

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

INDIAN INSTITUTE OF LEGAL STUDIES

INDIAN INSTITUTE OF LEGAL STUDIES, BAGANUR, SALBARI, P.O. SALBARI -
734002, DIST. DARBEEING.

734002
www.iils.ac.in

SSR SUBMITTED DATE: 26-01-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Indian Institute of Legal Studies established in the year 2010 has evolved into a unique system of imparting legal education. ILS has an intensive educational excellence and classroom deliberations by faculties having educational qualifications from the best National and International Universities. In order to mould the budding professionals of tomorrow the institution provides hi-tech classrooms with power point and audio visual-based orientations. Classrooms are delineated providing spacious sitting capacity to students keeping mind their comfort.

IILS is an institute that promotes holistic studies in law in the form of short term courses; field work, experiential learning in addition to regular under graduate course. Apart from its regular academic courses the institution has organized various educational seminars and symposiums with the motive of enhancing knowledge and awareness of students and its faculties. Regional Teachers Training Programme on International Humanitarian Law was held in collaboration with International Committee of the Red Cross, Geneva. From this the Institution has organized various National and International seminars and Workshops.

Vision

“EDUCATION IS THE MANIFESTATION OF PERFECTION ALREADY IN MAN”

- Indian Institute of Legal Studies was established with the vision of forming it as a centre of excellence in the field of legal education not only in the North Bengal region but internationally by evolving into a unique system of imparting legal professional education.
- The broader vision is overall development of the students so that they can be a better citizen of the country and can make contribution for the betterment of the society.

To produce the sincere, disciplined and focused legal professionals for the Nation

Mission

With the intention to covert the vision of the Institute in reality and to achieve the following goals:-

- Active participation of private capital in the sphere of education, to meet the standard laid down by the Constitution.
- To provide holistic and world class legal education, facilities and opportunities to the students.
- To create a feeling of professionalism and responsible citizen of the nation among the students.
- To give proper room to develop the independent thinking power among the students keeping in mind the practical approach or reality of outer world.

The Nature of governance of IILS is autonomous, democratic, transparent and participatory. The process of decision making in Academic as well as Administrative sphere in IILS is of ascending in nature that is bottom to top approach. After looking into the recommendations and proposals for any activities made by the

respective person concerned, the Authority gives final shape to the said proposal.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- (1) Extremely dedicated and highly motivated teachers in maintaining high academic standard of the college with regular classes
- (2) Value-added course has been initiated keeping in mind student placement opportunities.
- (3) Special attention is paid to the ?slow learner in the form of remedial classes.
- (4) Extensive use of e-resources and well stocked fully computerized library which allow students to explore aspects within and beyond curriculum
- (5) The college has moved forward towards complete computerization and that is facilitated by an enhanced, high speed campus wide internet with secure internet accessibility.
- (6) Up gradation of every class rooms with modern facilities like WIFI connectivity ICT measures and audio visual learning.
- (7) College has installed CCTV camera Biometric for all the teaching and non-teaching staff members and Fire Extinguisher.

Institutional Weakness

- (1) Adopting management techniques to overcome difficulties of working with limited administrative resources.
- (2) Being a self-financed institution, the institute has to abide by the complex rules & procedure of the affiliating & approving agencies for filling up vacancies in different teaching and non-teaching positions.
- (3) Limited scope in joining the syllabus framing committee, examination committee and BOS of the affiliating university.
- (4) Being self-financed institution, we are least attended by the government funding agencies for research & development works.

Institutional Opportunity

The Institution has the scope and potential to introduce the following academic programmes:-

1. L.L.M. program
2. M.A. in Public Administration/ Public Policies and Governance Studies.
3. SAARC centre for Environmental Studies.
4. To set-up of a new Law College in the marginally located District of North Bengal.
5. To start with the B.COM LL.B.(Hons) & B.B.A LL.B.(Hons) with CBCS .

Apart from these, there are short term goals towards advanced learning processes which the College from time to time adopts as per the requirement. For e.g. introducing of new subjects in the Career Advancement Courses conducted in the college, Career Oriented/Skill Development Programmes as a policy of dual degree system.

(2) Value education and awareness programmes for students including seminars, workshops and legal aid activities in rural areas inculcates a sense of responsibility in them.

(3) The college provides the benefit of Government Scholarship and Institutional Scholarship for minorities and economically backward students to its students.

(4) Developing a mechanism to optimize the performance of the students to their maximum potential.

Institutional Challenge

CHALLENGES

1. The Institute is located in marginally placed place and the connecting physical infrastructure and such other logistics to be provided by the locals/state government are not always congenial for the Institute.
2. The institute has to face challenges created out of liberalisation and globalisation.
3. Non-Availability of students of highest merit sometimes puts hindrances.
4. The socio-economic background of many of the students (some of them are first and second generation learners) admitted in the College is responsible for poor language competence (both in their mother tongue as well as English). This leads to an unsatisfactory level of comprehension and communication, particularly in the first two semesters.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Indian Institute of Legal Studies (IILS) ensures effective curriculum delivery, by means of a planned and duly documented process. It starts with framing of **Academic Calendar, Distribution of subjects accordingly to keenness of faculty members, preparation of lesson plans, listing out areas for field visits,**

framing of time table for classes, remedial class and weekly test, preparation of project topics

In the beginning of session itself the Principal, Registrar and Coordinator sits together for the framing of Academic Calendar. After notification of allotted subjects and class routine the faculty members are asked to prepare lesson plan. Moreover there is an availability of **smart classes** as there is installation of projector in the classrooms and the classes are taken by the medium of **power point presentations, showing video clips, short films and interesting documentaries** so that the education is disseminated by way of audio-visual aid and the students are in a position of better retention capacity of the knowledge imparted.

Further for the practical learning and understanding of subjects we organize the **FIELD VISITS** and **SPECIAL LECTURES** by the eminent Clinically Adjunct Professors, Judges of High Courts and Supreme Courts as well as experts in the concern areas.

Teaching-learning and Evaluation

Every class of ILS consists of a good numbers of students. Each individual has distinctive qualities and enough diversity in a group. The faculty member always explore and presents the innovative and creative teaching and learning methods in addition to regular classroom deliberation. For example, **Power Point Presentation, Classroom Presentation, Class Teaching by the Students, Problem Solving method, Debate, Quiz, Poster Presentations, Comparative Study Analysis, Critical analysis of Supreme Court and High Court Decisions, Moot Court Classes, Mock Parliamentary classes, Field visits (special mini empirical projects), Showing of Documentaries, video, Short movies** etc. As college believes in holistic teaching, keeping in mind the same the college organizes **special lectures by Clinical Professors and Public Officials (Administrative, Police and armed forces)** to enrich the students in both theoretical as well as practical aspect of the subject. There are very few students who come from different regional background where it is difficult for them to follow English language.

IILS believes in **continuously evaluation** of the understanding levels of the students for proper learning of the subject. One of the modes of continuous evaluation is conduction **weekly test** regularly of all subjects.

Research, Innovations and Extension

1. Faculty is encouraged to register for PhD program.
2. Workshops/Lectures arranged periodically to motivate and guide faculty members to write research proposals for funding.
3. Faculty members are motivated to publish research articles in the repute journals/conferences.
4. Conduction of research area specific workshops/training programs are promoted.
5. Students are encouraged to undertake multidisciplinary projects related to areas. With the help of faculty members and domain experts, students complete such projects.
6. Eminent professors are invited to visit the campus to interact with the students and faculty members during workshops, conferences, seminars. They are also invited to deliver talks.

Infrastructure and Learning Resources

The institution has adequate facilities for teaching learning and fulfils all the requirements of statutory bodies. The institution consists of well equipped **14 classrooms and one Seminar hall** that is sufficiently airy and has good connectivity of LED lights and fans. The classroom consists of effective numbers of desks for the students to accommodate. . Each class room is provided with a high quality white board and a projector. CCTV camera is installed in all the classrooms for monitoring the activities of the students and the teachers. For better learning, the institute provides well equipped library consists of over **1500 titles and more than 9000 volumes of bound periodicals, including AIR, SSC, CWN,CHN, , Gazettes, C.LR.J, complete digest of Supreme court cases, Indian Bar Reviews, India international journal of judicial science, Legal Data base (Manupatra online), All England laws report, compendious journals, magazines, books and daily newspaper.** Library of the Institute is also well equipped with **Computer Lab Zone consisting of 11 computers**

The Institute has an active ILS Moot society that encourages students to participate in various Moot court competitions around the country. Rigorous Internship programmes are undertaken by the students.

Student Support and Progression

The college publishes the prospectus every year which is given to the students and parents at the time of admission. The information provided in the prospectus divided under the two major heads: Academics, and Student Welfare.

ACADEMICS:

Faculty and Staff information

Teaching

Learning Facilities

IT infrastructure

STUDENT WELFARE:

Students welfare Cell

Women 's grievance cell

Training & Placement activities

Sports facilities and cultural activities.

The above information is provided on the institute website www.iilsindia.com. The information provided in the prospectus is verified & monitored by higher authorities. The college is committed to providing quality education and infrastructure. The college admissions are governed by government of West Bengal and Bhutan and UGC rules and regulations. Anti ragging committee is formed to ensure the security of students. The college has established women's grievance cell.

The scholarships are provided to students as per the State and Central Governments. At present college is not providing any institutional scholarship/free ship but some financial facilities are given to the students.

(A) The college allows students to pay their fees in installments.

(B) To the Economically weaker students concession is given in the hostel.

The college supports students in their pursuit to become capable, civilized and worthy citizens.

Governance, Leadership and Management

IILS offers quality education at affordable cost in commerce, management & related fields with a holistic concern for better life, environment & society.

With this vision it imparts quality education through holistic teaching & learning by innovative practices for all round development.

To create a platform for the students to explore their creative potential. It provides holistic and value based development of students which ultimately enhances their employability. To provide a nurturing and motivating environment to exploit the full potential of the students. The governing body formulates policies and guidelines for the institutes. Regular updates and revisions are done in these by the management from time to time as per the needs of the changing requirements of stakeholders. The Principal of the college is the head of the college and is always there to provide requisite leadership to the system. She is a bridge between management, faculty, students & society.

Quality policy of the College:

1. The College aims to ensure a high quality service to all its students, staff and stakeholders.
2. The College is committed to provide an atmosphere, which encourages lifelong learning.

3. The College continually strives to improve the services offered to students.
4. The College uses available resources effectively to support learning and treats all learners fairly.

Institutional Values and Best Practices

The practices ensure maximum students participation in and outside the classroom.

1. **Pragmatic Approach towards Teaching-learning process to reach Academic Excellence:** Apart from the classroom deliberation the College believes in strengthening the student's pragmatic approach towards the education which is disseminated to them. With this objective the College invites the Sitting and Former Judges of National repute. From the past few years the Institution has also adopted the policy of giving a full one-year scholarship to the students who secure the highest percentage in the entire College and sponsors a laptop to encourage the student to use the best of the online services to facilitate research in academics.
2. **Publication of Academic Journal:** The College recognizes the inculcation of incessant reading and writing process to develop the scholarly approach to the study of Law. Our College has a peer review journal ILS LAW REVIEW (ISSN No. 2320-5318) in which the articles of Scholars, Teachers, students and other esteemed personalities established in the field of Law are included and it is also mandatory for every faculty member to submit articles both in-house and out-house.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Indian Institute Of Legal Studies
Address	Indian Institute of Legal Studies, Dagapur, Salbari, P.O. Salbari - 734002, Dist. Darjeeling.
City	SILIGURI
State	West Bengal
Pin	734002
Website	www.iilsindia.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mob	Fax	Email
Principal(in-charge)	Ishita Chatterjee	0353-257401	9672359500	0353-2574698	iils.principal@gmail.com
IQAC Coordinator	Sanjay Bhattacharya	0353-2574152	7407076256	0353-2574697	iils.siliguri@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-2009

University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
West Bengal	University of North Bengal	View Document		
Details of UGC recognition				
Under Section			Date	
2f of UGC			27-06-2014	
12B of UGC			27-06-2014	
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	20-07-2017	12	PROVISIONAL
Details of autonomy				
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?			No	
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	Indian Institute of Legal Studies, Dagapur, Salbari, P.O. Salbari - 734002, Dist. Darjeeling.	Rural	1.33	40

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	B.A. LL.B. 5 yrs.	60	HIGHER SECONDARY	English	80	80
UG	LL.B. 3 yrs.	36	GRADUATION	English	80	80
UG	BBA LL.B. 5 yrs.	60	HIGHER SECONDARY	English	80	60
UG	B.Com, LL.B. 5 yrs.	60	HIGHER SECONDARY	English	80	61

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	2				2				18			
Recruited	1	1	0	2	1	1	0	2	5	11	0	16
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	2				2				18			
Recruited	0	0	0	0	1			2	5	11	0	16
Yet to Recruit	2				0				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	8	3	0	11
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	8	3	0	11
Yet to Recruit				4

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	0	1	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	10	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		15	5	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	138	15	0	1	154
	Female	119	9	0	0	128
	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	8	21	20	21
	Female	11	21	14	20
	Others	0	0	0	0
ST	Male	13	7	18	7
	Female	10	10	10	6
	Others	0	0	0	0
OBC	Male	12	30	30	26
	Female	20	20	21	20
	Others	0	0	0	0
General	Male	85	80	100	90
	Female	9	9	92	91
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		205	250	305	281

3. Extended Profile

3.1 Programme

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

Response : 4

Number of self-financed Programmes offered by college

Response : 4

Number of new programmes introduced in the college during the last five years

Response : 1

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
303	256	208	186	108

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

2016-17	2015-16	2014-15	2013-14	2012-13
32	32	32	32	32

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

2016-17	2015-16	2014-15	2013-14	2012-13
97	55	59	30	23

Total number of outgoing / final year students

Response : 264

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	21	21	20	19

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

2016-17	2015-16	2014-15	2013-14	2012-13
20	19	20	19	19

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	19	20	19	19

Total experience of full-time teachers

Response : 7

Number of full time teachers working in the institution during the last 5 years

Response : 10

3.4 Institution**Total number of classrooms and seminar halls**

Response : 15

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
151.59	113.72	97.18	55.93	49.29

Number of computers

Response : 20

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.30

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.08

NAAC

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 Indian Institute of Legal Studies (IILS) ensures effective curriculum delivery, by means of a planned and duly documented process to ensure efficient and effective delivery mechanism. IILS adopts different measures for the effective Curriculum Delivery. It starts with framing of **Academic Calendar**, **Distribution of subjects accordingly to keenness of faculty members**, **preparation of lesson plans**, **listing out areas for field visits**, **framing of time table for class**, **removal class and weekly test**, **preparation of project topics (doctrinal and empirical)**, **framing of question papers for weekly test** and **notification of all the essential information in notice board as well as in website for all the stakeholders.**

In the beginning of session itself the Principal, Registrar and Coordinator sits together for the framing of Academic Calendar. After notification of allotted subjects and class routine the faculty members are asked to prepare lesson plan. The faculty members accordingly set with the Principal, Registrar and coordinator to discuss the **methodologies, approach of teachings to be adopted and the lesson plan**. In the first faculty meeting of the session itself the discussion relating to **special lectures, field visits** to be arranged and **project topics** to be given is finalized and schedule is prepared. Moreover there is an availability of **smart classes** as there is installation of projector in the classrooms and the classes are taken by the medium of **power point presentations, showing video clips, short films and interesting documentaries** so that the education is disseminated by way of audio-visual aid and the students are in a position of better retention capacity of the knowledge imparted.

Every month faculty meeting is conducted to discuss the execution part of the Teaching lesson plan month wise and an overall semester wise which upon being approved by the authority are adhered to by the respective subject teacher, problems faced in execution and the performance of the students. Further in meeting we discuss the measures and steps to be taken to resolve the problems arose in execution of the lesson plan and how to enhance the performance level of the students.

For continuous evaluation of the understanding levels of the students we do conduct weekly tests, mock tests and presentations and different methodologies of teaching are adopted keeping in mind the understanding levels of the students to refine the students at all levels.

Further for the practical learning and understanding of subjects we organize the **FIELD VISITS** and **SPECIAL LECTURES** delivered by the eminent Clinically Adjunct Professors, Judges of High Courts and Supreme Courts as well as experts in the concern areas. The project topics prepared by the faculty members are based on the practical approach of the subject. We focus in assigning the empirical project works to the students. IILS always believes that the teaching is two way learning process in which active participation of teacher and student is required without which teaching will be incomplete and

unproductive.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document
Minutes of relevant Academic Council/BOS meetings	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 5.16

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 50

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on 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 Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The syllabus as prescribed by Bar Council of India is implemented in the College and the same is uploaded in our website (www.iilsindia.com).

1. The issue of Gender is taught in following papers:

- **Human Resource Management:** (5yrs. B.B.A LL.B 4TH SEM.) The objectives of the course are functional utilization and all round growth of **human resources** and running of an organization successfully. Few aspects of the subject relating to gender are **Ratio of male and female employee need to be maintained**, Proper facilities for women employee's in regards to safety and sanitary measures, Maternity leaves, and no disparity in salary on basis of sex .
- **Family Law (2 papers) (5yrs. B.A LL.B & B.COM LL.B & B.B.A LL.B 4th and 5th semester & 3yrs LL.B 1st & 2nd semester):** Equal Rights for female with the male counterpart in regards to marriage, adoption, property, will, gift etc. Few protectional measures in form of special grounds of divorce for woman, maintenance, mehr etc.)
- **Law of Crimes-Paper-I & II (Indian Penal Code & Criminal Procedure Code, 5yrs. B.A LL.B, B.COM LL.B & B.B.A LL.B 5th & 6th semester and 3yrs LL.B 2nd & 3rd semester):** Special Provisions relating to female are Rape, stalking, adultery, voyeurism, cruelty, arrest, detention and examination female and child culprits.
- **Constitutional Law (2 Papers, Right to equality, right to life and personal liberty, special provisions relating women and equal opportunity in employment, no discrimination on the basis of sex, caste, creed, religion, place of birth etc.**
- **Labour and Industrial Law(II papers):** Provisions relating Maternity benefits for female employees, working hours, different provisions relating to safety and sanitary facilities for female employee's, equal work equal pay etc.

1. **Environment and Sustainability:** The issue of Environment and Sustainability is taught in following papers:

- **Marketing Management (5YRS B.B.A LL.B 5th SEM.):** The subject taught the basic principles for boosting the profit of the organization. The concept of **Green Marketing** is one of the most important aspects of the subject.
- **Law of Tort including MV Accident and Consumer Protection Laws (5yrs B.A LL.B, B.COM LL.B & B.B.A LL.B 1st and 3yrs LL.B 1st semester):** Tort of nuisance, Principles of Absolute

and Strict liabilities.

- **Law of Crimes-I** (5YRS B.A LL.B, B.COM LL.B & B.B.A LL.B 5TH AND 3YRS LL.B 1ST SEM): Punishment for causing Public Nuisance related to Environment, causing harm to any public property (forest, animals etc.).
- **Company Law** (5yrs B.A LL.B, B.COM LL.B & B.B.A LL.B 6TH and 3yrs LL.B 3RD SEM): Corporate Social Responsibility.
- **Environmental Law:** (5yrs B.A LL.B, B.COM LL.B & B.B.A LL.B 8TH and 3yrs LL.B 4th SEM) (The concept Sustainable development, environment protection, fundamental duties of State as well as Citizens of India to protect and improve the environment and to have compassion for all living creatures, International Declarations, Conventions and covenants relating to Environment, absolute liability doctrine)

- **Labour and Industrial Law(II papers,** 5yrs B.A LL.B, B.COM LL.B & B.B.A LL.B 6th & 7th and 3yrs LL.B 3rd & 4th SEM), Provisions relating to Hazardous Industries.

3. Human Values and Professional Ethics: The issues Human values and Professional Ethics is taught in following papers:

I. Professional Ethics & Professional Accounting system: (5yrs B.A LL.B, B.COM LL.B & B.B.A LL.B 7th & 3yrs LL.B 3rd SEM) Professional ethics and values of the Profession, duties of advocate towards client, court, society, colleagues, staff etc.)

II. Alternate Dispute Resolution: (5yrs B.A LL.B, B.COM LL.B & B.B.A LL.B 9th and 3yrs LL.B 4th SEM) Free legal aid, Speedy dispute resolution.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 2

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 73.72

1.3.3.1 Number of students undertaking field projects or internships

Response: 606

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise / year wise A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 18.31

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	21	35	19	20

File Description

Document

Institutional data in prescribed format

[View Document](#)

List of students (other states and countries)

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 67.75

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
303	256	208	186	108

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
320	320	320	320	320

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 98.13

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

2016-17	2015-16	2014-15	2013-14	2012-13
30	32	32	32	31

File Description	Document
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Institutional data in prescribed format	View Document
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2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Indian Institute of Legal Studies (IILS) strives for delivering efficient and effective system of learning to the students with the quality assurance and also nurtures the students for critical thinking, innovative thought process and enriches the scientific temperament of the students. The Teachers of IILS are always focused upon the students and their adaptability aspect such that learning and apprehension credentials of the students are equally and uniformly scattered. To make learning process more effective teachers are delivering learning by adopting modern technology in the way of showing power point presentation, audio-video multimodal tools and other ICT methods in smart classrooms. For practical understanding of subjects field visits are being organized by IILS in neighborhood. Conversely students are also encouraged to adopt the modern framework of learning.

From the very beginning after admission the college takes numerous initiatives to make teaching-learning processes interesting for the students. After admission special Orientation program is conducted so that the students feels comfortable, readily adapts themselves with the rule of IILS and they can appreciate their responsibilities to perform roles as a good students. Since IILS also draws student from Bhutan, Nepal and Bangladesh, it is an imperative to hold special orientation- classes and programmes for them so that they are quickly sensitized and acclimatized with the rules and regulations of the college pertaining to them as good students.

Over a period of time by means of evaluation in class tests which are held every month combined with performance in co-curricular and extra-curricular activities as well as views of the teachers as assessed in classroom teaching, the college will categorize the students in two groups of slow learners and advanced learners. For **slow learners** numbers of measures are taken by the institute to enhance their learning capacity for example remedial classes on regular basis, extra care and attention, direct communication with the teachers at personal level are provided by the teachers in addition to regular classes. For the **Advance Learner** College takes initiatives to enhance their knowledge and skill sets by encouraging them to study in the Library for longer periods after the classes are over. These types of students are exhorted under active

guidance of the teachers to browse reference Books and Journals both online and hard copies so that they get more scope to explore the fields of their interest. We have the Students Councilor for providing support services to both the slow learners and the advanced learners. Further the students are involved in class teaching under the supervision of the faculty members in the topics compatible to their interests and they are allotted topics for Seminar Lecture. The students are encouraged to visit other Institute in and around Siliguri and North Bengal to make the students get necessary exposure.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 48.35

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangin) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The Indian Institute of Legal Studies has a vision of creating a community which should be composed of the most committed students who are able to solve the legal and social problems so that they can promote justice and be compassion towards the members of the society. The institute also has the vision of imparting the advocacy skill to the student as this advocacy skill is important while entering into a legal profession. Keeping this mission in mind, the students strives for innovative measures where they learn by enhancing their learning experiences. As an experimental learning process the students of the institute organize various programmes such as “**Youth Parliament**” every year on 26th November (Constitution day) to facilitate the aspiring students to exchange their views on some current issues like “**Right to Privacy, Triple Talaq, G.S.T, L.G.B.T Rights**” etc. They participate in **class presentation** in various modes such as **PPT, paper presentations, class debates, Poster Presentations**, illustrations etc thus

enhancing their knowledge. They also have undertaken various **special projects** related to their subject on various fields such as **Human Rights, Criminal law** etc. They have undertaken projects on **Anti Human Trafficking, Drugs Abuse, and Domestic violence** and so on. For the purpose of the same they have visited the **Indo- Nepal Border, Indo- Bhutan Border** under the guidance of the faculties and the SSB at the border. They have taken legal education forward as they shared their knowledge and sanitized the locals of those regions in regards to sensitive issues such as Drugs Abuse, Menaces of Human Trafficking, Domestic Violence etc. By conducting such field visits they have enriched their knowledge and they guide the juniors in the same way. Our senior students also participate in **CLASS TEACHING**, where they take classes of the junior semester in the presence of the faculties thus developing the skill of public speaking. Every year our students organize **SAARC** as well as National **MOOT COURT** Competition, where they themselves select the topic thus again enriching their skill. Our students just do not limit themselves to the classroom studies; they also participate in various programmes, where they gain as well as share knowledge, such as **Traffic awareness programme** with the help of the Metropolitan Police. We have elocution programs in our college for grooming the students for public speaking. Our students attend various workshops on different legal aspects both National as well as International level. The students of ILS have also participated in the Inter-college capacity development program and ILS has also taken initiative to conduct such programs. Some students have attended 21 days **DIPLOMA COURSE** on Economics social and Development rights in **Katmandu School of Law, Nepal**. Our students have also undertaken **SHORT TERM INTERNSHIP PROGRAMME** at **National Human Rights Commission, New Delhi**. Our students also contribute their knowledge by writing articles in **IILS QUEST** a student journal which is another innovative way of studies. As a practical experience our students visits Court rooms regularly to witness the proceedings of the court.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 17

File Description	Document
Any additional information	View Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 48.35

2.3.3.1 Number of mentors

Response: 17

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Every class of IILS consists of a good numbers of students each individual has distinctive qualities and enough diversity in a group. Keeping in mind the aptitude and the composition of the students of a college level, our faculties take special care and caution while dealing with the students. The faculty member always explores and adopts the innovative and creative teaching and learning methods in addition to regular classroom deliberation for example, **Power Point Presentation, Classroom Presentation, Class Teaching by the Students, Problem Solving method, Debate, Quiz, Poster Presentations, Comparative Study Analysis, Critical analysis of Supreme Court and High Court Decisions, Moot Court Classes, Mock Parliamentary classes, Field visits (special mini empirical projects), Showing of Documentaries, videos, Short Movies etc.** As college believes in holistic teaching, keeping in mind the same the college organizes **Special lectures by Clinical Professors and Public Officials (Administrative, Police and armed forces)** to enrich the students in both theoretical as well as practical aspect of the subject. There are very few students who come from different regional background where it is difficult for them to follow English language. Therefore for these special students special **English Lab classes** are arranged so that along with law they also enhance their knowledge over English language. **Remedial Classes** in regular basis for the students who are a little slow learner, or who have missed the classes for some inevitable reasons, so that during that hour they can clear their doubts regarding their subject and the teachers can give them special attention. Our students undertake **project** on every subject, on which the topics are prepared and allotted are research based doctrinal and empirical study. They also undertake **special mini empirical projects** on various social - legal issues related to subject like Drug Abuse, Child Trafficking in border areas, environmental issues etc. The project undertaken by the students are not just limited to law subjects but also other fields like **society and law**. IILS adopts innovative way of evaluation of the same that is by individual presentation of the students on the work which they had submitted and then question answer round.

In one hand creative teaching learning process is very important at the same time on the other hand the proper and continuous evaluation is also an important aspect of teaching and learning process. IILS do take proper care of both the sides. IILS believes in **continuously evaluation** of the understanding levels of the students for proper learning of the subject. One of the modes of continuous evaluation is conduction **weekly test** regularly of all subjects. Earlier we use to conduct monthly test of all subject in one day but after analyzing we reformed the evaluation process from monthly test to weekly test on every Saturday. The test papers are being checked by the faculty members on the same day and on next Monday the answers written, mistakes pointed out are discussed so the students can rectify the mistakes and can frame the answers properly.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 2.05

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 0.41

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 4.05

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Indian Institute of legal studies, pioneer of legal education strongly believes in the strength of the students they prepare. The responsibility of imparting legal education is incomplete for us until we are satisfied with the overall development of each student. Continuous evaluations of the students are our prime concern as it reflects the image of our commitment and hard work. Indian Institute of Legal Studies proudly states that it organizes **Weekly Tests** every Saturday on different subjects throughout the Semester, to analyze the development in each student. Saturday test reflects the understanding of each student in the class, and the teacher concerned, on every **Monday**, after correction discusses the shortfalls if any of the students in the class. This is one of the most impactful exercises which are followed religiously in our college that gives us a clear idea as in where our education is heading towards. The process of teaching is conducted in the form of two way communication during such classes to stimulate an active class discussion and participation from the students end. Every weekend each student is evaluated about their understanding of the subject. **Class Presentations** is another such mechanism where we evaluate our student's development. Each student is asked to give a glass presentations frequently on the topics allotted so that their knowledge as well as the confidence in them grows. Each and every report is prepared by the teacher

concerned and they are discussed thoroughly in meetings as in how the short falls can overcome. IILS takes immense pleasure to state that, **the viva voce examination** conducted in our college is also another impactful mechanism where there is a continuous evaluation in terms of their performance. Each student is asked to give a presentations on the topic allotted, in presence of the entire class and then the viva questions are asked. This is a reform that was brought to bring some developments, as earlier the practice was that, each student were asked separately, but now the process has changed. The college takes special care to ascertain the **Attendance** of ever student in the class. Every month the attendance report is prepared by the concerned teachers and accordingly the students are identified who attend fewer classes. This is our method of internal evaluation as by this exercise we can categorize students on academic basis. We also bring a point to further counsel such students and also at the same time if the problem persists, we call their parents confidentially and talk to them regarding the student's development. Almost every class has a **Mentor** in the role of a teacher, where if any students want to talk the teachers about their problem, they can address them. This is also another way of internal evaluation as in such cases the teacher can evaluate the lacunas, if any that can be addressed and cleared. Various events and programmes are held where students are asked to volunteer themselves in different roles.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The mechanism of internal assessment adopted by the college is comprehensive and transparent. We adopt the mechanism of continuous evaluation by conducting weekly tests for the students whereby they are evaluated in accordance to their performance through their writing skills. Moreover, we also conduct classroom presentations to be delivered by the students, both orally and through power point presentations to check their speaking skills. The progress of the students is continuously monitored by the teachers of the concerned subjects. We also conduct internal programs like class debates, Mock parliaments and intra moot court competitions amongst the students of different semesters. The students' progress reports are evaluated by the teachers individually and they are discussed upon in the monthly faculty meetings. Thereupon, the teachers identify the slow-learners and the fast-learners. After such identification, special care and attention is given to the slow learning students, by arranging remedial classes for them and at times even they are asked to interact directly with the subject teachers to discuss upon their problems, after their normal class hours. The fast learners are asked to take classes on different subjects of their junior semesters, in presence of the concerned subject teacher, whereby their learning skills are more polished and they are also allowed with extended library facilities to enhance their skills of learning. The college also organizes different extra and co-curricular activities and the students are continuously motivated to take part in such activities in as many numbers as possible. Such activities are also a part of the internal assessment mechanisms whereby the college wants the students to excel not only in academics but also in enhancement of their extra and co-curricular interests. The students are continuously guided and motivated by the teachers, taken special care of in case of weak students, attention is given for the enhancement of skills of the better students and they are put under regular evaluative measures which is discussed by the faculty members and measures adopted accordingly for the concerned students. As we believe that a student requires continuous motivation and guidance so we conduct Parents - Teachers meetings to interact

with the parents of the child and to mould a child taking along all the perspectives together. This process of assessment is based on the CCE theory (Continuous Comprehensive Evaluation theory). Students are provided with report cards on semester basis in which students are graded on the area of percentage wise attendance responsiveness in the class and the academic achievements of the student. These above mentioned mechanisms are formative in nature, where the students are provided with beyond classroom deliberations which also includes field visits on different legal and social subjects, special lectures delivered by eminent professors and legal professionals including Judges of different High Courts and Supreme court of the country, who are experts on different subjects. The college provides maximum exposure to the students in terms of allowing them to participate in different inter-college competitions like moot court and many other, throughout the country and even abroad.

File Description	Document
Link for Additional Information	View Document

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

Response:

The Indian Institute of Legal Studies has constituted an examination committee to handle all issues pertaining to conduct of college Examinations and University Examinations. The Committee screens the % attendance of students to decide eligibility to appear at university examination at the end of semesters. The rules of the university are strictly adhered to in this respect. This committee is also responsible to respond to the students grievances, if any, in the pre-examination period like assisting them in filling up of Examination Form, providing information and data as may be required and non- recipient of Admit Card in due time. Other issues, if any, are also looked after.

However, it is to be noted that very little scope is lying with the college to address and resolve examination related grievances as these matters are dealt with by the affiliating University. In such cases, the students are assisted and guided to record their grievances in the form of written applications, which is addressed to the Controller of Examinations of the affiliating University, through the principal of the college. These grievances usually include post-publication scrutiny and re-assessment, mistakes in mark sheets, printing and other minor errors etc. The college will immediately forward the applications to the concerned authority. The matters are then processed as per the rules by the Controller of Examinations of the affiliating University. In case of delay in receipt of reply/ response, the college will pursue the matters for speedy redress. In case of detection of unfair means adopted in the examination hall during university examination, the matter shall be referred to the university with the incriminating documents as may be reported by the invigilators. The university shall process the matter in its Malpractice Committee after giving the concerned students opportunity of being heard.

However, the college has an internal committee called “Inquiry Committee on Malpractices” for college based internal examinations/tests. In any case of incidents relating to adoption of any unfair means in the examination hall by any student during any college based examination/test, the matters are referred to this committee for disposal, at the earliest, by giving opportunity to the student of being heard.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is made with the purpose of synchronizing the internal functioning of the institution and the smooth progress of the institutional and academic activities including all the co and extra-curricular activities. *Indian Institute of Legal Studies* is recognized by the Bar Council of India, New Delhi, and University Grants Commission and affiliated to the University of North Bengal. The Academic Calendar of the Institute is prepared keeping in consonance with the Academic Calendar of the Affiliating University.

The institution, at the beginning of every semester sits at the faculty council meeting and formulates the academic calendar for the upcoming semester in consonance of the Academic Calendar of Affiliating University. The academic calendar consist of Dates of Admission of students, Commencement of Classes, Distribution of Project topics, submission of Project Topics and Commencement of Viva voce Examinations, last Teaching Day, Submission of Internship Diary, and Commencement of Examination. Accordingly the Institute plans for other activities also.

As per the Academic Calendar the classes are commence on the prescribed date in the Institute. The schedule of Distribution of Project Topics, Submission and viva Voce Examinations are planned and executed accordingly. The schedule of viva voce examination was from 12th December to 23rd December, 2017.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Indian Institute of Legal Studies, Dagapur, Siliguri affiliated to North Bengal University, West Bengal, works with whole heartedly and with outmost dedication to attain the program specific outcomes and course outcomes for programs offered by the college. The website of Indian Institute of Legal Studies, Dagapur, Siliguri, is one of the prime evidence to verify the above statement.

The website of Indian Institute of Legal Studies, under the URL <https://www.iilsindia.com> has displayed all relevant and necessary information pertaining to the courses offered by the college in details. The information is not only limited to this but it goes into more in-depth data like the syllabus, academic calendar, exam schedule, internal assessments, co-curriculum activities, extension programs, field visits/study, academic tours as well as extra-curriculum activities. These programs are monitored with strict vigilance and are updated on frequent basis in a sequential manner with latest program appearing on top.

Various programs held in and by the college are uploaded in the college website with its schedule. Once a program gets over, the outcome of it is again uploaded in the website with its photographic representation. The programs like Internship to be adopted by the students, project works assigned to the students both major and minor in nature, the intra-moot court competitions, clinical legal aid programs undertaken by the college and other current events held in the college and by the college are uploaded in the website with its descriptive analysis of its outcomes and impacts on the students, their learning process and the society overall. All these above mentioned programs are pre scheduled in the faculty council meeting and are declared through notices by class circulation as well as hoisted in the website. Also special lectures delivered by the dignitaries from the legal and social fraternity, are informed to the students as well as guardians through all these above mentioned methods. Also weekly blogs are uploaded in the websites which are contributed by the teachers and the students of the college. The website have also enabled the students to publish their online journal titled IILS Quest.

Apart from the above given points, the website of the college also displays almost all the student notices which are being circulated in the class as well as which are displayed on the student notice board. All the above information are displayed on the website so that student remains align to the various activities and program which have been or are going to be held in and by the college. The website of the college plays a pivotal role in clear communication of information to the students. The teachers are also intimated about various programs of the college by the means of notices and circulars which are regularly displayed on college website

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Indian Institute of Legal Studies, Dagapur, Siliguri, West Bengal strives very hard for the attainment of program outcomes, program specific outcomes and course outcomes. The program outcomes, program specific outcomes and course outcomes are being evaluated by the college on regular interval of time.

All the programs adopted by the college are well in time uploaded in the website and after completion of such programs, its outcomes are also uploaded with photographic representations. These are done to assess the performances of the students in academics as well as various co and extra-curricular activities.

Regarding the evaluation of program outcomes, Program specific outcomes and course outcomes, the responsibilities and duties of Indian Institute of legal studies are not limited to the internal assessments and weekly test only but it goes far beyond it. The students who are found to be slow learners or hesitant to approach the concerned subject teacher during the regular class period, for them additional support of remedial classes are also provided to catch up with course parts or fellow class mates. The remedial classes are provided in all subjects. To facilitate the students in a better way, extended hours are provided to the entire student strength to avail the library services and facilities. This method helps the slow learners to get more facilities of acquiring knowledge. The slow learners are identified by evaluation of their performance over an academic session and of course by their class response as and when identified by the concern subject teacher. Parent-Teachers meeting are also used as a tool being used by the college to inform and sensitize the parents and guardians about the need to monitor their children or ward. This would also help the students to be not only being disciplined in academics but also to be well groomed when they are outside the college premises.

Regarding the advanced learners or more meritorious students as may be identified through evaluation of program outcomes, they are provided with more support and motivational encouragement to perform even better. To cite an example of the above case of motivation, support and encouragement to the advance learners, a practice of such students are often inducted in taking classes in the lower semesters, so that their communication skill, concept of the subject and the passion for teaching-learning exercise are being encouraged and consolidated for their academic benefits.

Moreover the college takes special initiative to encourage the students in which ever field they are interested related to the course. Because we believe that it is excellence that matters whereby the interests of the students are of utmost importance.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students	
Response: 100	
2.6.3.1 Total number of final year students who passed the university examination	
Response: 99	
2.6.3.2 Total number of final year students who appeared for examination	
Response: 99	
File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Indian Institute of Legal Studies always encourages innovative thinking and empirical method of problem solving and for that it takes all necessary measures and provides necessary facilities to both the students and the teachers to create an ambience of incubation for innovation and self appraisal.

After the admissions students are inducted into the eco-system of the College which provides for advanced learning through the host of activities in the college. Firstly, two days Orientation Program is conducted by the Management, Principal and the Teachers. The Library Secretary along with two Senior teachers conduct the Library orientation Program so that the students can make optimum utilization of the library resources, a special training for using the Journals, AIR, SSC and Manupatra is given.

After such orientation classes the students having different quality and merits are primarily brought under Central Incubation centre of IILS. And then the students interested in specific areas are put under the guidance and training of the teachers dealing with moot court competitions, debates, writing skills, Students Journal, research works, minor projects, various sports activities and other heads taking in consideration the inclination and interests of the students so that they can thrive in that particular area and make it their forte making themselves adept in it.

After the incubation process in the Central incubation centre we have the start-up centre for every section i.e. B.A. LL.B, B.COM LL.B & B.B.A. LL.B where the students are specifically trained as per their needs according to the chosen stream of Law. Students facing any type of problem in fining tune with the eco-system of the College are oriented by the teacher taking care of the particular stream and guided for adaptation.

Programs like moot court competitions and mock parliaments helps the students to interact with the students of other institutions whereby there take place an immense exchange of knowledge. These programs are all organized by the students with the guidance of the teachers.

For example, the college holds a National Moot Court Competition every year. There already exists a moot courts society comprising of 10 student members and headed by a teacher in charge. Similarly, the college organizes the mock parliament every year on 25-26 November to mark the Constitutional Day. The students take all responsibilities to organize such events. Apart from all the exercises mentioned above the newly admitted students are given a fresher's welcome.

The college believes that the above mentioned co-curricular activities organized by the students not only helps them to increase their leadership and participation skills but also helps them to share knowledge with other students from all across the country and even abroad at times. Moreover under the guidance and strict monitoring of prudent teachers, the students feel encouraged, motivated and above all protected. They learn to take calculated risks, they are not afraid to face challenges and in turn the students develop a brilliant skill of handling and managing any adverse situation with utmost skill and smartness.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 5

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	2	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.29**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
6	5	6	6	5

File Description

List of research papers by title, author, department, name and year of publication

Document[View Document](#)**3.3.4 Number of books and chapters in edited volumes, books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.59**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
15	17	8	8	9

File Description

List books and chapters in edited volumes / books published

Document[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

A holistic approach requires a sensitizing approach to the social issues. To meet this requirement, extension activities have been undertaken by the institution to give the students, perception of the social issues all around. Also, understanding the desideratum of this region where poverty and inequality is a

major problem, IILS shouldered the responsibility of providing justice to the aggrieved and underprivileged section of the society.

Thus with the effective and functional 'IILS Legal Aid Centre' comprising of the faculties and students of IILS, to march towards attainment of ideals of 'Social, Economic and Political Justice'. The antecedent behind establishing a Legal Aid Centre was to render justice to those who have suffered injustice and to spread extensive awareness amongst the students and the people.

IILS Legal Aid Centre had organized series of legal aid and awareness programs with the active participation of the students for the purpose of sensitizing the people of different areas, students of numerous schools and colleges and staffs of rural health care centre, Shisu Shiska Kendra (SSK), Integrated Child Development Services (ICDS) etc. in and around North Bengal region. Throughout the year the faculties and students of IILS, organize legal awareness camps to sensitize the students and people from various places and schools, making them aware about the contemporary socio – legal issues (**Cyber Crime, Anti-Ragging, Human Rights, and Traffic Rules**) through their deliberations, PPT tools, skit on the subject and other sources of knowledge.

In the year of 2015 a step further taken by IILS adopting of Gram Panchayat (Champasari) to make it free litigation village. For this project firstly survey was conducted by the students under the guidance of faculty members to identify the problems of the people. In survey process the students found various legal (**DOMESTIC VIOLENCE, LAND ISSUES, MATRIMONIAL, CONSUMER**) and administrative problems (**RELATING TO WATER, ADHAR CARD, RATION CARD, PENSION**) of the people in said areas. They not only sensitize the people but they themselves also were acquainted with the different practical problems of the people. In the year of 2016 December IILS has organized "**Consumer Lok Adalat**" in collaboration with the State Legal Services Authority, West Bengal which was a "Project for rendering Legal Aid on Consumer Related Issues through Alternative Dispute Resolution Mechanism System" within The Sub Division of Siliguri, District Darjeeling.

Another initiative taken by IILS is organization of the event of Youth Parliament from 2016 on National Constitution Day on 26th November on contemporary legal issues (GST, LGBT Rights, Tripple Talaq, Right to Privacy) whereby the students of various schools and colleges actively participate. This initiative is taken by the institute to educate and sensitize the youth on various social issues and how the Parliamentary Proceedings take place and how bills are passed.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government

/recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 0

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of extension and outreach programs conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 2.6

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	3	5	2

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has adequate facilities for teaching learning and fulfils all the requirements of statutory bodies. The institution consists of well equipped **14 classrooms and one Seminar hall** that is sufficiently airy and has good connectivity of LED lights and fans. The classroom consists of effective numbers of desks for the students to accommodate. There are separate table, chair and podium for the teacher as well. Each class room is provided with a high quality white board and a projector to facilitate modern teaching methods. CCTV camera is installed in all the classrooms for monitoring the activities of the students and the teachers. Every possible facility is extended to the student for proper and effective learning in the form of remedial classes and **English lab**. For better learning the institute provides well equipped library consists of over **1500 titles and more than 900 volumes of bound periodicals, including AIR, SSC, CWN, CHN, , Gazettes, C.L.R.J, complete digest of Supreme court cases, Indian Bar Reviews, India international journal of judicial science, Legal Data base (Manupatra online), All England laws report, compendious journals, magazines, books and daily newspaper**. Library of the Institute is also well equipped with **Computer Lab Zone consisting of 11 computers with internet facility**. Library has a reading room for its students and faculties with good facilities of air conditioner, wi-fi.

The institute has an active IILS Moot Society that encourages the students to participate in various Moot court competitions around the country. For the development of the Mooting Skill, Inter Moot Court Competition and Intra Moot court competition is conducted at regular intervals in the institution.

As the part of motivational activities, students of IILS who secure 1st class in their semester examinations are awarded and the college topper is also felicitated. The Institute provides scholarship to the meritorious and financially weaker students.

Rigorous Internship programmes are under taken by the students at the recess of the college in accordance with the guidelines issued by the Bar Council of India. The institution promotes internship at District Court, High Court, Supreme Court, Government Departments, Semi-Govt. Departments, Police Station, NGO, Lawyer's Chamber, Law Firms, Panchayat Office, Municipal Bodies, Land Revenue Office, Reserve Forest & Soil Conservation, Forensic Labarotary, Tribunals, Parliament of India (Lok Sabha Internship Programme), Insurance Co's, Banks. A maximum of 12 weeks internship for 3 year course & 20 weeks in case of 5 year course is mandatory.

To enhance the qualitative knowledge of the students, special lectures are organized at regular intervals by the institute. Some highly qualified dignitaries who have delivered lecture to the students are:-

Prof.Madhumita Dhar Sarkar, Associate Prof, Dept. of Law, Assam University, Hon'ble Mr. Justice Dasho Tshering Wangchuk, Chief Justice, Supreme Court of Bhutan, Senior Divisional Manager, National Insurance Corporation, Siliguri, J.A.K Saikia, Former Chief Justice, Sikkim High Court & Chairman of the

Meghalaya Human Rights commission, Principal, North Bengal Medical College & Hospital, etc.

File Description	Document
Link for Additional Information	View Document

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

Response:

IILS provides enough facilities for the students to play. The institution believes that sports can keep the students fit both physically as well as mentally active. The college has set up an indoor sports area on the fourth floor of the building, which comprises of table tennis, carom and chess. The students are allowed to use that games room during their recess hours as well as after class hours. A games teacher-in-charge has been delegated with the duty of monitoring such students during their play in the games room and a peon is delegated with the duty of ensuring the safe-keeping of the sports equipments. The students are never barred from taking part in such activities, rather regularly monitored and motivated for active participation.

Moreover, the college had also set up a badminton court and a volleyball court in the premise. The students are allowed to use them in the same way as stated above.

The college has appointed a retired former football player, Mr. Chandan Ghosh, as the football coach who is now a coach by profession. IILS has its own football team that takes part actively in all inter-college and inter-university tournaments. The football players of our college practice in Dagapur Tea Estate Football field for which permission has been sought from Dagapur Tea Estate. Also IILS has its basket ball team of both boys and girls and volleyball team of both boys and girls, who participate in all possible inter-college and inter-university tournaments. The college provides its own space as practice area for them as well as time for practice, and the attendance of the players are given special consideration. The area in Square feet for the court is 3360 sq. ft which is utilized for the purpose of both Volleyball and Badminton and the court measures 1758 sq. ft. and 882 sq. ft. respectively and for indoors an area of 2208 sq. ft. has been allotted.

The college always motivates the students to participate in maximum and for which the selection process is also made transparent and impartial. Special emphasis is given to make sure that students from all the semesters take active part in such sporting events. The college also organizes intra-college sports competition every year and maximum student participate in that event. The winners are awarded which also serves as a motivation for them to do better and for every student as well.

IILS organizes a lot of cultural events every year. Celebrating birthdays of different eminent persons like Rabindranath Tagore, Bhanu Bhakt, Netaji Subhas Chandra Bose, etc are observed with great enthusiasm and honesty. The college observes Republic Day and Independence Day by hoisting the National flag followed by cultural programs, whereby the patriotism amongst the students are evident from their enthusiastic participation. Other than these, the college also organizes cultural events every year in which

maximum students participate with great vigor. The college ensures that the students are active, alert and fit.

File Description	Document
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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation excluding salary for infrastructure augmentation during the last five years.

Response: 100

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
151.59	113.72	97.18	55.93	49.29

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

Advisory Committee: The College library has Library Advisory Committee which addresses issues and grievances pertaining to library matters and makes the library student-friendly.

Total Area:· 2245 sq. ft.

Total Seating Capacity:· 100 STUDENTS

The library remains open on Monday to Saturday. The timings are 8.00 a. m to 6 p. m.

The library has separate reading area for the faculty and students. It has a separate digital section, video library, periodical and magazine section. It also has the archives to document and maintain the history of the institution.

Purchase and Use of Books

To review the requirements of Books and E-Journals, Journals for inclusion as recommended by the academic Departments as and when required.

ICT and other Tools Deployed:

The library has OPAC facility to search the collection.

In the library,

· four OPAC machines are installed to help the users. OPAC has basic and advance search facility. Users can also identify the latest books through the OPAC. Library also has WEBOPAC facility.

· library has access to federated search engine such as, JCCC (<http://jgateplus.com>), and Knimbus (<http://knimbus.com/web/home.jsp>). These resources help the users to search the multiple databases.

Library Website:

Library has its own website accessible at: The electronic resources are listed in alphabetical order by subject, e-resources wise.

Library automation: Library is automated using SOUL 2.0

· Library Management System (ILMS)

Total number of computers for public access: 9 + 4 OPAC+ 4 for 6 students. Total= 17.

Total numbers of printers for public access. ONE

· Internet bandwidth/speed: 3.1 Mbps

· Institutional Repository: The library has developed the institutional repository (IR). The IR is accessible on Local Area Network. Content management system for e-learning. · The library is a member of N-LIST

Specialized Services

Manuscripts: Library has some archival material related to the college, including rare photographs.
Reference: Library provides reference service to users. Help 1 and Help 2

- staff help the users to provide this service.

Reprography:

- ILL (Inter Library Loan Service): Yes
- Information deployment and notification (Information Deployment and Notification): NA Download: Users can download the articles and other documents through the
- library website.

Printing: Through the Internet Resource Centre Reading list/ Bibliography compilation:

On demand and compile the list of

- new books on monthly basis. In-house/ remote access to resources: Users of the library has facility to
- access the N-LIST resources remotely. User Orientation and awareness: In the beginning of session each and every
- class of students visit the library. Assistance in searching Databases: Every time the staff in the periodical and
- magazine section help the users to search the databases.

The Library staffs helps the students and teachers to search the OPAC (Online Public Access Catalogue), reservation of books, locating the relevant books on the stacks. The Staff at help desk 1 and 2 are deputed for this purpose.

Feedback Mechanism In the library, suggestion box is available to improve the services. The feedback provided by users is implemented with the approval of the Principal.

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for

library enrichment**Response:**

- A library in any educational institution is an integral part and plays a crucial role in teaching and learning processes. Keeping this view in mind and meeting this indispensable need, IILS has developed a well documented, systematic and enriched library to aid the students in their learning process. The composition of books our library is as such that it serves the need of any modern technique of education. The college has a well equipped library with rich collection of books and journals both National and International. The college library is rich with subscription to a large number of academic periodicals and data-bases.
- **Manuscripts:**
- Critical Appraisal of the Enforcement of Absolute Liability and its Implication thereof in India- Dr. Ishita Chatterjee
- Our students have undertaken **mini projects** on human trafficking, drugs abuse, environmental issues, labour disputes and Human Rights. The Following are the details
- A Survey of Adults and Children Involved in Drug Related Activities in and around Naxalbari and Panitanki Area: Paromota Sarkar, B.A.LLB Semester VI
- A Survey on wage structure of stone breaker of Wilson Bridge: Kiran Dolly 5 Years
- A Study of Treatment of Domestic wastes by Siliguri Municipal Corporation :Anita Barman 5 years VIII Semester
- A Study of Treatment of domestic waste in Siliguri Municipal Corporation: Sushma Gupta 5 years VIII Semester
- A Study of Compliance of Law Relating to Small Scale Industries in Darjeeling District of North Bengal: Susmita Rai 5 years VIII Semester
- Study of Bio Medical Waste Disposal in Nursing Homes within the area of Pradhan Nagar Police Station : Tenzin Yangzom, 5 years VIII Semester
- To study the laws relating to sexual Exploitation of Girls below 18 years in Siliguri Junction Area: Jhankar Chhetri, Sujata Bose,Debarati Nandi, Neha Gupta 5 years IX Semester
- A study of the role of Local Self-Government in Protection of River Mahananda: Kaushik Ghosh 5 Years IX Semester
-

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

1.e-journals

2.e-ShodhSindhu

3. Shodhganga Membership**4. e-books****5. Databases****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 1.64**4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
1.82	1.40	2.31	1.20	1.47

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 29.8

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 250

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The Institute provides a comprehensive IT policy with regard to IT Service Management such as Information Security, Network Security, Risk Management, Software Asset Management, Open Source Resources.

The institute has its managed LAN switching and is maintained by institute itself. The LAN has Wi-Fi and wired nodes. IILS has very high end core switching and routing capabilities. IILS provides access to different services like E-governance, Web Kiosk, Websites and access to various servers (Windows) for computing and storage purposes.

With the growth of users, IT services and increasing internet bandwidth demand, the institute has scaled up the switching capabilities and implemented latest managed wired and Wi-Fi access. The institute has very high-end core switches and servers. The institute has implemented private Cloud to provide high quality services to end user and for ease of management. The institute is committed to provide state-of-the-art IT infrastructure and services.

- IILS indulges into monthly maintenance and update the Computer hardware/ software, internet, projector and over all ICT infrastructure service.
- The campus is Wi-Fi enabled, students can access the internet facility round the clock with 2MBPS speed connectivity to enhance their knowledge bank within the college premises.
- There is a well equipped computer lab zone inside the library so that the students can get access to e-resources and the online data which works as an aid to suffice their academic need.
- College classrooms are well equipped with LCD projectors for showing power-point presentations, diagrams and other audio-visual projection in order to make the teaching-learning process even more interesting and quick-grasping. Teaching sessions are coupled with technology enabled smart classes maximizing the impact of effective teaching learning process. College has a well maintained website with well furnished information.
- The college is equipped with two photocopy machines, one Scanner and two digital printers, and all together 20 computers with UPS.
- The college has 100% power back up through generator to support all the internet and computer system.

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

4.3.2 Student - Computer ratio	
Response: 41.1	
File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
<5 MBPS	
5-20 MBPS	
20-35 MBPS	
35-50 MBPS	
Response: <5 MBPS	
File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	
Response: Yes	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years
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Response: 95.33

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

2016-17	2015-16	2014-15	2013-14	2012-13
151.24	110.16	94.85	50.45	45.44

File Description**Document**

Details about assigned budget and expenditure on physical facilities and academic facilities

[View Document](#)

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

Response:

As per the vision of the institution, it has been earnestly providing its concern and devotion towards achieving its goal not merely concerning the academic excellence but also assuring and delivering infrastructural facilities for its students, teaching staffs as well as the non-teaching staffs.

The institution has a well kept eco friendly compound, it also assures RO-UV clean drinking water facilities centrally and point to point water jars on every floor and additionally free wi-fi connections are made available for its members. All the class rooms are spacious, well ventilated along with the installation of fans. Additionally, class rooms are also aided with projectors which are used for power point presentations delivered by the teachers as well as by the students. Lecture hall is also made available to the students which are primarily used for delivering special lectures, debate competitions, and parliamentary sessions to name a few.

The institution also has a Library Advisory committee ensuring a convenient link and easy access to library for its students and its staffs. They also refer updated books and study material, keep an update about it as well as forward books/journals requirements as per the need of the subject concerned. It holds 936 books with 2939 copies of Journal, 524 Central Barracks, and 53 State Barracks. Eleven desktops are made available with internet connections. The students are also privileged to avail the facility of Manupatra in the college library.

The Institution also ensures outdoor games such as basket ball, foot ball and volley ball. In-door games comprise of carom, chess and table tennis. The selection is done in an unbiased manner by hoisting intra college sports competition based on which the deserving and meritorious sportsperson are selected who shall represent the college for inter-institutional sports competition. Annual sport tournaments are held for which a sport committee has been formed comprising of the two faculty members as its committee members.

File Description	Document
Link for Additional Information	View Document

NAAC

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 Government during the last five years

Response: 9.83

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
34	11	7	14	10

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 19.57

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
45	48	35	29	12

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

- 1.For competitive examinations
- 2.Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

- A. 7 or more of the above
- B. Any 6 of the above
- C. Any 5 of the above
- D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 2.26

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

2016-17	2015-16	2014-15	2013-14	2012-13
15	16	00	00	00

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage 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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 61.82

5.2.2.1 Number of outgoing students progressing to higher education

Response: 34

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 1.33

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0		0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	10		15	10

File Description	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 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	00	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Indian Institute of Legal Studies has been ensuring to its students excellent academic opportunities as well as aspiring them to become active and responsible individuals with sharp leadership qualities. It has taken the utmost initiative by laying the foundation for its students by providing them strong support with the objective to cast them into a visionary and infusing in them the limitless determination.

The Institute as such does not have a Student Council in the pattern of election or selection but however, the college has ensured to involve its students in all the academic and other related activities for the academic and administrative welfare and purposes. The students representatives are nominated by the Governing Body who becomes the integral organ ensuring the proper dissemination of its entrusted duties and responsibilities. The representatives are not merely content with discharging his/her duties and responsibilities but as a matter of fact are individuals who stand true and excel in his/her academic and non-academic endeavours based on which its primary selection is done and the student from the senior most semester becomes the member of the governing body also as the students representative of the College. By following this mechanism the students are also involved in the management of the College activities.

All the student representatives collectively are entrusted with essential functions concerning the queries regarding the students and conveying them to the Governing Body of authorities of the Institution. Apart from its official role as an intermediary, such representatives are the primary participants involved in the sub-committees of the Institution which are formed taking into consideration the students interests. The representatives as such, being the essential ingredient of the Governing Body, are also the primary members and torch bearers of such sub-committees such as Anti-ragging Committee and Anti-Sexual Harassment Committee. The academic contributions are also taken care of by the representatives such as activities concerning the conduction of Debates, Moot Courts, Youth Parliament, Publication of Journals such as IILS Quest to name a few. They are also given financial assistance as may be necessary and guidance of teachers whenever sought for. The Governing body along with the entire faculty members supervise and monitor these activities without encroaching upon their freedom of office.

Therefore, the students representatives entrusted with the immense responsibilities and duties have invariably stood true to its position and safe guarded the interests of the students and support services.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 6.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	6	7	5

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association (Chapters registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The foremost goal and objective of Indian Institute of Legal Studies is to establish cordial nexus between the students and the alumni. This would create a conducive atmosphere amongst the students to take the upcoming alumni's as role model and achieve greater heights. The main objective is to strengthen the alumni association by enhancing greater networking of the alumni's.

Institute organizes Alumni meet once in a year in the institute to network and collaborate with the Alumni, to take Alumni feedback to improve functioning and services of organization. The alumni association works to bridge the gap between the industry and academics. The objective of the association is to promote & foster mutually beneficial interaction between the alumni & the present students of ILS & between alumni themselves.

To encourage the alumni to take an active & abiding interest in the work & progress of the Institute, so as to contribute towards the enhancement of the social standing of their alma mater.

Alumni are invited on campus to share their experience with our students and faculty members

The following initiative help the Alumni add value to the Institute as well as enhance their own career

Alma Connect Portal: The Alma connect portal is a platform to connect with faculty members, existing students and other alumni.

Alumni Connect Session/ Guest Lectures:

Highly experienced alumni are invited to campus to share their experience with our students and faculty members. These sessions either delivered on specific topics or are informal interactions where queries of students related to job, curriculum and career growth are answered by experienced alumni who are working in good companies.

Alumni Mentoring: This is an initiative taken up by the Institute where each student gets an alumni mentor based upon their area of specialization or the sector where they would like to work. Through the experiences of the mentors, the student gets an opportunity to learn more.

Alumni Engagement for Placements:

- Live Project: Over the past few years, alumni have been instrumental in bringing live project opportunities for the existing students.
- Group Discussion / Personal Interviews: At the time of admissions, a panel of alumni are invited to campus to take interviews for the new academic batch along with the faculty members.
- Curriculum Feedback: Curriculum feedback is taken from the alumni during module plan preparation and review to ensure that the curriculum is at par with the industry requirements.

Membership: Any person who has graduated from this College with a BA/B.B.A/B.Com LLB 5 YEARS and 3 years LL.B degree from the Indian Institute of Legal Studies and recognized by the appropriate government authority shall automatically qualify as a member. However, to be qualified as an active member an annual membership fee will have to be paid.

Management: The management of the Alumni Association shall be vested in the Executive Committee, which is composed of all the Officers of the Alumni Association. The members of the Alumni Association will be organized into chapters.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	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 an effective leadership in tune with the vision and mission of the institution

Response:

VISION:

“EDUCATION IS THE MANIFESTATION OF PERFECTION ALREADY IN MAN”

- Indian Institute of Legal Studies was established in the year 2010 with the vision of forming it as a centre of excellence in the field of legal education not only in the North Bengal region but internationally by evolving into a unique system of imparting legal professional education.
- The broader vision is overall development of the students so that they can be a better citizen of the country and can make contribution for the betterment of the society.
- To produce the sincere, disciplined and focused legal professionals for the National.

MISSION:

With the intention to convert the vision of the Institution in reality and to achieve the following goals:

- Active participation of private capital in the sphere of education, to meet the standards lay down by the Constitution.
- To provide holistic world class legal education, facilities and opportunities to the students.
- To create a feeling of professional and responsible citizen of the nation among the students.
- To give proper room to develop the independent thinking power among the students keeping in mind the practical approach for reality of outer world.

The Nature of governance of IILS is autonomous, democratic, transparent and participatory. The process of decision making in Academic as well as Administrative sphere in IILS is of ascending in nature that is bottom to top approach. After looking into the recommendations and proposals for any activities made the respective person concern the Authority gives final shape to the said proposal.

Activities :

- For enhancing the academic excellence IILS organizes National and International seminars, SAARC Summit, SAARC Conclave, symposiums, workshops, conferences, training programs, Mock Parliament, Moot Courts and special lectures etc. by the Clinical Professors in the various discipline. The result of such is our students had actively participated in Various National Moot-Courts Competitions, and **INTERNATIONAL RESIDENTIAL SCHOOL ON ECONOMIC AND DEVELOPMENT RIGHTS.**
- With another goal of promoting awareness among the people, In the year 2013, IILS established its Legal Aid Centre and over the years we adopted a Gram Panchayat (Champasari) to make it a

litigation free village. IILS conducts legal awareness camps not only at mainstream places of North Bengal but mostly in the suburban areas of North Bengal.

To further the major academic plans for the upcoming three years are as follows:-

- 1.To introduce the L.L.M. program
- 2.To introduce M.A. in Public Administration/ Public Policies and Governance Studies.
- 3.To introduce with the SAARC centre for Environmental Studies.
- 4.To set-up of a new Law College in the marginally located District of North Bengal.
- 5.To start with the B.COM LL.B.(Hons) & B.B.A LL.B.(Hons)

Apart from these, there are short term goals towards advanced learning processes which the College from time to time adopts as per the requirement. For e.g. introducing of new subjects in the Career Advancement Courses conducted in the college, Career Oriented/Skill Development Programmes as a policy of dual degree system.

NIAAC

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

An important success story of successful and effective institutional practices in terms of decentralization and participative management is the second **SAARC Law Conclave** held at Indian Institute of Legal Studies in the month of February from 26-28 in the year of 2017. Senior functionaries in the Law Institutions like High Courts and Supreme Courts from Nepal, Bhutan, Bangladesh, Sri Lanka besides India participated in the conference. Furthermore, the Judicial Officers from West Bengal , particularly from the Darjeeling district, several eminent academicians and scholars from the academic fraternity were present in that legal summit which eventually deepen and augmented the intensity of this SAARC Law Conclave pertaining to **Legal Education and Practice : The Emerging Trends and Remedies**. All the

students of IILS, alumni, teaching faculties, teaching faculties of other institutions, universities were present there and graced the occasion.

A Case study reflecting the practice of decentralization and participation in Management for decision making in our College is illustrated below:-

Stage I- The Teachers' Council floated the idea of conducting the SAARC Conclave.

Stage II- Students Response was sought by convening students' assembly.

Stage III- Teachers-Students meeting was conducted to submit the proposal of the Conclave.

Stage IV-The IILS authority approved the proposal.

Stage V- Being chaired by the Principal, Teachers-Students meeting decided different sub-committees under the Organizing Committee.

The entire event was undertaken by the seminar organizing committee and the various sub-committees which were responsible to look after a separate and individual aspect namely, Academic Review Committee, Hospitality and Reception committee, Decoration Committee, Food committee, Overall Management Committee etc. Each and every sub-committee was composed of few students headed by a teacher. The grand mega-event namely SAARC Law Conclave ,2017 organized by Indian Institute of Legal Studies succeeded to impress and make an impact on all the guests, participants and dignitaries with its systemic, well planned and coordinated logistic, hospitality and most importantly academic management accomplished with an exemplary level of professionalism, discipline and commitment. The entire deed is only one illustration of participative management with decentralized powers and functions as well as duties and responsibilities.

With a view to achieve the objectives stated, committees are framed comprising the teachers and the academic staff in some cases. To name a few , the institution houses Admission Committee, Examination Committee , Faculty Council, Performance and Appraisal Committee, Committee to conduct the Legal Aid Clinic and Legal Aid Camps, Student Counseling Committee, Academic Calendar Committee , Library Standing Committee, Journal Publication Committee , Malpractice Inquiry Committee, Moot Court Committee, Seminar Core Committee, Cultural Committee and so on. Functions of these committees relies on striving hard to achieve its pre-determined and pre-decided tasks and objectives by involving the members as well as other stake holders , ascertain view and feedback from each other, discussion and brain storming in a spirit of mutual respect and trust and preparing the blueprint of future action plan and its execution.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The management of this college has a formally stated quality policy and is committed to:

- Provide excellent infrastructure facilities
- Employment of highly qualified and experienced faculty
- Understanding needs Strengths, weaknesses, views and opinions of the learner from rural area and hilly area of Darjeeling, Kurseong and Kalingpong districts
- Encourage the faculty and learners for improvement in qualifications by using available recourses.
- Promote Court- College interaction.

These policies are fine tuned and driven after discussion with the Management and Principal. The quality policy is published and disseminated to various stakeholders. The college undertakes various activities to fulfill the quality policies.

Deployment of Demand Driven quality policies:

Faculty uses innovative methods of teaching learning and research. The college has evaluation procedures such as practical orals, assignments, seminar, projects, internal and affiliating university theory examinations, feedback from students and stakeholders.

Review of quality policy:

The review and monitor of the quality policies is done by a Committee. This committee checks the course file, lesson plan, made by the staffs and suggests the corrections if any. It also takes the feedback of the students and suggests the modifications to the teacher for the quality improvement.

Aspects considered for inclusion in the perspective plan:

- Reforms in Infrastructure.
- Introduction of new courses such as LL.M as per the student demand
- Increase in student's strength.
- Developments in sports activities and participation of students increased in sports.
- Research activity focused on regional and national developments.
- Changes in teaching methods, learning recourses like library and evaluation process.

Internal organizational structure and decision-making processes

The Principal and the Registrar is the head of the academic and administrative sections respectively and is in-charge of all the activities conducted in the college. Various committees formed by the principal in the college helps to monitor several activities organized in the college. Librarian is responsible for maintaining

up-to date library resources such as books, journals, internet facility, automation of library, reading hall to be made available to all concerned at the appropriate time.

A broad description of the quality improvement strategies of the institution for each of the following:

Teaching & Learning

The college ensures effectiveness of the teaching-learning process by:

- Implementation of outcome based teaching and students centered learning methodology.
- Syllabus as per teaching plan.
- Guest lecturers/Seminars/workshops are organized for students.
- Wi-Fi and internet facility and LCD, OHP projector for demonstrations to students.
- Adequate infrastructure facilities.
- Enriching library facilities like e-books, e-journals.
- Exposure of Students to various academic projects.
- Arrangements of field visits.
- Recruitment of well qualified and experienced staff as per UGC norms.

Human resource management

The college has a well-defined and effective recruitment procedure, performance appraisal system and promotion policies. Co-curricular and extra-curricular activities are distributed among the staff members for smooth functioning. Faculties are encouraged for attending training program. Training programs are organized for non teaching staff regarding software up gradation.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Indian Institute of Legal Studies complies with all the guidelines as prescribed in the statutes/Ordinance/ Regulations/ Rules of the affiliating University of North Bengal, The Bar Council of India being the regulatory Authority and University Grant Commission through which the college is approved under Sec. 2(f) and 12(b) of the UGC Act. The College abides by the Regulations and Rules and such other stipulations of all paternal organization.

The IILS is a Trust led Organisation named as Ashwini Choudhury Educational Trust. The Trust has established IILS during the year of 2010. The Governing body has been formed in terms to the rules and statutes of the affiliating University of North Bengal. The Governing body includes representative of the teaching, non teaching staff, students and guardians of students of the IILS. The G.B. meets at least once in every three months in ordinary circumstances. The Governing Body's main objective is to uphold the interests of all the stakeholders of the College.

Other Bodies and Committees to govern the college include IQAC, Academic Council, Faculty Council, Library Committee, Examination Committee, Evaluation Committee, Performance Appraisal Committee, Malpractice Enquiry Committee, Grievance Redressal Committee, Feedback Committee, Separate Cells for SC/ST/OBC/Minority students, Anti-ragging Committee, Sexual Harassment Cell and Internal Complaint Committee (ICC) [as per the guidelines laid down by the Supreme Court in the Vishakha v State of Rajasthan Case], Field Work and Social Outreach Committee, Committee for publications of Journals, Hostel Committee, Alumni Association, Discipline Committee. There are also other sub-committees which are constituted by the G.B. from time to time.

Further there are various societies operated by the student under the supervision of the faculty members like Moot court committee, Debating Committee, Cultural Committee which work on a regular basis.

For the Recruitment Process the institution constitutes Selection Committee as and when required which selects the candidate as per the UGC guidelines. Once appointed the Institute adopts promotion policies for its staff and faculty members depending on the Annual Appraisal Report submitted by the candidate. In this report an overall performance and credit of the employee is assessed based on all the academic and non-academic parameters pertaining to the College services. The College maintains a thorough record of all its working personnel by having a Service Book for each of its employees.

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

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Indian Institute of legal Studies is governed by several committees under supervision of the governing body in the spirit of devolution of powers, duties and responsibilities and to build up a team work. A few of these committees are mentioned below:

Academic Council, Faculty Council, Library Committee, Examination Committee, Examination Committee, Performance Appraisal Committee, Malpractice Enquiry Committee, Grievance Redress & Feedback Committee, Separate Cells for BC/ST/OBC/Minority students, Anti-ragging Committee, Sexual Harassment Cell and Internal Complaint Committee (ICC), Field Work and Social Outreach Committee, Committee for publication of Journals, Hostel Committee, Alumni Association, **Disciplinary Committee**, Moot court committee, Quest Committee, Sports Committee, Hygiene Committee.

We have active **Disciplinary Committee** composed of Principal, Registrar, Academic-Coordinator and senior Faculty members of the Institute with the functions of examining alleged breaches of discipline within the Institute and adjudicating on them. Students who engage in academic misconduct or violate the standards of the Institute by their action and conduct may be brought before the College's disciplinary committee. The Principal of the Institute convene the meeting of Disciplinary Committee. If students are found guilty of misconduct, the disciplinary committee has the right to impose sanctions ranging from probation to suspension or expulsion (issuance of Transfer Certificate). Stating of which, one of the activities successfully implemented based on Minutes of Meeting of the Disciplinary Committee is:

- The ILS is of the ideology that education is practically a spiritual discipline that involves deep meditation and high degree of self discipline so the regular attendance and punctuality are the facets of ILS which we are very concerned about. The **Supervision and monitoring of students' attendance is done by the Institute meticulously. In this regard one of the most effective decisions taken by the Disciplinary Committee** (based on the minutes of the meetings of

Governing Body and Disciplinary Committee) so far is expulsion of two students by issuance of Transfer Certificate **for not adhering to one of the prime guidelines of the UGC i.e. 75% of attendance** even after intimating the fact of their low attendance on regularly (monthly basis) to the student as well as guardian. After a thorough and in depth analysis of the issue it was found that the said students had low attendance in earlier semester too but Institute agreed to allow them to sit in examination on the ground of submission of written undertaking stating that from the next semester they will adhere to the **prime guidelines of the UGC i.e. 75% of attendance but in the next occasion also they failed attain the classes.** Institute provides all the scope and chances to the concerned student and his Guardian to put forward their views on this and to substantiate his course of action in this regard in earlier occasions. And finally Committee took decision of issuance of transfer certificate to the concern students.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

As for the teaching staff, every required facility is provided to the teachers keeping in mind their requirements. In case of overstay in the college for purpose like examinations, meetings etc. the college provides drop down facilities to the teachers keeping in mind the safety and security of the staff. Besides this, the college also provides its teaching staff with 14 days casual leave and other leaves as per rules of affiliating University concerning teachers of colleges. Maternity leave with full pay is given to concern female teachers. Appreciating that research is extremely important for better teaching, the college encourages the teachers for pursuing Ph.D. programme in the neighboring University of North Bengal (the affiliating University) by suitable adjustment of class hours to enable them to complete the Course Work and subsequently pursue research works in consultation with Supervision, wherever necessary.

Special Leave with the pay is granted to the teaching staff for attending Seminars/ Conferences either for presenting Papers or for just attending as Participants. The travelling expenditure in such cases is also subsidized.

There is the system of Annual Performance Appraisal of both teaching and non-teaching staff. Those having record of good performance and hard work are awarded additional increments in acknowledgement of their performance. This also fosters and facilitates competitive development among the staffs. The college has a scheme to felicitate the best teacher in every year.

The IILS deeply appreciates the role played by the non-teaching staff in running the administration and governance. Their welfare lies in the hearts of the authorities. The Institute tries to look after every issue that being faced by the staff of the college and address them all the earliest. All categories of staff are accorded statutory benefits like EPF, EST (health benefit). The employees of the college are given extra pay for overtime duty. The non-teaching staffs are rewarded in each year for their performance and hard

work in their respective fields with additional increments on the basis of performance appraisal. The Group D staffs are given liveries (Uniform). If need be, the staffs are given financial support in medical exigencies.

Institute has taken following steps for the welfare of teaching and non- teaching staff members.

1. Medical health Insurance scheme has been introduced to provide the medical benefit to all the employees of the Institute. Insurance scheme has been adopted by way of sharing the contribution of employee and employer.
2. All the employees are brought under the provident fund as per the Govt. rules and notifications. Accordingly, PF code has been generated for the individual employee by the Institute.
3. Institute has created the employees welfare fund keeping in mind the general welfare of the employees. The employees can avail the benefits as and when needed in case of exigency.
4. Employees have created co- operative fund in consultation with the college authority to meet their common economic, social and cultural needs and aspiration. The fund is maintained as per the society's guidelines.

N/A/A/C

File Description	Document
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 during the last five years

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	00	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	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: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 4.16

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	1	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Indian Institute of Legal Studies conducts faculty appraisal system over a period of time. It comprises, academic qualification indicators, qualifications, paper presented in the Conferences, Seminars, Workshops, Symposia, research publications etc. Another section of assessment is done by the College Management, mostly relying on the faculty's regularity, returning the test sheets in time, his/her research activities, his/her attitude to work as a team etc. and a third component by the Principal, counting mostly on her involvement in the development of the Institute.

The acknowledgment obtained, together with the credit given by students through their feedback is considered during performance appraisal process. Any negative information is brought to the notice of the faculty, by the Principal, allowing him/her to put right himself/herself. But this is never used as instrument for punishing the faculty, unless it is of serious nature, disturbing the regulation of the institution.

Indian Institute of Legal Studies also conducts Performance appraisal system for the non teaching staff. It comprises of attitude towards the co-workers, public (Parents, Business Associates, Vendors, Well wishers of the college), perceptivity and sensitivity towards the needs of the college requirements, job performance, punctuality etc. Another phase of the non teaching staff is also evaluated with respect to their decision making power and innovation and creativity carried out by them for the improvement of the college.

The acknowledgement obtained is considered for the performance appraisal process. Any drawback or negative feedback received is brought to the notice and allowing him/her to put right himself/herself. Again this system of pointing out faults is never used as punishing instrument against them, unless it is of serious nature, disturbing and distracting the environment and regulation of the Institution.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Various measures have been adopted to conduct the annual internal audit through the following steps and mechanisms for settling audit objections during the last five years:

- 1.
2. Verification of receipts and payments.
3. Preparation of cash book.
4. Preparation of ledger
5. Bank reconciliation statement
6. Preparation of income and expenditure statement at the end of the financial year.
7. Preparation of the balance sheet at the end of the financial year.
8. Submission of all necessary documents to the internal auditor from time to time which includes voucher receipts and other related financial documents to complete the process of auditing.

In case of any audit query during verification of the financial documents, when discrepancies are found, if any, the matter is settled through scrutiny and assessment of the relevant vouchers, receipts, bills or any other related financial documents.

Finally, after the settlement of all the books of accounts, documents, the internal auditor provides the college with FORM NO. 10BB, which is a certificate from the auditor about the authenticity of the financial books of accounts of the college.

Audit reply is received through the auditor's report every year after completion of the process of auditing.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Response:

Institute has mobilized the funds in the following ways during last five years

1. Contribution by the Trustees
2. Collection of Fees from the Students

The mobilization fund has been applied or utilized for the following purpose as mentioned in the Balance sheet for the last five years Balance sheet

- Personnel Expenses which includes :-
 - Staff Salary
 - Bonus and Ex-gratia

- ▣ Invigilator Remuneration
- ▣
- ▣ Overtime Allowance
- ▣ Special Classes

- Fees paid which includes :-

- ▣ Fees paid to the Bar Council of India, New Delhi
- ▣ Fees paid to University of North Bengal

- Administrative Expenses Include all operating expenses •
Depreciation charges against various fixed assets

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:

IQAC has been established as per the guidelines of the NAAC and in terms of the decision by the Governing Body of IILS. IQAC meets at regular intervals to supervise the activities of the College.

The Internal Quality Assurance Cell of the college has contributed to institutionalizing quality assurance strategies and processes in the following manner:

It provided guidelines for framing question papers by taking into account the cognitive structure provided by the revised Rules and Regulation provided by Bar Council of India

The cell has been instrumental in defining the perspective plan of the college.

It has come up with quality guidelines for – conduction of laboratory sessions, designing and reviewing course contents by considering the ‘Knowledge’ dimension of BCI etc.

IQAC has been instrumental in revising the feedback questionnaire on teaching.

The external members of IQAC are experts from Sitting Judges, Retried Judges, society of Advocates and alumnae.

These members are contributing by giving valuable suggestions such as:

To reduce gap between classroom teaching and industry.

To encourage interactive learning.

To enhance Industry-Institute Interaction.

To strengthen entrepreneurship development activities.

The Policies for the periodic review of administrative and academic departments, subjects & research centres.

- Weekly meetings of the Director, Principal, Academic Coordinator and Faculty Members to review the working of the administrative and academic departments of the college.
- Monthly meetings by the Principal, Academic Coordinator and Faculty Members are conducted to review the progress and performance of the College and students.
- Subject in-charges conduct periodic meetings with the subject teachers to review teaching-learning processes.

Based on recommendations, specific measures taken are as follows:

Teaching and Learning:

- Classroom sessions are made more interactive involving group discussions.
- Teaching is made more 'conceptual knowledge' oriented
- Courses are designed using world-class master texts.
- Tutorial and Laboratory contact hours are increased.

Evaluation:

- In question papers inclusion of questions testing higher levels of cognition such as apply, analyse, evaluate and create as per the revised BCI Regulations and UGC Regulations.
- Implementation of innovative methods such as crossword, quizzes, poster making, etc. for evaluation of students.
- Provision of supplementary examination along with supportive classroom sessions to be conducted in the summer break to give additional opportunity for the weak students to clear the courses.
- A central body consisting of the Director, Principal and Academic Coordinator exists within the college to continuously review the teaching learning process. Teachers are evaluated by means of
- students' feedback mechanism.

Methodologies of Operation and Outcome:

- The college collects students' feedback on teaching-learning process for all courses every semester. Regular students and faculty-mentor meetings are conducted. In these meetings informal feedback on teaching-learning process is received. Both these feedbacks are reviewed by the central body and suggestions for improvement are conveyed to the concerned faculty members, if required.
- The central body also reviews the performance of students in the In-SEM and End-SEM

examinations. If required, the central body recommends the conduction of additional lectures and laboratory practice sessions.

File Description	Document
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

Response:

Two examples of institutional review of teaching learning reforms facilitated by the IQAC are discussion of learning process, structures & methodologies of operations and learning outcomes and making resolutions for adoption of reformative teaching and learning policies **in Academic Council Meeting (Annually) and Faculty Meeting (Monthly Basis)**. And accordingly the resolutions taken in the meeting are being implemented positively.

FACULTY MEETING

Every month in the beginning itself the faculty meeting is convened by the Principal in presence of Chairman, Registrar and faculty members of the Institute. The main purpose of the meeting is to create a bond among the faculty member, to discuss and exchange the ideas for professional development and to resolve the problems faced (which can only be done after reviewing the teaching learning process, structures & methodologies of operations) and to take decisions for the development and enrichment of education (for which analyzing and reviewing the learning outcomes and teaching learning process is necessary). The Institution is of the view that any act gives the best results when it is properly planned and channelized so the lesson plan for each successive month is discussed in comprehensive to provide with the best outcomes with the performance level of the students, the teaching methodologies adopted, new developments in the same, the weekly test evaluation reports, the project work advancements and analysis are done. If any alternations are required accordingly suggested and implemented by the faculty members in successive months. One of the examples of implementation of resolution adopted in Faculty Meeting is **conduction of viva voce examination** in innovative manner (allocation of research base project topics, presentation and lastly question answer round). And conduction of one hour **remedial classes** after regular

classes get over every day for all the students earlier to the remedial classes were conducted generally before the final examinations and only for the slow learners and interested students.

ACADEMIC COUNCIL MEETING (ANNUALLY)

Indian Institute of Legal Studies has an active Academic Council composed of eminent academicians from legal fraternity and several domains of Academics. The Academic Council shall primarily be concerned with all the academic affairs of the Institute. It is the responsibility of Academic Council to endeavor and ensure the best practices are implemented and standards are maintained. The Academic Council Meeting is convened in a year to discuss the academic matters, to review and explore innovative teaching methodologies adopted by the faculty members, internship, difficulty faced by the faculty members in class and many more issues related to academics. Accordingly the Council suggests the innovative teaching techniques, methods of learning for example comprehensive comparative teaching, English Lab classes thrice a week for students having language problem and allotment of research base project topics and consultation hours etc. As per the resolution adopted by the Council the **consultation hour** being allotted from 3:30-4:30 p.m. an hour on regularly basis which now is reformed as remedial classes for all the students. And for a considerable period of time **English Lab** conducted by the concern faculty.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

■ **Some of the quality**

1. **Innovative teaching learning Process:** Power Point Presentation, Classroom Presentation, Class Teaching by the Students, Problem Solving method, Debate, Quiz, Poster Presentations, Comparative Study Analysis, Critical analysis of Supreme Court and High Court Decisions, Moot Court Classes, Mock Parliamentary classes, Field visits (special mini empirical projects), Showing of Documentaries, videos, Short Movies etc. As college believes in holistic teaching, keeping in mind the same the college organizes Special lectures by Clinical Professors and Public Officials (Administrative, Police and armed forces) to enrich the students in both theoretical as well as practical aspect of the subject.
2. **Regular Weekly tests:** One of the modes of continuous evaluation is conduction of **test** regularly to analyze the understanding levels of the students. And IILS believes in the process of continuous evaluation and conducts weekly test regularly on every Saturdays of all subjects substituting and modifying the earlier concept of Monthly Test of all subject in one day.
3. **Internship:** IILS maintains an internship dairy on regular basis. Students are always encouraged to undertake and also taking internship programs under different departments of Public (Police, Judiciary, National Green tribunal, National human Rights Commission, Non Governmental Organizations etc.) and corporate sector.
4. **Projects:** Assignment of Research base empirical project work in place of only doctrinal project

work to the students.

5. **Encouraging Faculty Members and Students in Participating different National and International Program:** The Institution takes immense pride in stating that our students in the last five years have participated in the events held elsewhere also like various National Moot Court Competitions, Essay writing Competitions, Workshops in National and International Level, Seminars.

▪ The quality

The Indian Institute of legal Studies is governed by several committees under supervision of the governing body in the spirit of devolution of powers, duties and responsibilities and to build up a team work for proper administration. A few of these committees are mentioned below

Academic Council, Faculty Council, Library Committee, Examination Committee, Examination Committee, Performance Appraisal Committee, Malpractice Enquiry Committee, **Grievance Redress & Feedback Committee**, Separate Cells for SC/ST/OBC/Minority students, Anti-ragging Committee, Sexual Harassment Cell and Internal Complaint Committee (ICC), Field Work and Social Outreach Committee, Committee for publications of journals, Hostel Committee, Alumni Association, Disciplinary Committee, Moot court committee, Quest Committee

One of the important areas of quality enhancement initiative in the administrative domain of IILS is the student counseling and the grievance cell where a student can approach the student councilor of the College unhesitatingly and consult for any query and can also incognito place any grievance in a sealed envelope. Since students are the most important stakeholder of the Institution their well-being and welfare is of the uttermost significance to the college administration.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 20

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	3	5	2

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Goal:

- a) To sensitize the students to various dimensions of gender discrimination.
- b) To engage the students in activities that would empower them to work towards a gender just society.

The Context:

There is an alarming rise in violence against women. No society can claim itself to be developed if half of its populace is deprived of a dignified existence. As citizens of India it is our primary duty to uphold the values of equality, liberty, justice and fraternity enshrined in our Constitution.

The Practice:

Indian Institute of Legal Studies is committed to the cause of gender equality and has been undertaking several programmes towards this end. They are academic, awareness and action oriented.

Workshops/Seminars/Guest Lectures:

These have gone a long way in creating awareness about gender issues. Various workshops, seminars and lectures have been organized on issues of gender violence, legal literacy, engendering governance, sexual harassment, masculinities, queer politics and women and developmental issues.

Awareness Oriented Programmes

Street Plays and Poster Exhibitions: We have number posters and street plays that have been performed on several occasions. Street plays like Ansun Awaaz on issue of sex selective abortions, Chedkhani Band on sexual harassment, Nirbhaya on violence against women, Azad on breaking free from the shackles of patriarchy, Bas Ab Aur Nahin on dimensions of gender discrimination and way towards equality were very well received.

Forum for Gender Equality:

This is an active students' forum and its activities include weekly discussions, film screenings, awareness campaigns, conducting surveys, poster exhibitions and street plays to spread the message of gender equality. This year it conducted a survey on sexual harassment and a campaign on menstrual hygiene.

Independence Day : Theme "Women Hold Half of the Sky". A poster exhibition was held depicting different forms of discrimination against women, gender stereotypes and dimensions of violence against women. Film screening of "Bol" on domestic violence, street play – ansuni awaaz on the issue of female foeticide was performed.

Action Oriented Programmes

Women's Safety Audit of College Campus: This was undertaken to make the campus safer for women as a part of Women Protection Campaign.

Campaigns:

Campaigns like men against gender violence and combating sex selective abortion were organized. Activities included essay writing, poetry, collages and poster making, group discussions and awareness rallies.

Problems Encountered and Resources Required Misogyny is so deep rooted in our society that changing patriarchal mindset is a humongous task. Also issues related to women, sexuality and family evoke a strong emotive response and rational thinking often flounders.

Security Sector Reform is a process aimed at ensuring that security and justice providers:

- Deliver effective and efficient security and justice services that meet people's needs.
- Operate within a framework of democratic governance, without discrimination and with full respect for

human rights and the rule of law.

IILS provides basic amenities of Girls Common room and Counseling Centre for academic as well as personal counseling.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 120

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 120

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 120

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The initiatives taken by the College to make the campus eco-friendly

IILS is committed to ecological sustainability both on campus and beyond. Recent efforts to improve environmental sustainability include the greener buildings, proposed sewage treatment plant, proposed functional state-of-the-art composting system (vermicomposting), green belt development. Imbibing environmental care into the heart of the institution, environmental consideration is ingrained in every functional facet of the institution.

Environment Consciousness:

College has taken a lot of positive measures to maintain the campus eco-friendly. Some of the initiatives in this direction are as follows:

Energy Conservation:

The College firmly advocates the efficient use of scarce and non-renewable sources of energy and has always played a proactive role in energy conservation. The following steps are taken by the College in this regard:

The College building has naturally well-lit classrooms, staff rooms, offices and washrooms to minimize the usage of artificial light.

Copper wiring instead of aluminium wiring is used in the College to minimize the wastage of electricity.

Notices regarding switching off fans, tubes and electrical appliances when not in use are placed throughout the campus to avoid wastage of energy.

The architecture of the college buildings is such that maximum advantage of day light can be taken.

CPCB approved diesel generators are used in the institute.

Air Conditioning systems on campus use environment friendly refrigerants and limited use of Air Conditioner.

Use of ISI mark electrical appliances and electronic instruments/ apparatus of branded companies with high efficiency and less energy consumption.

Planeteers' club has placed posters near staircase explaining benefits of taking stairs instead of elevators.

Use of LPG gas in canteen replacing Kerosene gas.

Efforts for Carbon neutrality:

Use of Bio sanitizer technology for garbage composting in campus– Oxygen rich water, treated with bio

sanitizer is sprayed on garbage heap to ensure eco-friendly bio-conversion in to compost. In this process, there is no heat generation and minimal emission of greenhouse gases. The capacity of this plant is 6 ton per six month.

Dry leaves and waste papers are not allowed to be put on fire in campus.

The college campus consists of a good number of trees. This helps to achieve carbon neutrality.

Plantation:

In the college campus around 2000 trees have already been planted and are being maintained.

To create awareness on the importance of tree plantation, every year the college conducts plantation activity with the help of students.

In addition to this, the NSS unit of the college carries out tree plantation in nearby areas.

E-waste management:

Bins are set up in college campus to collect e-waste. This helps to create awareness on e-waste among students.

E-waste is collected and given to authorized agency (SWACH) for dismantling and recycling as per NPCB norms.

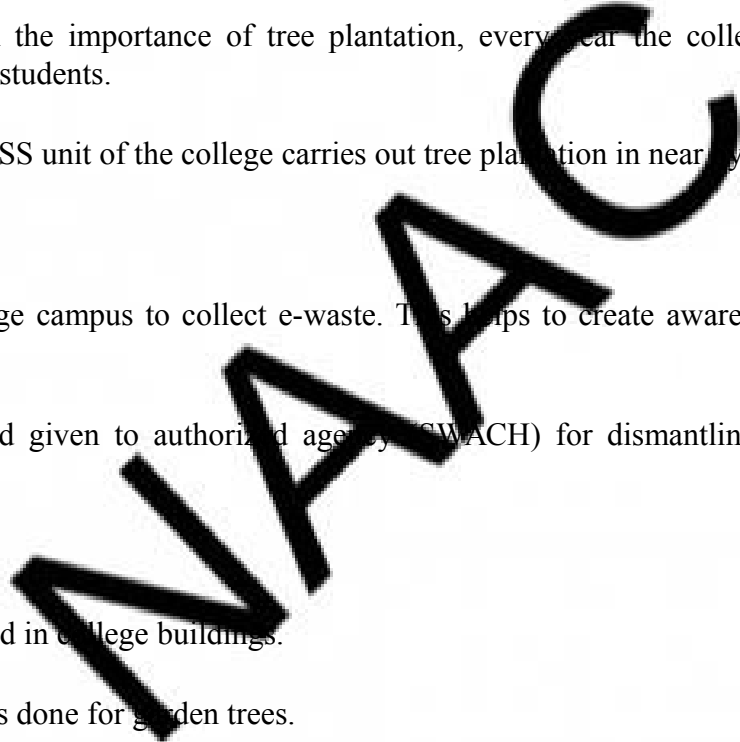
Water Conservation:

Low flush toilets are used in college buildings.

Waste water utilization is done for garden trees.

Waste Disposal:

Biodegradable and non-biodegradable waste is segregated and bio degradable waste is used for compost.



File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Indian Institute of Legal Studies is sensitive towards the water conservation policies and has certainly taken few steps in order to ensure effective and proper use of water in the campus. Closing of taps after use and using of rain water for the purpose of gardening. However, at present Indian Institute of Legal Studies does not have rain water harvesting mechanism. The Institute has planned in near future for the optimum use of the rain water through scientific harvesting system.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college is very sensitive towards the environment friendly methods and employs as much as possible. we have two college buses for maximum students in order to cut down on individual transport thereby encouraging mass transportation. Many of the students and the non-teaching staff members avail bicycles and eco-friendly three-wheelers running on battery charge. we have plastic-free campus. We are adopting the paperless office as much as feasible and hope to establish a complete paperless office within a short period of time. The campus of IILS is surrounded by rich green landscape and surrounded by trees shrubs and green grass.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 20

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	5	3	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 20

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	5	3	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 50

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian

personalities**Response:**

Over the past three decades, workplace has become a much more diverse environment. Personal security has become central to their physical, intellectual, emotional, economic and spiritual well-being. National Festivals are celebrated with enthusiasm. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities Swami Vivekananda Birth Anniversary , Netaji SubhashChandra Bose Birth Anniversary, Republic Day, Women's Day ,BharatRatn Dr.Babasaheb Ambedkar Birth Anniversary Independence day ,Dr.Sarvpalli RadhaKrishnan Birth Anniversary ,Mahatma Gandhi Birth Anniversary and Dr. APJ Abdul Kalam Birth Anniversary.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**Response:**

Our institution believes in maintaining complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters institute appoints internal auditors every year. Such Audit Reports are discussed in Annual General Meeting. Deliberations take place and finally the report is accepted with or without modifications. The information regarding the College is freely made available to the public through our website viz : www.ilsindia.com. As the College is under RTI all the information is made available to the public. We always take care of our students from their enrollment to their overall development. Recruitment of faculty & all necessary procedures are practiced as per the guidelines given by University & UGC. All circulars regarding, students, teaching staff & non teaching staff are circulated & displayed on the notice boards.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:**

The Indian Institute of Legal Studies has adopted several practices for the amelioration and up gradation of the students academically. All these practices have been successfully implemented to bring out the best from the students. These practices ensure maximum students participation in and outside the classroom.

Apart from the normal practices of a good Institution the best practices that our College adopts can be stated as follows:-

- 1. Pragmatic Approach towards Teaching-learning process to reach Academic Excellence:** Apart from the classroom deliberation the College believes in strengthening the student's pragmatic

approach towards the education which is disseminated to them. The Institution believes that imparting knowledge to the students is most fruitful when the students can put that wisdom to use in their practical field of study. With this objective the College invites the Sitting and Former Judges of National repute for delivering special lectures citing their judgments and wide experiences gaining which our students certainly stand in a better advantageous position during their career after completion of their degree in Law from Indian Institute of Legal Studies. We encourage and motivate our students and send them in different Law Schools for participating in their events for wide exposure and learning. IILS conducts seminars on the issues of national importance. The College awards certificates of appreciation to all first class holders of the class every year for their meritorious performances in order to encourage them academically by convening annual convocation. From the past few years the Institution has also adopted the policy of giving a full one-year scholarship to the students who secure the highest percentage in the entire College and sponsors a laptop to encourage the student to use the best of the online services to facilitate research in academics.

2. **Publication of Academic Journal:** The College recognizes the inculcation of incessant reading and writing process to develop the scholarly approach to the study of Law. Our College has a peer review journal IILS LAW REVIEW (ISSN No. 2320-5311) in which the articles of Scholars, Teachers, students and other esteemed persons who are established in the field of Law are included and it is also mandatory for every faculty member to submit an article both in-house and out-house. The College also has an exclusive Journal by the students of IILS named IILS QUEST which is published quarterly having rich subject content on the burning issues of Law.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Our institute has always kept society before itself when it comes to education. Our vision is not just to educate the students but also through education to upgrade the society as much as possible. One of the areas which may be considered as a Thrust or Priority area of the IILS corresponding to its Vision and Mission can be identified as Social Outreach Programme in the form of Legal Aid Camps, in the neighborhoods. With a view to contended action in this area, the Legal Aid Centre has been set up in the college on 8/09/2013, by Hon'ble Justice Biswanath Samaddar, Judge, Kolkata High Court and Hon'ble Justice Soumen Sen, Judge, Kolkata High Court. The said Centre is supervised by a team of teachers and students. The clinic is open to the needy or poor people of the locality on every Saturday during 3p.m to 6p.m, where their problems are heard and necessary legal advice is tendered for availing the legal justice

system under law. Besides this, the college holds Legal Aid Camps in the locality in pursuance of Art.39(A) of the Constitution of India. In 15/06/2014, Legal Aid Camp was inaugurated by Hon'ble Justice Biswanath Somadder, Judge Kolkata High Court. Officials from State Legal Service Authority and the judicial official were also present. Our college has also organized legal awareness and legal literacy Programme jointly with the District legal aid Forum and District Legal Service Authority. Our students in the way of continuous evaluation of their academics takes up such projects and reach to the people with the knowledge they acquire in the class. Our college primarily strives for the education, awareness and the upliftment of the society as much as possible. Keeping the vision in mind on 13th December 2015, a project for adopting a village for rendering legal aid through ADR Mechanism system under the Champasari Gram Panchayat was undertaken by our college. Our college adopted the nearby village (**Champasari**) with a dream to make the village litigation free and spread legal awareness to. The village was adopted in the presence of then **Hon'ble Chief Justice Calcutta High Court Dr. Justice Manjula Chellur** and other Judges of the High Court. The Legal Aid Centre of our College organized several legal awareness programmes in other backward regions like Naxalbari, Coochbehar, Darjeeling, Alipurdwar, Chattharhat including Kalimpong, Kurseong and Mirik and many other places. Thus our college aims at imparting education in such manner that it is not just limited within the walls of the classroom.

Indian Institute of Legal Studies has not only confined itself to the National boundaries but has taken an international approach and conducted SAARC Summit 2015 and SAARC Conclave 2017. The College has also had the history of conducting SAARC SUMMIT in the year 2015 and SAARC Conclave in the year 2017 and a proposal to act as SAARC Centre for Environmental Studies has also been initiated.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The Indian Institute of Legal Studies has completed a journey of just about seven years having produced three batches of both 5 years and 3 years law Graduates. This span of light is too short in the life of an academic institution. However, the information presented in the SSR including the statistical data under quantitative matrix makes it absolutely clear that there is an institution that really aims to not only consolidate but continually strive to diversify and expands its wings both horizontally and vertically. Despite being a self financed and privately managed (trust) college, it has obtained UGC approval under section 2(f) and 12 ((B).

The college has consistently tried to carve out a place in the national map of professional education in legal discipline. It has focused on grooming the students in such manners of academic governance that they may be competitive and readily interfaced with counterparts of the National Law Universities in India. The Centre also imparts training to in-service persons like BSF, SSB and Training programmes conducted for IPS/IFS/IAS/IRS Officers under sponsorship of BPR&D, Govt. of India. These activities have already endowed the college with a place of respect in the fraternity of Law institutions in the country.

Concluding Remarks :

Our College apart from imparting legal education to the students also strives to inculcate a deep sense of human values so that our students can serve the nation adding to the rich human resource of our Nation. All the activities of the College starting from the admission of the student to the education imparting system to ensuring regular attendance of the students, conduction of examination, conducting seminars, symposiums, SAARC conclave and summit, Moot Court Competitions, Legal Aid Camps and awarding of Degrees everything is done with great diligence. Absolute transparency and systematic mechanism are adopted in the admission process that is elaborately presented in the prospectus, handbook and the college website also.

The College strives to inspire empirical study related to their subject and encourages field visits, internship programmes and court visits in order to prepare the students for real life situations and promotion of research is one of the parameters for quality enhancement. IQAC and Research Committee take the quality initiative to publicize the facilities and resources available through the college website to disseminate research culture among the internal and external stakeholders