course. Our college offers two courses such as 5 Year B.A. LL. B. and 3 Year LL. B

Students are thus made acquainted with following outcomes on completion of the courses:

- Practice of Law in Bar
- Judicial Services
- As Legal Advisor in Law Firm
- Non-Governmental Organization

- As Prosecutors
- As Law Clerk
- Government Services
- Legal officers in PSUs and Private Organizations

Programme Outcomes of B. A. LL. B. & LL.B.

1. Explore and explain the substantial & procedural laws in which they are drafted and how students think and understand the legislative setup.
2. Interpret and analyse the legal and social problems and work towards finding solutions to the problems by application of laws and regulations.
3. Inculcate values of Rights and Duties, and transfer these values to real-life through legal and judicial process for promoting community welfare.
4. Apply ethical principles and commit to legal professional ethics, responsibilities and norms of the established legal practices.
5. Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broader context of legal change.

Programme Specific Outcomes

1. Acquire advance knowledge in the specific field of law chosen for the specialization.
2. Students are equipped with the knowledge of teaching methods on Teaching Pedagogy thereby enabling them to enter the teaching profession.
3. The students get acquainted with research methods through the subject of Research Methodology.
4. Through compulsory research component in the form of Dissertation, the students learn to conduct research study.

All these activities have proved fruitful and worthwhile for the students who not only gain knowledge and information but also evolve as confident and optimistic individuals equipped with appropriate legal education.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The college provides support to Academic, Financial and Infrastructural requirements to ensure the attainment of the Programme outcomes. The students of the college have been performing creditably in the University results and passed out students are occupying many important posts all around the state and the country.

The following processes and tools are used for the attainment of course outcomes:

- The Principal along with IQAC ensures that all teachers set targets at the beginning of the term with the help of the academic calendar.
- Class tests have always been productive as students are given assigned portions well before the designated time for the tests. Though a traditional way of measuring how many the students understood and read of what has been taught in class yet students have fared extremely well. Besides class tests are in a way a platform that allows them to prepare themselves for the final exams
- By conducting moots courts competitions.
- By appointing practicing lawyers to teach the subjects like Code of Civil Procedure, Code of Criminal Procedure, Drafting and Pleading etc.
- The college organizes lectures of eminent personalities, conducts programs on Career Guidance and organizes various programs which would help hone skills to become a good human being and a learned logical person.
- Students are given the responsibility to organize various programmes and activities.

All this helps in ensuring the attainment of programme outcomes. There is a feedback mechanism in place and the same are distributed to the students for a better understanding of the performance of the students as well

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 27.15

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
45	32	19	17	25

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
107	115	84	92	101

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

3.1.2 Total Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 5

3.1.2.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	0	0	0

File Description

Document

Report of the event

[View Document](#)

List of workshops/seminars during last 5 years (Data Template)

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Funded Seminars/ Conferences /workshops

Response: 0

3.1.3.1 Amount received through funding from Government and Non-Government agencies for Seminars/Conferences and workshops during the last five years(Amount in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format (Data Template)	View Document

3.2 Research Publications and Awards

3.2.1 Percentage of teachers recognized as research guides

Response: 13.33

3.3.1.1 Number of teachers recognized as research guides

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.4

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	0	1	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.2.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.48**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	2	1

File Description	Document
Institutional data in prescribed format	View Document
Content page and first page of the article/research paper	View Document

3.3 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The College regularly undertakes various activities to sensitize students on social issues and works on their holistic development. The College has organised:

- Legal Awareness programme,
- Guest Lectures,
- Programmes on Voters Registration Campaign,
- Environment Protection, Road Safety campaign,
- Promotion of gender justice, sensitization against Domestic Violence
- Cyber security and cybercrimes
- Health
- Survey
- Community Service
- Sexual Harassment of Women at Workplace.

We witnessed active participation and commitment of students to eradicate such social evils from the society.

Foundation Day of the College is celebrated every year along with Constitution Day. In these activities, all the social issues as mentioned above are highlighted.

The College has active National Service Scheme (N.S.S.) Unit. The N.S.S. Unit of the College conducts Camp every year in a village selected as per the norms of the University and the State government. Various activities like tree plantation, plastic eradication and medical check-ups are organised through N.S.S. Unit of the College in a selected village. The College has also established Legal Care and Support Centre of the College regularly conduct Free Legal Aid and Advice Camp in the college and the selected village and this help in generating awareness on contemporary socio-legal issues such as domestic violence, consumer protection, right to information, fundamental duties of citizens, Intellectual Property Rights (IPRs), etc.

Holistic Development:

The College continues to promote experiential learning through Elocution Competition, Moot Court Competition, Paper Presentation, etc. which provides enormous contribution towards all round development of students. The College also organizes every year “Sports & Cultural Festival” to bring all law students under one platform and explore their hidden talents in sports, cultural and academic competitions for which we have received an overwhelming response from law students. The students and teachers participate enthusiastically in the celebration of Independence Day, Teachers Day, Constitution Day, Republic Day, Women’s Day, College Foundation Day and affirms their commitment to cherish and follow the noble ideals which inspired our national struggle for freedom, to promote harmony and the spirit of common brotherhood among all the people of India, to renounce practices derogatory to the dignity of women, to develop scientific temper and humanism, etc.

Of late, a Society of Humanities and Social Science has been constituted in the college with members drawn from the Teachers and Students. Idea is to enhance the all round development of the students. The society also aims to serve the possible needs of the college and to perform various responsibilities towards it. The society organised a slogan writing competition on ‘World No Tobacco Day’. The society also presented a number of saplings to the college in an attempt to make the college campus more environment-friendly.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Total Number of awards / recognitions /letters of appreciations/commendation for research, legal aid and legal extension activities by the institution/teachers/research scholars/students during the last five years

Response: 6

3.4.2.1 Number of awards / recognitions /letters of appreciations/commendation for research, legal aid and legal extension activities by institution/teachers/research scholars/students year wise during the last

five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	0	0	1

File Description	Document
List of innovation and award details (Data Template)	View Document
e- copies of award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 61

3.4.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	17	13	12	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 99.41

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
206	856	391	400	187

File Description	Document
Report of the event	View Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document

3.4 Collaboration

3.5.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 629

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
133	130	122	123	121

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Total Number of functional MoUs with national and international institutions, universities, industries, corporate houses law-firms etc. during the last five years

Response: 0

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format (Data Template)	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

From a humble beginning, the college has now been able to create adequate infrastructural support for all its academic needs. The policy of the college is to carry out infrastructural developments with an object to satisfy the present as well as future requirements of students and staff.

The present main campus at Dhankheti, Shillong was purchased from Shri Birendra Chandra Dutta on 14-02-1969 which comprises land measuring 40,008 sq. ft. During 2012-14, the building was completely renovated and was inaugurated in 2014 named as Golden Jubilee Building.

Further, it is to be mentioned that the then Government of Assam allotted a plot of land at Bomfyle Road, Shillong-3 in 1966 measuring an area of 1.746 Acre (70604 sq. ft). College has plans to construct Boys' and Girls' Hostels in this plot of land.

The Library and Reading Room occupies a plinth area of 4,414 sq. ft. with Books/Publications. Besides the text Books latest AIR and various Law Journals are subscribed on continuous basis. The Library is also fully computerized with KOHA software with Online Public Access Catalogue (OPAC) and Legal Offline Journals, Magazines, Periodicals and News Papers. There Librarian and Assistant Librarian with support staff.

Academic Activities

The college has infrastructure to continue with academic activities along with the new technical approach of online classes having adequate numbers of computers and necessary facilities.

Skill Development

Appropriate efforts being made to improve the communication and soft skills of the Students. Moot Court and the Computer Lab with internet facilities are made available to the students.

Computing Equipment

The college has a total of 40 computers with antivirus software of which 23 computers are meant for the students. These are connected to BSNL leased line internet with speed of 800 Mbps which. There is secure Wi-Fi connection with speed of 150 Mbps through 04 routers.

ICT

Four classrooms are provided with LCD projectors. One Portable LCD Projector is available for other

Moot Court

Moot Court Hall, with necessary logistics, is made with an objective to give actual thrill of live practice Court to the students.

Legal Aid Centre

Legal Aid Centre is established for giving legal aid & advice to the needy and to make the students aware of their social responsibilities, also to diversify learning processes.

Co-curricular activities (Auditorium, Seminar/Conference Hall etc.)

There is a Hall which can be used for holding Seminars, Annual Functions and similar other activities. This hall is converted to three class-rooms during normal academic sessions.

NSS Unit

NSS office with appropriate seating arrangements for meetings etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

A nation develops through its healthy citizens. The Institute encourages its students as well as the staff to maintain healthy life style and to meet this college creates avenues for sports and games activities.

Facilities for Table Tennis and Carom are available in both Boys' and Girls' Common rooms. During Annual College week celebration different outdoor and indoor games competitions are organised.

Since the college does not have its own playground, outdoor activities are organised in public fields with the permission of the concerned authorities. College also participates in Inter-College Cricket, Football and other events organised by the North Eastern Hill University. College provides adequate financial support to the students (like TA/DA) for participating in such Tournaments.

The following is the budget & expenses for sports over the last five years:

Sl. No.	YEAR	AMOUNT PROJECTED	AMOUNT SPENT
1	2020-21	Rs. 2,10,600.00	Could not be utilized due to Covid pandemic
2	2019-20	Rs. 1,20,000.00	Rs. 18,420.00
3	2018-19	Rs. 2,22,300.00	Rs. 70,040.00
4	2017-18	Rs. 1,44,800.00	Rs. 1,17,899.00
5	2016-17	Rs. 1,52,000.00	Rs. 1,30,255.00

Canteen Facility:

Another feature of the College and its Campus is the Canteen Facility. Considering the locality of the campus and inflation, reasonable rates and quality of the food is an important feature of the Canteen. The

Canteen is located in the Institute Campus. Timing of the canteen is 09:30am to 05:00pm.

Cultural Activities:

The college provides facilities for cultural activities. Annually the Institute conducts cultural events. It includes various activities relating to dance, music, drama, singing, mimicry, street plays, etc. in the college campus. Our students actively organize this event every year and enthusiastically participate in various competitions and get prizes for their talent. The Institute provides full support to them.

For Cultural activities, the following budget has been used during last five years, **done through Students Union (Students Bar Association):**

Sl. No.	Year	Amount (Rs.)
1	2020-21	Rs. 1,08,177.00
2	2019-20	Rs. 1,58,586.00
3	2018-19	Rs. 1,72,992.00
4	2017-18	Rs. 2,21,566.00
5	2016-17	Rs. 1,90,755.00

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 40

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 471613.91

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
218967	1026536	440403	616709	738720

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited statements of accounts highlighting spending towards infrastructure augmentation	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Shillong Law College Library is fully automated using library module of KOHA Software. The Library and Reading Room occupies a plinth area of 4,414 sq. ft. with Books / Publications accessories of more than 13,000. Besides the text Books latest AIR and various Law Journals are subscribed on continuous basis. The Library is also fully computerized with KOHA software with Online Public Access Catalogue (OPAC) and Legal Offline Journals, Magazines, Periodicals and News Papers. The Library is under the supervision of one of the Vice Principals and is maintained by the Librarian and Assistant Librarian with support staff.

Some of the specialized services provided by the library are reference service, reprography, information deployment and notification, reading list/bibliography compilation, user orientation and awareness, assistance in searching database, INLIBNET/UC facilities.

The main functions that are being managed with this software are:

Cataloguing:

The database of Books and CDs/DVDs has been created.

OPAC and Web OPAC:

Online Public Access Catalogue is available for browsing books and other materials available in the library through title, author, subject, call number, etc. OPAC also helps users to search database. The users can check the status of their library account and the availability status of books and other documents in the library. Web OPAC of our library is accessible through library website.

Serial Control:

Acquisition of Periodicals is automated.

Circulation:

Circulation (Issue/return) of library materials is controlled using Bar-code technology.

Library has Printer, Scanner and Photocopier Machine. Library premise is covered under Wi-Fi zone. Library has CCTV System to monitor activities of students and other patrons towards security and safety issue.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals and legal databases during the last five years (INR in Lakhs)

Response: 195598.8

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
70099	188681	211180	214602	293432

File Description	Document
• Details of annual expenditure for purchase of books and journals during the last five years (Data Template)	View Document
Audited statements of income expenditure highlighting the expenditure towards purchase of books, journals and databases	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 62.15

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 330

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents)	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT Facilities

- The college has 40 computers, 11 printers and 6 projectors. All the computers are connected to lease line internet having speed of 100 Mbps. The college campus has secure Wi-Fi with speed of 100 mbps.

Wi-Fi

- Students and staff can avail of Wi-Fi connection on their laptops, tablets or smart phones, which can be accessed in the premises of our college.

E- Library

- The E-library has 21 computers, placed in the computer laboratory, exclusively for students to access e-resources & to prepare their projects/LTPs for their study and research.

Technology Up-gradation

- The college has system for upgrading IT facilities and facilities are upgraded as a continuous process. While planning IT up-gradation, the college assesses the need of the students and staff. Consecutive up-gradation arrangements are incorporated into yearly spending plan. The exercises have been arranged in a manner that, the IT framework and related offices are dependably keeping pace with best-in-class innovation.

IT Maintenance

- Two technicians are appointed for maintenance of IT infrastructure of the campus. Provision is made in the budget for Annual Maintenance Contracts for maintaining the hardware.
- The Institution has provided with BSNL leased line of following features:

Available Internet Bandwidth

Plan: Fibro Combo UCD 1277

100 mbps for 750 GB

Unlimited Usage

Incoming and Outgoing Calls – Unlimited

Details of computerized hardware and software available in the college as ICT resources:**Hardware:**

- As ICT resources, the institution has following Desktop computers in addition to having 2 laptops:

Sl. No.	Location	Numbers of Desktops	Number of Printers
1	Computer Lab.	21	1
2	Office	5	3
3	Non-Law Faculty	2	1
4	Law Faculty	2	1
5	Library	6	2
6	Principal, Vice Principal	3	3
7	IQAC	1	1
	TOTAL	40	11

- In addition, there are Projectors, placed in the classrooms.

LICENSED SOFTWARES:

The institution has provided the Licensed Software's with KOHA software with Online Public Access Catalogue (OPAC), Quick-heal, Microsoft Volume Licensing Service.

File Description	Document
Paste link for additional information	View Document

4.3.2 Student - Computer/laptop ratio (Data for the latest completed academic year)

Response: 11:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document
Institutional data in prescribed format (Data Template)	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 471613.91

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
218967	1026536	440403	616709	738720

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Response:

The college follows established system of policies and procedures for maintaining infra-structural facilities. Maintenance Policy and Procedure:

- 1.Principal and Vice Principals regularly inspect all the class rooms and whole of the campus so that every infrastructure remain at the best of their status.
- 2.Any teacher, staff member and the student may lodge complaint with the Principals or any of the Vice Principals on the need of any sort of repair of the facilities or their maintenance.
- 3.For the computers, there is a technician who looks after the needs.
- 4.There are security guards, engaged from private agency, at the entrance of the college.Security guards not only monitor the entry and exit of the people but also make regular visits throughout the campus so that no untoward incident may take place.
- 5.To make the maintenance system efficient, any expenditure involved is processed through the concerned authorities and settled at the earliest.
- 6.Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library are in place.
- 7.The college is also equipped with a generator that steps in if there is a power outage.
- 8.The college also employs a group of Grade IV staffs who are engaged in different jobs like looking after the cleanliness of the college, maintenance of equipment and any odd jobs in and around the college like preparations for examinations and logistics.

Utilization of Library:

- 1.To ensure the proper utilization of library resources, a set of rules has been framed to manage day to day activities of the library.
- 2.Library Advisory Committee, having representation of Teaching staff and headed by the Principal, is responsible for taking policy decision for collection development, utilization of budget, compliance to BCI/University Rules, amendment to library rules, upgrading of ICT facilities, and other functions of library and e-library and reading room.

Utilization of Class Rooms:

- 1.Classrooms are allotted as per the student strength.

2. Lectures are regularly monitored.
3. Facilities in the class rooms are regularly checked by the teachers during and after the class hours, and any deficiency is reported to the Principal/Vice Principal who takes immediate action to address the problem.

Additional Campus:

College has another campus at Bomfyle Road, Shillong, about 1.5 km away from the main campus. This campus is now properly fenced and appropriate plan is being prepared to utilise the same in future. At present, representatives from the management make regular inspection to the campus so that no encroachment or otherwise may take place.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 46.24

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
248	214	124	142	231

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. *Soft skills*
2. *Language, communication and advocacy skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *Awareness about use of technology in legal process*

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.3 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Institutional data in prescribed format (Data Template)	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Upload any additional information

[View Document](#)

Details of student placement during the last five years (Data Template)

[View Document](#)

5.2.2 Percentage of Students enrolled with State Bar council

Response: 38.32

5.2.2.1 Number of Students enrolled with State Bar council (data for last completed academic year)

Response: 41

File Description

Document

Institutional data in prescribed format (Data Template)

[View Document](#)

5.2.3 Average percentage of students progressing to higher education during the last five years

Response: 4.32

5.2.3.1 Number of outgoing students progressing to higher education

2020-21	2019-20	2018-19	2017-18	2016-17
9	4	3	2	4

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.4 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations)

Response: 100

5.2.4.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	12	5	3	3

5.2.4.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/ State government examinations) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	12	5	3	3

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Total Number of awards/medals won by students for outstanding performance in

sports/literary/cultural activities/Moot court/arbitration competition/ Client counseling competition/Trial advocacy/Mediation and negotiation competition/ Judgment writing competitions/Legislative drafting Competition

Response: 5

5.3.1.1 Number of awards/medals for outstanding performance in sports/ literary/cultural activities/Moot court/arbitration competition/Trial advocacy Client counseling competition/Mediation and negotiation competition/ Judgment writing competitions/ Legislative drafting Competition at university/state/ national / international level (award for a team event should be counted as one) year wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	0	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level during the last five year (Data Template)	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

The college is affiliated to North Eastern Hill University, a central University, and as per the guidelines of NEHU and also the State Government, the college forms a Students Bar Council every year. Council has member-representatives from all classes of five-year and three-year law course, girls' representation, students from SC, ST & other categories. Student Council provides a platform to students for co-curricular and extra-curricular activities. The active involvement of the class representatives motivates the students to participate in the programmes undertaken by college or by various institutions in our campus and it ensures maximum participation of students. Each representative can be a member of more than one activity/committee, either academic or administrative or cultural.

The student representatives are also at the forefront of organizing the Annual Day programme, cultural events etc. of the college and the Annual College Week celebrations. The student members of Council help to propagate quality policies adopted by the institution among the student and help in projecting the student view point while taking any quality policy decision. Grievances of the students are handled by the

Grievance Redressal Cell. Further the needs of students or demands of any facilities or maintenance etc. are also represented by council and quick solutions are provided to them.

Such comprehensive participation and delegation have helped in fostering leadership qualities among our students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated during last five years

Response: 2.2

5.3.3.1 Number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	4	4	2

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial, teaching, mentoring and/or other support services

Response:

The Shillong Law College Alumni Association aims to foster interaction amongst the past students, Faculty and the present students. The alumni association provides an open platform for the former students, current students, teachers and non-teaching staff to exchange views on several aspects related to the development of the college. Alumni are reflection of the performance of the college and are like the nerves of any institution.

After intensed process for over one year, the Shillong LAW College Alumni Association was formed on the 6th July 2022 through a general meeting in which many imminent Lawyers and Judge, including former Cheif Justice of Meghalaya High Court Mr. S.R. Sen was also present. The first ever executive committee of the Shillong Law College Alumni Association was elected with Mr. S. Chakraborty as President and Mr. S. M. Qureshi as the general secretary. The initiative was taken by Alumni Committee of the College (Mr. T. J. Ahmed as the Convenor) and also the IQAC. The meeting also adopted the constitution of the association. The association is now preparing other modalities and then the process of obtaining registration under Register of Societies of Government of Meghalaya will be undertaken.

College alumni have reached different strata of the society and are found as important individuals in High Court and Lower Courts, legal services, as successful advocates and lawyers, legal advisers in public and private sectors and many other professions. College now plans to seek intellectual as well as physical contributions from its alumni students by means of providing hands on training to present students, developing present-past students' harmonious relationships, placements and internship assistance, and also sponsoring endowment awards. There has to be continuous strong link between the alumni and the present students with an active platform of interaction. College is very sure that various new avenues of development would be opened up through this collaboration of old and new students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

The Shillong Law College is a dynamic, creative learning institution that strives to meet all challenges by providing innovative solutions. It is dedicated to establish a strong, just upright mind and develop the talents of the students thereby discovering their greatness.

Mission

The College caters to the needs of students of all communities, especially of socially, educationally and economically weaker sections including minority communities. For various reasons, the local population face lack of access to the modern education facilities. The Shillong Law College, established in 1964, has taken up this challenge and has succeeded in providing appropriate facilities in spite of all hurdles. The College aims to imbibe in the students the basic concepts and procedures of law and make them self-sufficient to carry out the necessary advance studies on any legal problems that may come their way. The College promotes fundamental awareness of laws in its social, economic, political and scientific contexts, and also assimilates rich cultural values with justice-oriented legal learning. The College embraces a secular culture of experimentation, communication and commitment to the society. It remains a modest endeavour of the college to convert laymen into lawmen along with mobilising the youth to become dynamic legal professionals.

Governance of the Institution

The Shillong Law College is registered under the Societies Registration Act, No. XXI of 1860 and is managed by the Governing Body constituted every three years under the provisions of the College's Constitution and following the University Ordinances with due approval of the Government of Meghalaya. College is permanently affiliated to the North Eastern Hill University (NEHU), Shillong. From inception, the College was affiliated to Gauhati University and when North Eastern Hill University (NEHU) was established, the affiliation was transferred to it. The College has been enlisted under section 2(f) and 12(b) of the UGC Act 1956 and College is recognized by the BCI. Further, the College is inspected in regular intervals by the Inspection Teams of the BCI and also the University.

The management endeavours to impart quality education. Currently there are more than 550 students pursuing legal education. The Management inculcates the culture of 'democratic centralism' and hence teachers, non-teaching staff and also the students contribute in decision making processes. It ensures the involvement of faculty in the administrative decisions along with planning, monitoring and evaluating the administration and academic processes. The management is pro-active in realising the potential of each faculty member and give them the facilities they deserve. Thus, in spite of being purely private college, it has been able to extend UGC Pay Scales to the teachers along with DA and other compensatory allowances. The College has its own Service Rules, Leave Rules, and Delegation of Administrative and Financial Powers Rules.

Extension activities are managed by Faculty Members in charge of NSS, the Legal Care and Support Centre and others.

The IQAC prepares the annual report and make recommendations for quality improvements in the College. Hard pressed decisions are taken by the Governing Body.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Decentralisation of the governance system is the prime method of functioning of the institution. The Secretary of the Governing Body remains totally involved in day-to-day activities along with the Principal, the Vice Principals and IQAC. The institute has its own mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The decisions related to curricular, co-curricular and extra-curricular activities are taken by the respective committees/cells with active assistance from the IQAC. Such decentralization ensures the development of the College by empowering the faculty and administrative wing to carry on their duties and responsibilities.

Faculty members are given representation in various Committees/Cells and they conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. Similarly, students are also empowered to play an active role as a coordinator of co-curricular and extracurricular activities. The institute promotes a culture of participatory management by involving the staff and students in various activities.

The Governing Body of The Shillong Law College, has constituted following Committees/Cells for effective and democratic implementation of all its decisions:

- IQAC
- Academic Committee

- Library Committee
- Building Committee
- Moot Court Committee
- Admission Committee
- Examination/Terminal Test Committee
- The Legal Care and Support Centre, Shillong Law College
- Students Discipline Committee
- Women Cell
- Anti-Ragging Cell
- Grievance Redressal Cell

- Environment Committee
- Equal Opportunity Cell
- Cultural Committee
- Red Cross Committee
- NSS Cell
- Sports Committee
- Alumni Committee
- Sexual Harassments and Prevention Cell
- Research, Publication and Seminar Cell
- Monitoring Committee
- Students' Counselling Cell

The Constitution and functioning of all the committees/Cells consist of members from the various segment/stakeholders clearly indicate that de-centralized and participative work culture is incorporated within the ambit of the administration of the College.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Institution ensures that importance is given pre-eminence in academic, co-curricular and extracurricular activities. Powers relating to running the college have been delegated to the Conveners/co-ordinator of the different committee/cell constituted.

At the beginning of each year the Principal meets the entire Teaching Faculty and a broad plan for the year which is the product of wide consultation is shared with the gathering. Cooperation is elicited from the groups and Staff members. All such activities are coordinated by the IQAC.

The management is committed in assuring quality service to all its stakeholders that includes students, alumni, employees, and the community.

Quality Policy of the College aims to establish Centre of Excellence of Legal Education and Research in Law by way of-

- Inducting qualified faculty in the field of Law and Social Sciences.
- Developing human capital by supporting talent, ideas and energies of individuals.
- Developing excellent teaching-learning process by establishing cohesive bond between students & faculty.
- Healthy atmosphere with discipline to inculcate competitive mindset.
- Adopting use of modern technology, E-sources, environment friendly methods, value-based education.

All the stakeholders are made aware about the fundamental policies through formal and informal mechanisms. The quality policy of the institute is deployed and reviewed by the information collected through various stakeholders like students, parents, faculty and staff. The institutional always strives to improve its quality of programs through feedback mechanism.

The College has a perspective plan for the development and the following aspects are taken into account for the development.

- To become a Centre of Excellence in Law and wishes to march towards that goal in all possible way.
- To nurture students in such a way that they would come up with flying colours in all internal and external competitions.
- To impart such training, education and research activities which are acknowledged globally.
- To provide practical hands through training that will enable the budding lawyers to successfully enter, hold and sustain them in this noble profession of law.
- To expand its horizons by introducing various certificate courses for maximum practical exposure, in near future.
- To cross barriers of traditional teaching-learning methodology and wants to give maximum exposure that is required for students.
- To provide opportunities for overall development of students and make them acquainted with skills and practices which are required in this profession like sharp research skills, oratory, communication skills, English grammar, body language, mannerism, etc.
- To encourage the faculty members for higher education and research.

Plans that have been accomplished and in progress:

- Inception of 5-year integrated B. A., LL. B. course since 2018-19.
- Formation of IQAC and initiating different steps by the Cell.
- Construction of additional classrooms at the 2nd floor of Golden Jubilee Building.
- Enhanced parking spaces for staff and students.
- Appointment of more teaching and administrative staff.

- Concrete plan for construction of Boys’ and Girls’ hostel – waiting for generation of funds.
- Development of additional campus at Bomfyle road, Shillong.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

Functions of the various administrative and academic bodies/individuals may be broadly illustrated as:

SHILLONG LAW College REGISTERED UNDER SOCIETIES ACT

(Statutory Body Registered under the Societies Registration Act, No. XXI of 1860) This Society remains the sponsoring body of the Shillong Law College and ensures that its aims to provide service to the people in the terms of academic needs are managed and implemented by the College.

Governing Body of the College or Local Management Committee (LMC)

The Governing Body of the College is constituted as per the guidelines and rules framed by the University, Government of Meghalaya and the BCI Regulations. It is the apex administrative body. It comprises of 15 members including the President, the Secretary, Principal, University representatives, Government’s nominee, experts from academic field and also two elected Teachers’ representatives. This Committee is responsible for overall administrative and academic functioning of the College and hence takes major decisions for the development and improvement as well as uplift academic activities, financial, infrastructural developments etc.

Principal

The Principal is dispensed with all powers to implement the plans and decisions of the Governing Body of the College and also manage day-to-day administrative affairs. Principal maintains the liaison between the staff and the Governing Body.

Vice Principals

To assist the Principal in all administrative and academic matters of the college.

IQAC

To plan the academic programmes of the college, quality monitoring and all other related matters.

Faculty – Law and non-Law

Each faculty members ensure that the plans communicated to them by the Principal are implemented systematically. They are answerable to Principal on the academic activities, performances of the students and other matters.

Committees/Cells

There are committees for co-curricular and extra-curricular activities who are assigned the tasks according to the institutional plans to enhance overall physical, mental and ethical development of students. In addition, there are other administrative committees like Examinations Committee, Discipline Committee, Admission Committee, Library Advisory Committee etc. for the smooth conduct of all activities according to requirements.

The Institution has Grievance Redressal Committee to look after complaints or grievances from any stakeholder.

Service Rules

College has Shillong Law College (Delegation of Administrative/Executive powers) Rules, 2009, which basically helps to function with democratic principles and standard norms. College also has Service Rules for the teaching staff called “Shillong Law College Employees’ (Teaching Faculties) Service Rules, 2009” and for non-teaching staff under the title “Shillong Law College Employees’ (Ministerial & Non-Teaching) Service Rules, 2009”. All the these rules conform to the standard directives of University Grants Commission (UGC), Bar Council of India (BCI), North Eastern Hill University (NEHU) and the Government of Meghalaya.

Additionally, for the benefit and welfare of its employees, the College has a specific provision under the Act/Scheme called, “Shillong Law College Employees’ Welfare Scheme, 2009”.

Recruitment

Recruitment process followed is at par with standard procedures of University and the State Government. Appropriate advertisement, strict selection process as per the merit, legitimate interview, adherence to the State Reservation policy, etc. are thoroughly maintained.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration

2. Finance and Accounts

3.Student Admission and Support**4.Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

The Shillong Law College functions under set principles and provisions laid down in the Constitution of the College. The Constitution further specifies the norms of delegation of administrative and executive powers and functions of all the teachers and staff. Under the provisions of the Constitution, the College has formulated various welfare measures for the Staff which may be summarised as follows:

1.Salary and Allowances:

- (a) UGC Scales of Pay to the Teachers and pay as per State Pay Commission to the Non-teaching Staff.
- (b) Besides Dearness Allowance, other compensatory allowances like House Rent Allowance, Medical Allowance, Hill Compensatory Allowance and Winter allowance are extended to the staff.
- (c) It is to be noted that such scales of pay along with these compensatory allowances are paid to the Staff despite the College being a private self-financing one. It is further to be appreciated that these allowances (except DA) are not paid to the teachers of other colleges who are under the Grants-in-aid scheme of the Government of Meghalaya.

1.SHILLONG LAW COLLEGE EMPLOYEES' WELFARE SCHEME, 2009 as empowered under Article 7(2) (ii) of the Constitution of the College – This is an unique scheme formulated by the College in which Ex-Gratia Grant is sanction to the staff when he/she dies while in service or retires from service on superannuation, invalidation or retrenchment from service and is otherwise eligible for the same under the rules.

1.Pension & Retirement benefits/ Provident Fund: The College has standard methods of

providing the benefits of Pension and Provident Fund to the Staff under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 of the Government of India.

1. Sanction loan/advance to members of staff. – Two types of loan/advance are provided and they are (a) Interest bearing: (b) Interest-free.

1. Sanction deputation of Teachers on approved course of training or instruction/higher study, Conference/ Seminar/ Workshop – This provision is applied whenever faculty applies for the same subject to fulfilling all the norms,

1. Power to sanction the grant or acceptance of honorarium/fees.

1. under the provisions of Constitution, the College has formulated standard Service Rules for Teaching as well as Non-Teaching Staff which provides scopes for grant of leave to members of the College Services. Different types leaves that a staff can avail are: (i) Earned Leave; (ii) Half Pay Leave; (iii) Commuted Leave; (iv) Extra-Ordinary Leave; (v) Study Leave; (vi) Maternity Leave; and (vii) Casual Leave.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies publication and other academic incentives during the last five years

Response: 20

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format (Data Template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	1	1	0

File Description	Document
Upload any additional information	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 23.64

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	3	0	1	1

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

To assess the performance of the teachers, the institution has decided to follow the UGC norms and hence developed its own Self Appraisal Forms in line with the UGC format. The scheme has been made effective since 2019 and hence it has been made compulsory for the teachers to submit the completed forms with all documents every year. According, the Self Appraisal forms have been collected from the teachers since 2019 and the analysis of the submitted forms by external members is being taken up.

College has also introduced the Career Advancement Scheme (CAS) and the teachers are made aware to take advantage of the scheme provided they meet all essential requirements. However, no teacher has taken the benefit of the scheme till now.

For the non-teachers, no such scheme is in existence and their performances are assessed by the Principal and the Governing Body year-wise in the Confidential Report (CR).

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit:

The management of the college appoints the Auditor (Chartered Accountant) for effective and transparent financial management. Suggestions of the internal auditor to improve the accounting system are taken due note. The Audit Report and Inspection notes are placed before the Governing Body and decisions/disposal thereof. College prepares a Budget Estimate every year for the next session and the expenditures are made based on the provisions allotted in the Budget Estimate as far as practicable,

External Audit:

The management appoints an external auditor. The financial statement of the College including books of accounts, vouchers, statement etc are audited by the external auditor. The last audit was done for the financial year 2019-20. Audit for the subsequent years are in progress. No major objections were raised during the last audit. Further all necessary audits as per the requirements of the University and Government of Meghalaya are carried out periodically.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College Management has defined following resource generation policies and utilization strategies.

Resource Generation Strategy:

Fees: College follows the regulations of the University with respect to the tuition fees. The major resources of funds are generated through Tuition fees collected from the students.

Maintenance of Accounts: Finance/Accounts Department maintains the accounts of and the receipts and expenditures are compiled head-wise for each financial year.

Funding Agencies: The college applies for various developmental schemes to private firms and others.

Renting College Infrastructure

This is an effective method generation resources.

College offers its infrastructure, especially the classrooms, for many competitive examinations and other programmes conducted by Union Public Service Commission (UPSC), Meghalaya Public Service Commission (MPSC), Institute of Chartered Accountants of India (ICAI), All India Bar Examinations (AIBE), Meghalaya Human Rights Commission and Meghalaya State Legal Services Authority, Office of the Deputy Commissioner, Government of Meghalaya, Police Training School, Directorate of Fisheries of Government of Meghalaya, District Legal Services Authority, Directorate of Census Operations, Government of India, High Court of Meghalaya, State Bank of India, Meghalaya State Pollution Control Board, State Rural Employment Society, Meghalaya Basin Development Authority, Rangbha Shnong Malki, North East India Council of Social Science Research, Commissioner of Taxes, Government of Meghalaya, National Academy of Customs, Excise & Narcotics and other organisations, which helps to augment the financial resources of the college.

Further, the Government of Meghalaya as well as Election Commission of India time to time use the

infrastructure of the college for various public welfare related activities, such as (1) using the College as Polling Both during Assembly and Parliamentary Elections; (2) Up-dating of Electoral rolls programme by Election Commission of India; (3) Covid-19 Vaccination Centre; (4) AADHAR enrolment and similar such activities.

Utilization Strategies: All sanctioned amounts are to be utilised for which they are allotted. Each Committee/Cell/department are mandated to maintain the subsidiary accounts and utilise the funds most judiciously entailing benefits to the purpose. Once the budget is sanctioned, the incurring of expenditures is authorised by the Governing Body.

Augmentation of Infrastructure: Adequate provisions for development of infrastructure are in place. Major development project was taken up during 2013-14, and separate Golden Jubilee Building was constructed with appropriate and adequate space for different purposes including class rooms. Transformation of the College from the erstwhile infrastructure to the present status is eye-catching and provides appropriate room for expansion in academic advancement and comfort of the staff and the students.

Repairs and Maintenance: The College follows a standard policy to carry out day to day repair and maintenance.

Library Expenditures: The library is upgraded every year on the need basis. Addition of text and reference books takes place as per the change in curriculum. Sponsorships have been obtained for online database.

Co-Curricular and Extra-Curricular Activities:

Committees submit planned programmes and activities to be conducted by them which are sanctioned by the Management. Sports materials and stationeries are purchased in bulk after determining annual requirements to make it cost effective.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC, though constituted very recently, has contributed significantly in institutionalizing the quality assurance strategies:

Few major initiatives are cited below:

1. **Accreditation by NAAC:** Management of the College deliberated on the need for assessment and accreditation of the College and decided to mobilise efforts in this regard. For effective implementation of its plan, the College formed its Internal Quality Assurance Cell (IQAC) on 30th July, 2018. Whereas the necessary preparations were going in right earnest, the onset of the Covid pandemic acted as a dampener. Yet, the cell remained dedicated towards quality upgradation of the college in academic and co-curricular aspects. The primary goal of the IQAC is to continuously look for innovation and methodology for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. It is also engaged in making every stakeholder thoroughly aware about the impending responsibilities and the opportunities.

1. **Documentation:** Documentation of various programmes and activities of the college in order to prepare various reports that are required for ranking, accreditation process, and also for submission to higher education bodies, government etc.

1. **Feedback Mechanism:** Taking initiatives for strengthening feedback mechanism and also to widen scope feedback from all stakeholders.

1. Creating and sensitising different cells and committees for the smooth functioning of the institution in all relevant fields.

1. **Research Culture:** IQAC has been constantly impressing upon the teachers to further their knowledge-base and consider research and publication as the prime motive force for quality enhancement. The Cell is engaged in sensitising the teachers in attending/presenting papers in

Seminars/Conferences/Training programmes and also to explore scopes of publications on social legal issues. IQAC is also taking steps in motivating the teachers to apply for Minor and Major Research projects from recognised funding agencies. In this respect, IQAC is also contemplating to constitute a Research and Publication of the College with appropriate financial and logistic support from the Management,

1. Library and Study Materials: The College Library is one of the most reputed repositories. IQAC is working regularly to further upgrade the library with all modern facilities.

1. Holistic Development of the Students: The College aims to give maximum exposure to all students to participate in co-curricular, extra-curricular and cultural activities along with Academics at all levels. There is ample scope for students to participate in extension and outreach programmes.

1. Participation of students in various committees: Teachers and student representatives motivate students to participate in the activities organized. A number of committees functions with the participation of students such as the Moot Court Committee, Culture Committee, NSS/Sports etc. The college has conducted a number of programmes where the students have actively participated. To inculcate a sense of responsibility towards the society, activities like Cleanliness Drives, Tree Plantation, Environmental Awareness Rallies, Blood Donation Camp, Red Cross programmes etc. have been conducted.

The above stated holistic approach enables the students to explore their varied talents and develop a healthy self-esteem and a high level of confidence to face the challenges of the modern world.

File Description	Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Though constituted recently, IQAC has started reviewing sincerely the teaching-learning, infrastructural

facilities and teaching outcomes and appropriate changes are being suggested. This practice has led to following accomplishments.

Review of Teaching-Learning Process: The IQAC prepares and monitors the time table. Teacher feedback is taken from students with respect to the teaching learning and evaluation process. Result analysis is also an integral part of the review. Feedback is analysed and outcome is discussed with concerned teacher. The IQAC reviews the teaching methods followed by the teachers as reflected in self-appraisal forms. As many students come from vernacular background and hence to bridge the gap the teachers often follow moderately paced learning practices. Introduction of 5-year Integrated B.A. LL. B Course: Since 2019, the College has introduced 5-year Integrated B. A. LL. B. course with due approval of Bar Council of India (BCI) and obtaining the provisional affiliation for the course by NEHU. This is a major development towards the quality enhancement in teaching-learning-curriculum development of the College. Required numbers of staff are also being appointed by the college progressive to meet the demand of the courses.

Use of ICT in Teaching Learning: IQAC suggested modernizing the teaching learning process through implementation of ICT methods. Some classrooms have LCD projectors which are used by teachers as technology-based teaching methods. With the onset of the pandemic use of technology and conduct of classes in online mode have become imperative. Teachers are using online resources which offer information with graphical explanations which are missing from the regular text books. The use of ICT has made teaching learning process effective by generating and sustaining the interest of the students.

Coaching for Students: The teachers of our college give extra coaching to the students apart from regular curriculum.

Sensitising various Cells/Committees: IQAC has been constantly working with various committees/cells constituted by the Governing Body to chalk out various programmes on the basis of set principles and policies of the respective committees and hence submit report of the each of the activity with geo-tagged photographs. Consequently, few important committees/cell like Grievance Redressal Cell, Women's Cell, Anti-Ragging Cell, Sexual Harassment and Prevention Cell and few others have geared their programmes.

Note: Since the IQAC has been made an essential part of the development and quality enhancement of the College, it is yet to make its full impact felt in all spheres of curricular, co-curricular and extra-curricular activities of the college and its stakeholders. Meanwhile, IQAC has taken up the accreditation and assessment of the College by NAAC in right earnest with all commitment on the basis of 'as is where is' basis. Once the accreditation process is completed, IQAC will get its much needed recognition and boost to formulate many other programmes for quality enhancement of the College.

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. Academic and Administrative Audit
5. Disability/gender/diversity audit
6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. Any 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution(Data Template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of constitutional values and gender equity during the last five years.

Response:

The Shillong Law College has constituted a number of committees/cells in its holistic approach to address to the issues of gender equity, updating facilities for women, stopping any form of sexual harassment etc. The Committees are: (i) Women Cell, (ii) Sexual Harassment and Prevention Cell, (iii) Grievance and Redressal Cell, (iv) Equal Opportunity cell, and (v) Anti-Ragging Cell. The NSS Cell also takes up issues relating to women and more importantly the promotion of Constitutional Values. It may asserted that the NSS Cell observes 'Constitution Day' on 26th November every year through different programmes in making the students and others aware of values, rights, duties and responsibilities of the citizens as enshrined in the Constitution.

As regards safety and security and other related issues, institution has following specific provisions in place:

1.SAFETY AND SECURITY:

There is 24 hours security on the campus. The security is managed by duly appointed private agency. This ensures the safety of the students and staff. Security breaches and any in disciplinary behaviour is handled by campus security and referred to the college administrative officials for further action if necessary. Responding to the Covid conditions, the security personals are also monitoring that all the students, staff and visitors wear masks properly and sanitize their hands while entering the campus.

1.CCTV Surveillance:

The whole campus is covered by CCTV cameras fixed at various locations and footage is monitored. The CCTV footage backup of 26 days is available.

1.Student Welfare Committees:

Anti - Ragging Committee Internal Complaints Committee Grievance Redressal Committee play important role in generating awareness and addressing gender related issues. The members of discipline committee monitor discipline. Students' representation is reflected in all these bodies.

1. COUNSELING:

Teachers: The teachers provide academic, career and personal counselling. Sometimes students approach the teachers with their problems. This is particularly noted in case of female students who lack parental support for completing their higher education. If the teacher is unable to guide the students for personal issues, then the student is referred to counselling cell. 3.

1. COMMON ROOM:

The College has separate common rooms for girls and boys. Girls common room have attached washrooms in addition to separate sanitary blocks at various places.

Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Provide Web link to:

- Annual gender sensitization action plan
- Specific facilities provided for women in terms of:
 - Safety and security
 -
 - Common Rooms
 - Sanitary Napkin dispenser and incinerator
 - Day care center for young children
 - Any other relevant information

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Sanitary Napkin dispenser and incinerator e. Day care center for young children f. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

Response:

Solid Waste Management (Composting)

Every block, office room, department, classroom of the campus has dustbins. That waste is collected time to time and sent to municipal pits. The college maintenance staffs have been trained on the system of waste

management where the Organic or Inorganic wastes generated through the college canteen and the gardens are left in the Composting Pits which have been constructed. The campus has one canteen which promotes usage of degradable or washable plates and using least quantity of plastic materials. Most of the waste from the garden is converted into compost and used as a fertilizer for the garden itself. The rest of the organic waste of the campus is separately composted.

Liquid Waste Management

Liquid waste is disposed of safely as per standard methods. Routine checking and repairing of Taps, Drainage and water pipelines is done.

E- waste management

E-waste is collected and handed over for safe disposal. Extreme care is taken not to dispose old/used batteries here and there but to hand over to Municipal Waste Bin separately. In order to create awareness about e-waste and its management among the students and staff community, posters are displayed in designated areas of the campus.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Institutional data in prescribed format (Data Template)	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has friendly, barrier free environment

- *Built environment with ramps/lifts for easy access to classrooms.*
- *Divyangjan friendly washrooms*
- *Signage including tactile path, lights, display boards and signposts*
- *Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment*
- *Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading*

Response: C. Any 2 of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The Shillong Law College has a motto “TO STRIVE, TO SEEK, TO FIND AND NOT TO YIELD”; which is further strengthened by its vision, i.e., “Providing Highest Degree of Quality Legal Education within the reach of ONE and ALL”. Thus, there is no scope of discrimination towards any one on the basis of caste, creed, language, culture and socio-economic status. The College upholds the basic tenets of the Constitution of India and takes programmes syncing with the preambles of the Constitution. Staff and students enjoy absolute freedom of speech and stresses upon communal harmony in all the programmes – academic and otherwise.

Being a College in Sixth scheduled area, the college has overwhelmingly large number of students from the local community. In addition, good number of students takes admission in the college coming from other North Eastern States and even other parts of the country. There are good number non-tribal students enrolled in the College. All of them enjoy equal opportunity. In the cultural activities organised by the College or by the Students, cultural dance, songs etc. of all the communities are showcased with high regards.

It may highlighted that the College has its own Anthem that is played in all important programmes of the college and the Anthem ends with the line, 'To find the truth with every lie, And not to yield'. So, the College is totally conscious to find the truth, respect the diversity of Indian culture especially the multiplicity of traditions and practices of people in the region, and maintaining a congenial and friendly environment in the campus. Hence, the College makes use of all opportunities to assimilate rich cultural values with justice oriented legal learning.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Study of Law in its essence revolves around understanding the Constitution of the Land and hence having proper understanding and respect of the Laws, Rules and Regulations. While remaining modest in its endeavour to convert laymen into lawmen and mobilising the youth to become dynamic legal professionals, the stresses upon the constitutional obligations on values, rights, duties and responsibilities to each students and employees. However, these qualities can be remain a big mouth talk and must be practiced. So, the College takes up number of programmes in this regard through NSS and different other cells. Some of the programmes conducted in this direction are:

1. Observing 'Constitution Day' every year on 26th November.
2. Legal Awareness programme on Right to Education and Child Marriage.
3. Legal Awareness programme on cyber Crime in India.
4. Human's Rights Day celebration.
5. National girl Child Day celebration.
6. International Women's Day celebration.
7. Health camp and Street awareness programmes.
8. Environment conservation related programmes.
9. Cleaning drives and Swatchhata programmes.
10. And many others.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

This is an institution that believes in the diversity and plurality of its population. Students and members of the staffs belong to different parts of the country yet they have one thread that knits them together into one beautiful assortment of colours; and that is their nationality. Therefore, the College takes utmost interest in celebrating national festivals and the birth and death anniversaries of great Indian personalities.

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An important activity of the college is the observance of Constitution Day on 26th November with popular lectures by eminent advocates of the town and other distinguished personalities and attended by all the teachers and students. National Road Safety Week, 11-17 January, is also observed to apprise the students about the importance and significance of the safety of each and everyone.

College also organises appropriate programmes along with flag hoisting every year on the 26th of January and the 15th of August. These two important dates in the history of the country are days that the College stands together with the rest of the country as it pays its homage and reverence to our beautiful nation.

Even though the College closes for the winter break well before Christmas, yet the College authority never denies its staffs and students a Pre-Christmas Celebration. It may be stated here that local festivals like the Behdienkhlam, Shad Suk Mynsiem, The Wangala festival, etc are also given places of worth and significance as the College never fails to either showcase snippets of these festivals through performances by the students or through popular talks and lectures. The College has always been sensitive towards the emotions of our fellow citizens who belong to these religious sects, faith, community and tribe.

In the pursuit of all-inclusive education, efforts are taken to make them conscious of the contribution of social, cultural and educational reformists. Rallies are organized around various themes like 'Anti-drugs', 'Anti-corruption' and 'Education for All'.

The College also observes birth/death anniversaries of great Indian personalities like Mahatma Gandhi, Dr. B. R, Ambedkar etc. Celebration of important days like Constitution Day, Human Rights Day, World Aids Day and World Environment Day creates awareness amongst students about issues of human rights, importance of the Indian Constitution, Fundamental Rights and Fundamental Duties of Indian citizens.

These efforts are steps towards indoctrinating patriotism and nationalism in the young students. This holistic approach will go a long way in creating responsible citizens.

File Description	Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice – 1

Title of the practice: Intra College Moot Court Competition

Objective of the practice-

To strengthen/ enhance the mooting skills of the learners.

In Law Colleges, the process of becoming an advocate begins through different clinical courses and in-house training programmes. The practice provides better opportunities to law students which advance their careers as it teaches advocacy skills to solve legal problems and become client friendly. This measure enables learning through practical application via participation in moot court, interviewing techniques with the client, negotiation and debate.

It also provides knowledge of law, how to utilise different provisions of law tactfully, and acquiring skills that prepares them for the profession. Moot court teaches students professionalism along with ethical legal values. Such practices provide opportunities by improving their legal writing and legal research in a competitive environment in the emerging challenges of the world. Moot court practice gives the students a spirit of confidence enabling them to face the court in their legal profession.

The Context

Clinical education being an integral part of the legal educational system, this transforms law students into efficient social engineers. Though mooting skills used to be adopted only during the final year of the legal education, a need was felt by the institution to get the students involve in the activities from first year itself to actuate the curious minds of the students. Such practice teaches the students to think like lawyers, and such skills are important to practice law. Thus, students are made apprised of Moot Court Competition from their early stages of legal education so that they take such practice most earnestly.

The prime focus is based on the concept that any law college has a prime responsibility of not only imparting legal education but also of giving all the necessary training to the students to become professional lawyers. This training can be easily imparted through organizing Moot Courts within the college.

The Practice:

Shillong Law College has therefore established Moot Court Hall with necessary logistics and the students are exposed to the practices of a professional lawyer through practical sessions and competitions.

The students get help from the faculty of the College by getting necessary inputs to enhance their learning. Number of students participate in such Competitions and also encourages them to participate in Inter College Moot Court Competition. The faculty members were given the task of framing moot problems and conducting intra moot court competition for the college students.

Evidence of Success

It has been observed that such practices make the students more confident and also, they earn recognition outside the College. With the help of Advocates and Alumni, Mock Trial and Demos also were held which provided guidance and training to the students. It also helped in identifying good mooters and aspiring lawyers who could be sent for participation in moot court competitions organized by other colleges. It also resulted in creation of competitive environment within the college. Students were made the organizers of these competitions leading them to develop leadership and organizational skills.

Difficulties encountered

As our college admits students from various rural areas, so some students from vernacular background have poor communication skills in English which needs to be improved. So, special courses/workshops should be organised on a regular basis to enhance the skills of faculty.

Moreover, as the semester is short, it becomes difficult for the students to participate in moot court competitions. For most of the competitions, faculty members only were made judges and therefore no additional resources were required.

Notes (Optional)

No other information

Best Practice – 2.

Title of the Practice: Legal Awareness Programme in Villages

Objectives of the Practice:

Focus on Responsibilities of Students and Enhancing Legal Awareness of Rural People

The Institution focuses on educational objectives that can be achieved most effectively and efficiently through experiential education in addition to traditional teaching. Efforts are directed to determine what lessons can be taught more effectively and efficiently using experiential education and to focus time and energy on accomplishing those educational objectives.

One of the objectives of a Law College is to provide Legal Awareness to the people in certain villages with the aim to make the people aware of their rights and duties. This is part of the initiative of the college towards Promotion and Welfare of Economically, Educationally and Socially weaker sections of the Society.

The Context:

One of the more insightful statements about the general goals of clinical education was made by Tony Amsterdam (an American Lawyer and Professor Emeritus in New York University) in 1982. Experimental education is an effective way to help students develop interpersonal and professional skills. One cannot become skilled simply by reading about skills or watching others perform lawyering tasks.

Shillong Law College is a dynamic, creative learning institution that strives to meet challenges by providing innovative solutions leading to learning breakthroughs not only for its students but also for the society to which the students belong to. It is dedicated to establish strong, just upright minds and develop the talents of the students thereby to discover their greatness. Every year, College conducts legal awareness programme and the students are motivated to give legal awareness/knowledge to the villagers with the intention to give the people of these places appropriate knowledge about various legal rights which each of them have but unaware of.

The Practice:

This College selects atleast 20 enthusiastic students to participate in legal awareness programme with the purpose of making the people aware of the importance of law in the society and even in one's life. Such programmes aim to empower the people with the knowledge of their legal rights and duties enabling them to share power equally and know about the means of development available to them. Every time a particular village is identified and consent is obtained from the village elders and then awareness programme is conducted on specific topics such as gender discrimination, child abuse, consumer rights, and similar other societal issues. It is to be noted that the students act as the resource persons with active support from the in-charge faculty member. These activities are also aimed at developing the interest of the students in public welfare along with inculcating willingness to work with NGO's as interns.

Evidence of Success:

Participation of students in such programmes enhance their presentation skills through certain interactive sessions with the people in the villages. Apart from the benefits accrued to the students, such programmes serve as eye opener to the weaker section of the population in rural areas. In addition, aspiring younger generation of these areas are getting interested to take legal education as their course of study. In addition, such programmes make the students aware of undertaking social responsibility and also to uphold the morals together with developing a holistic approach with regard to contributing towards the society.

Interestingly, it has been observed that this practice has enabled the students to overcome the language barriers and develop their English communication skills.

Problems Encountered and Resources Required:

Since some students are from vernacular background, and have poor communication skills, hence it is required to improve by ensuring maximum participation in such programme which will help in enhancing their professional skills. Such language problems are also encountered among the participant villagers as many of them prefer to communicate in local language only. Further, life style of the villagers and their intense struggle for earning suitable living day in and day out also pose some hurdles.

In the quest for welfare of economically, educationally and socially weaker sections of the Society our institution has observed that there is minimal support from the Government both in logistics and financial assistance. Consequently, our management has bear all the liabilities while having very limited teaching staff and also financial resources.

Notes (Optional)

No other information. However, it is felt that competitive sense among the students would have developed further had there been more institutions of legal education in the vicinity of Shillong Law College.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Shillong Law College is the first college established not only in the capital town but also in the State. The College focuses towards the education and development of the socially and economically weaker sections of society and the local tribal population in particular. Being pioneer in the field of Legal Education in the

State, then college is bestowed with immense responsibility to create enthusiasm among the students of the region about the importance of legal education. It may be asserted that the college has been successful in this mission to a large extent. The formidable achievements of the College in imparting legal education are evident from the fact that a considerable of past students of the college are occupying high position in High Court, District and Session Court, Government officials, esteemed practicing advocates and many others throughout the country.

The infrastructure of the College has been developed so as to accommodate the thrust upon expansion of courses and programs. New classrooms have been added and the ICT facilities are introduced and being regularly updated. As a recognition these efforts, the BCI and the University has granted the introduction of 5-year integrated B.A. LL. B programme in the college which we are running sine 2018-19 session. To augment efficacy of the learners in legal education and its appropriate use in profession career, the IQAC of the college is contemplating to start relevant Skill based programmes with due vigour.

The college organizes a variety of activities and rewards the efforts of the students through prizes for the activities thus building the confidence of the students.

Other distinctive thrust areas of performance of the college are:

- **New Course:** College has started 5-year integrated B. A. LL. B. Course in 2019. More new courses are being contemplated.
- **Clean and Transparent Financial Management:** College has been successful in maintaining very efficient and transparent financial system with regular audit. This has enabled the college to extend respectable pay and other benefits to the Staff despite having no grants received from the Government or any other source.
- **Admission Process:** The College practices Spot Admission process where students with high percentage of marks are given direct admissions for 3 Year LL.B and Entrance Test for 5 Year B.A.LL.B Degree Course..
- **Fee payment:** The College has started the online fee payment which enables the students to pay fees without the hassle of queuing in the banks. Additionally, offline mode of payment runs simultaneously. Students can pay fees in instalments also and this mostly preferred by the students.
- **Evaluation Methods:** Besides University Exams, the college evaluate on class test, open book tests, assignments and tutorials
- **Use of ICT:** Some of the classrooms are equipped with LCD projector and the teachers may use this as and when required.
- **Social Media:** Students notices and information are notified in WhatsApp. Few reading materials and references are uploaded in WhatsApp and common emails where students can have access. However, appropriate care is taken so that social media is not misused or abused.
- **Community extension:** This is a strong area where the NSS reaches out to communities.

Observing of important days such as National Constitution Day, World Environment Day, Road Traffic Safety Week, International Earth Day, World Environment Day, College Foundation Day etc.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

NAAC

5. CONCLUSION

Additional Information :

1. Despite the changing situations across the world, law is still not preferred as a career option by most students, and thus the college gets fewer quality students. Hence, it is a challenge to groom these students and make them ready for legal profession in this competitive world.
2. There is a lack of industrial and corporate activities in the state and hence job opportunity is limited even in legal matters. Consequently, students do not find the legal education a viable career. It remains a great challenge to impress upon the general public and students about the importance of legal education.
3. To adapt to the NEP 2020 and to accommodate the new requirements in spite of having meager faculty strength.

Concluding Remarks :

Quality assurance and furtherance of academic programmes are the prime driving force of the College. Despite the resource crunch, the College continuously endeavours to strengthen its academic and co-curricular programmes so as to live up to expectations of the community and the students. The College is contemplating to introduce new subjects and new courses in the near future.

Thus, to attain necessary credibility and support, the College this time has taken its first step to get accredited to ensure that quality education is being offered to the people of this region and also to remain at par with the National standard. To offer quality education requires the fulfillment of NAAC assessment parameters. The Revised Accreditation Framework offered by the NAAC has enabled the institution to identify its own strength, weaknesses, opportunities and challenges. Though the institution maybe lagging behind to rigorously fulfill all the requirements of the seven criteria at present but initiative have been taken to strive and seek ways and means to upgrade the quality of the institution in the near future. A reasonable level of gradation of the college by the prestigious NAAC will be a source of inspiration to the teachers, management, students and the local community as a whole which will pave the way for identifying the thrust areas and hence move forward.

Future beacons us to expand and make the institution a multipurpose facility organisation in the true sense of one of high standard of Higher Education Institutions.