IQAC CLUSTER INDIA

Administrative and Academic Audit
SVKM's Pravin Gandhi College of Law, Mumbai
August 10, 2022

IQAC CLUSTER INDIA

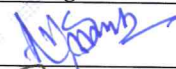## INSPECTION COMMITTEE REPORT

FOR SVKM'S PRAVIN GANDHI COLLEGE OF LAW, MUMBAI

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

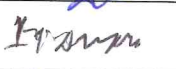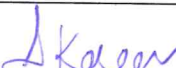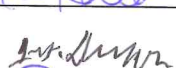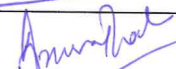The Academic and Administrative Audit Committee visited SVKM's Pravin Gandhi College of Law, Mumbai on

Day Wednesday	Date: August 10th, 2022	Time; 0930 am

The External Peer committee members for AAA appointed by Cluster Maharashtra are:

No	Name	Designation	Address	Signature
1.	Dr. (Prof.) Ayub Shaikh	Chairman	I.C.S. College, Khed, Ratnagiri	
2.	Dr. (Prof.) Ramdas Pawar	Member	Prof. R.M. College, Akurdi, Pune	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Shri Shalin Divatia	Management representative	10th Floor Admin Office, SVKM Mumbai-56	
2.	Dr. Navasikha Duara	I/c Principal	8th Floor, SVKM's PGCL, Mithibai College Campus. Mumbai 56	
3.	Dr. Suman Kalani	CDC member	8th Floor, SVKM's PGCL, Mithibai College Campus. Mumbai 56	
4.	Dr. Navasikha Duara	IQAC In charge	8th Floor, SVKM's PGCL, Mithibai College Campus. Mumbai 56	
5.	Mr. Santosh Rane	Registrar or equivalent	8th Floor, SVKM's PGCL, Mithibai College Campus. Mumbai 56	
6.	Ms. Apurva Thakur	Teacher representative	8th Floor, SVKM's PGCL, Mithibai College Campus. Mumbai 56	

The Audit report has been submitted by Cluster India on: **10th August 2022**

Committee Chairman   Principal

Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	Name of Trust: Shri Vile Parle Kelavani Mandal Address: SVKM's NMIMS New Building, 10th Floor, West Wing, V.L.Mehta Marg, Vile Parle (W), Mumbai 400056. Phone No: 91-22-4219 9999 Email id: pgcloffice@pgcl.ac.in Year of Establishment: 1934
II	Name of the College/ Institute:	SVKM's Pravin Gandhi College of Law, Mumbai
	Address:	8th floor , Mithibai College Campus, Bhaktivedanta Swami Marg, Vile Parle (W), Mumbai 400056
	Year of Establishment	2004
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	 1.022-42331411 2. NA 3. 91- 08655143915 4. pgcloffice@pgcl.ac.in Principal.pgcl@pgcl.ac.in 5. www.pgcl.ac.in
III.	Institutional Status 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	 1.University of Mumbai 2.Permanent 3. (Type 1A, 2B) 4. Self-financing only

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	4. Financial Status:	4. Self-financing only
IV.	**Type of College:**	a) Affiliated b) Co-ed College. c) Urban
V.	**Type of Faculty/Programme**	Single Faculty : Law 5 year Law (B.L.S-LL.B)
VI.	**Special status conferred** **UGC-Special Assistance** **Programme**	Linguistic Minority

Section II

What are the Objectives to Conduct the Academic Audit?

- To establish procedures of academic and administrative accountability.
- To assess academic performance of individual faculty and students.
- To assess performance of the institution.
- To strengthen and streamline administrative processes.
- To set processes for continuous development

Section III: Governance Structure and Policies

No	Metric details	200		File 1
1.	**Vision/ Mission and Goals (10)** **VISION:** To be an institution of excellence in imparting law education in the country, catering to the needs of society by bringing out students who are sensitive to the societal needs and be zealous in upholding the rule of law with social compassion. **MISSION STATEMENT:** • To formulate and implement a framework that is conducive to designing and conducting courses in legal subjects to meaningfully integrate, support and enhance professional knowledge of law.				

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	• To employ multi-dimensional techniques to enhance legal information and awareness in order to facilitate exercise of choices for future legal careers. • To inculcate a spirit of enquiry by promoting scientific research skills for advancement of knowledge in the field of law by integrating research, field action and capacity- building of teaching faculty. • To transform conventional teaching-learning experience by adopting innovative pedagogy to develop cognitive abilities and nurture social sensitivity. • To assimilate local and global standards for holistic advancement.			
2.	**Principal** (Regular./ Incharge (approved)/ Incharge (Unapproved)	02	**In charge**	File 1
	Name & relevant details		Dr Navasikha Duara,	
3.	**CDC**	10		**File 2**
	a) Meetings held since formation	2/10	(since 2018) 12	
	b) Agenda, Minutes and Action Taken Report of each meeting. % Implementation of decisions	3/10	In file	
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	5/10	In file	
4.	**IQAC**	50	**File available**	**File 3**
	a) Is Committee formed according to the IQAC norms?	5/50	Yes	
	b) Number of Meetings held	2/50	11	
	c) Agenda, minutes and Action taken report	3/50	In file	
	d) The working of the organizational IQAC is in tune with its vision and mission statements	5/50	In file	
	e) Whether a Perspective plan is in place and is working? What is the % of success?	3/50	Yes	
	f) Whether a short term and long-term goals and objectives are identifiable by the IQAC and Management?	3/50	Yes	
	g) How best the Peers from the committee are helping the organization grow?	3/50	All members of the IQAC contribute through their suggestions, the accepted suggestions are sought to be implemented in the	

				upcoming academic year	
	h) Number of decisions made and its impact on the college. i) Number of decisions taken in one year (more than 6, 4 to 5/ 2 to 3/ less than 2)	08/50 (15 for first cycle)	NA	
	j) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	3/50	NA	
	k) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year	5/50	Committees are formed for the Academic Year. These then implement the suggestions taken in the IQAC	
	l) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	5/50	Action Taken Reports for All years available	
	m) Audits conducted other than AAA? (Environmental/ teaching/ electrical/ water/ gender, etc.)	5/50	4 audits done Environment Energy, Gender, Green	
5.	**Student Council committee**	**10**	**File available**	**File 4**
	a) Whether the student council has been formed as per the norms?	3/10	Yes	
	b) Whether the student council is active?	1/10	Yes	
	c) Decisions made by student's council?	2/10		
	d) How active is the student council?	1/10		
	e) Student achievements related to the decisions done by student council	3/10		
6.	**Student Redressal Cell**	**5**	YES: File maintained 5.1.4	**File 5**
	a) Redressal Policy of the college.	2/5	yes	
	b) Number of meetings conducted per year? Decisions taken	1/5	1	
	c) Number and nature of complaints received? Action taken on it?	1/5		
	d) Redressal procedure?	1/5	Yes	
7.	**Internal Complaints Committee**	**5**		**File 6**

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	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?,	1/5	yes	
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?	1/5	Yes	
	Number of complaints received and action taken?	1/5	No complaints in last 2 years	
	Number of meetings conducted and activities conducted by the Committee?	2/5	5 in last 2 years - Celebrating Intl Women's Day - Seminar on Inclusive Campus - Talk on Career Opportunities for Women - Mental Health Seminar - Session on Food and Nutrition - Workplace Communication	
8.	**Anti- ragging committee**	5		**File 7**
	a) Whether notifications about anti-ragging are put up on the campus?	1/5	Yes	
	b) Awareness about anti ragging done?	2/5	Yes	
	c) Meetings and report of cases. Action taken?	2/5	Yes File maintained with office	
9.	**Student grievance cell and** its timely redressal - Proper committee formation and procedure for grievance filing. - Action taken on grievance.	5	**Yes, File is maintained with office.** 5.1.4	**File 8**
10.	**Minority Affairs committee (SC/ST)**	5	NA	**File 9**
	a) Meetings held and issues discussed and new aspects implemented	1/5		

	b) Priority in Admissions, progression and during appointments.	1/5		
	c) Efforts to prevent discrimination at workplace and to create congenial environment.	3/5		
11.	**Right To Information (RTI)**	**05**		**File 10**
	a) Whether committee exists with proper Authority	1/05	RTI officer appointed	
	b) Whether the name of Appellate authority and the committee is displayed at visible place?	01/05	Not applicable to the institution	
	c) No of RTI cases & solutions?	03/05	4	
12.	**Purchase Committee**	**5**		**File 11**
	Functional purchase committee with standard procedures present/ absent?		Yes	Purchase Committee Process. pdf
	Sanctions of purchase done		Yes	
	Purchased products/ goods have been delivered.		Yes	
13.	**Development & Utilization fund**	**8**	**YES**	
	Records of meetings, funding agencies and timely utilization and disbursement Development fund utilization committee? Its minutes and decisions taken & implemented?			
14.	AISHE – whether each year certificate is obtained and the organization is registered with AISHE	01	NA	File 12 A
15.	NIRF- ranking of the organization and procedures completed.	03	NA	File 12B
16.	**ISO – completed?**	03	NA	File 12 C
17.	**Any other accreditation?**	03	Bar Council of India	File 12 D
18.	**Standard Operating Procedures, policies & Benchmarks Developed:** a) Number of SOP's developed and areas into which they are working.(% new created from previous AAA)	25	NA	File 12 E
	b) Average no of SOP's created each year and implemented.	10/25		
	c) Policies formulated? How are they implemented?	8/25		

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	d) Bench marks created?	07/25		
19.	**Committee working?** **a) Library-** i. Decisions taken by library committee and implemented in last one year? ii. % budget spent on library for purchase of books and Journals iii. Library memberships with other libraries. iv. OPAC installed and working? v. Digitalization of library and computer to student ratio in library/ vi. Library utilization by; staff and by students? vii. Old and rare books and method to preserve them viii. Facilities for students? ix. Best practices by the library (number).	**30** **(20/30)** 03/20 03/20 03/20 03/20 03/20 02/20 02/20 01/20 01/20 02/20	Yes ii)books 72.03%- ii)periodicals 20% iii)database 80% iv) YES v)18 vi)2874- students; Staff? vii) NA viii)E-databases (list available) Koha Digitized Question papers Screen Reader access ix) Best Practices • Wi-Fi facility for student/ staff with individual user Id and Password • Remote login with individual user Id and Password which help student to access all E-resources at home 24 x 7 • Special General Book collection which includes Fictions and non-fictions, story books, Biographies etc. this special collection is	File 13A

			created for increase the reading habit of student. this collection students allowed to take home.	
	b) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure c) Details of - Number of computers & computer to student ratio - Computer to administrative office staff ratio - Available band width currently - Facilities such as lecture capturing system/ media centre. - Wi- fi updating last done.	03/20	b) Part- Functions are performed by the Purchase committee c) Number of computers & computer to student ratio 18:1 Computer to administrative office staff ratio 1:1 Available band width currently : NKN – Bandwidth - 1 GBPS (Broadband Connection) Jio - Bandwidth - 200MBPS (Upload/Download) Blazenet - Bandwidth - 350MBPS (Upload/Download) 7Star - Bandwidth - 200MBPS (Upload/Download) Bandwidth Allocated, Staff-7 MBPS Faculty, 20MBPS Student, 10MBPS Wi- fi updating last done. : 2021	**File 13 B** **File 13C**

No of rooms for academic purpose (class rooms, benches & accommodation in classes, class wise furniture and other details) e) other committees, their meetings, minutes and action taken reports	03/20	10 rooms. Smartboard, wifi router, can set 80 students Benches (3 students can sit at a time) AC	**File 13D** **File 13E** (a, b, c, d, e, etc) Commit tee wise filing
Departmental filing (department wise) 1. Departmental staff details, appointments, etc. 2. Workload, 3. Timetable, 4. Teaching plan and monthly teaching schedule. 5. Teachers diary, 6. Leaves record and necessary adjustments. 7. Departmental meetings, 8. Student list, 9. Result analysis, 10. Examination dates, 11. Question bank, 12. Question papers, 13. Notes, 14. Activity planning, 15. Practical for the week, 16. Practical manuals 17. Practical related documentation 18. Practical Certification and dates, 19. Remedial course planning and execution methodology 20. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis. 21. One page student information and its analysis. 22. Teaching feedback and feedback analysis and action taken report on the analysis. 23. Departmental Peer assessment of teaching and its analysis from external Peers. 24. Departmental SWOC.- External & Internal 25. Student feedback on departmental functioning. 26. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc. 27. Annual Departmental calendar		No Departments, however relevant data is maintained with office.	**File 14 (dept wise name)**

Section III: Student Progression (current year data)

1.	Total number of students in the organization faculty wise/ year wise and number of girls and boys	----	598	**File 15 Student data file as per 2.7.1 (Naac)** SSS 2021-2022 Student Data Sheet (1).XLSX
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats(more than 80% / 70%/ 60% / less than 60%)	10	100%	**File 16a** 2.1.1.1 & 2.1.1.2 .pdf
3.	% of category students a) percentage for current year b) efforts taken to fulfil the ratio c) % girl students	08	Minority institution – no reservation for category students d) % of Girl students 64.8%	**File 16b** a) 2.1.1.1 & 2.1.1.2 .pdf b) **NA** c) 2020 - 2021. XLSX
4.	Students from other states	05	18	**File 16c**
5.	Students from other nations	02	0	
6.	% Divyang students and efforts to attract them.	05	0 Availability of accessible software in library, -library, elevators	**File 16d**
7.	Ratio of Boys to Girls?	10	1:6::Boys:Girls	**File 16e**
8.	Total number of students appeared for final year (find dropout ratio also) % drop out of girls vs. boys	10	121 No dropouts	**File 16f** **File 16g**
9.	Total number of students passed in final year.	10	119	**File 16 h**
10.	Percent attendance of the current year until the last month.	10	75% (Itemized list available)	**File 16i (class wise, one age analysis)**

11.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	10	2	File 17
12.	Welfare schemes for students: its details and beneficiaries	10	Railway Concession 317 have availed	File 18
13.	Awards given to students (total amount vs. total no of students)	10	27 (2021-22)	File 19
14.	Awards won by students from cultural events (national/ international/ state/ University/ Local)	10	2019-2020: 29 2020-21: 12 2021-22: 19	File 19a
15.	Participation of students in cultural events (number of events and percent participation at college level)	10	130	File 19b
16.	Student participation in sports at international/ national/ state/ university/ local level)	10	32	File 20a
17.	Awards won in sports at various levels vs. total number of students	10	1	File 20b
16.	Sports events conducted in college and percent participation and total number of games played	10	44 5 games played	File 20c
17.	Percent participation of students in a) NSS b) NCC c) Any other	10	DLLE- 10	One file each for NSS (21, NCC22, etc. 23.)
18.	Number of events conducted by NSS/ NCC/ others in one year (previous Year)	10	Outreach activities- 20 (2021-22)	File 21, 22, etc.
19	Students completed graduation/ masters and employed by the college placement cell (give details) - Number of student registered for placement cell - No of trainings conducted by placement cell and students benefitted. - Number of pre-placement sessions conducted. - Students directly placed. - Students placed on campus through job fairs - Students placed off campus through job fairs.	30	120	File no 23 Placement file

	- Total number of MoU/ tie-ups created by institution in current year for placement. - % students who have gone for entrepreneurship/ family businesses.			
20.	Students who have pursued their education further (Progression) - % progression of students passed. - Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression. - % progressed into interdisciplinary areas. - % students who have stopped progression (@home/married/etc.)	20	LLM: 25/ 121= 21% - % students who have stopped progression- 0	**File no 24**
21	Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other	10	Skill Sessions: 2020-21: 140 2021-22: 99	**(25 to 31)** Independent files with details, efforts taken on development of these areas.
22.	Vocational training centre is present(give courses and benefitted students in one year)	10	no	**Separate file** Vocational courses started and trainings being given
23.	Field and on hands training of at least 10 to 15 days (more than (60 hours)	20	146	**Separate number Independent report file,** original documents with departments
24	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year, position achieved, related details)	10	34/120 = 28.3%	**Independent file**
25.	Registered alumni association present Alumni support: 1. % of new Alumni registered:	10/30 05/30	In process	**Alumni file**

	New registered/passed out students X 100 (with all details)			

	2. Monetary Support
	  • In terms of funds: up to 1 lakh per year
	  • Up to 5 lakhs per year
	  • Support more than 5 lakhs
		05/30		

	3. support in services:
	  • Parenting support to existing students
	  • Support in kind: library/ Sports/ infrastructure/etc.
	  • Support in terms of services: guest lecture/ mentoring/ etc.
	  • Support in placements
		5/30		

	4. Alumni meetings:	05/30		

Section IV Academics:

1.	Number of (Certificate/Diploma) **Programs** included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs	05	0	**Program wise filing**
2.	New , university or programs included in last five years	10	0	
3.	Programs with choice-based credit system	05	1	
4.	Number of Add-on programs conducted	10	08	
5.	Number of a) value added courses (30 hours skill based)or more offering skills b) Human value & professional ethics courses in education	10	0	**Course wise filing**
6.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)		146	
7.	Curriculum enrichment provided in class room is prepared and uploaded on website.	10	Skill Session master sheet is available- not uploaded on website as SSR is in process	**Enrichment format provided (?)**
8.	Number of teaching methodologies used with details.	20	10	

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				1. Lectures: Lectures are conducted regularly, and syllabus completion is done primarily through the same. Industry experts are also called upon to deliver guest lectures	
				2. Discussion: Teachers initiate discussions in class that help the flow of knowledge information. It also enables peer-learning.	
				3. Case Law: Recent, relevant and landmar	

				k judicial pronouncements are discussed in the class. students understand the legal concepts based on decided case laws and various interpretations made by the judiciary.
				4. Moot Courts: Mock courts that simulate courtroom are done. Trial process is also taught through simulation.
				5. Flipped Classroom: Students are given reading material

				prior to class, and important points are discussed in the classroom on the same.
				6. Internships: experiential learning is encouraged through internships, wherein students intern with law firms and legal practitioners to gain practical knowledge
				7. Clinical Education: Legal aid cells and outreach activities, street plays etc.

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				8. Problem Solving: Situational Questions are posed in class that enable students, develop critical thinking skills. 9. Simulation and Role Play: includes simulated MUNs, mock parliaments, client counselling, negotiations etc. 10. Collaborative Teaching : group projects, discussions led by students , group discussions enable students to learn through collabor	

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			ation. Teachers too collaborate to bring in multi-disciplinary perspectives	
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available	10	100% Wi-fi Smart board e-library resources: LDMAP Student Portal MS Teams	
10.	Number of ICT enabled classrooms and smart class rooms.	10	10	
11.	Whether - Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?	10	All available, not uploaded since SSR is pending	
12.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage **Passing analysis;** Distinction First Class Second Class Pass Class Failed:	15	119 121 119 119 98.34 First Class- 119 Fail-02	**Result analysis file needs to be detailed and separate**
13.	Attainment for every course, faculty and Overall college.	20	100%	

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14	How does college analyse results and how are they used for the future development of the organization?	15	The college analyses the results based on the overall % score of the students/ semester. They are categorised into 1st, 2nd, Pass class and fail. Subject wise improvement is undertaken through extra lectures and expert inputs for attempting exams. Academic mentoring is provided by the faculty mentor	

Section V: Teacher staff related(All Data for 5 years or from time since previous NAAC)

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	10	Full time- 86.62 Teachers with Phd- 40% Avg teaching experience 9.8 years	
2.	Percentage of teachers recognised as research guides	10	00	
3.	Number of teachers who have completed their Ph.D. in last five years	10	02	
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	10	00	
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	05	6 Dr. Kavita Rai- Phd Anju Singh- LLM	

				Apurva Thakur- LLM Rachi Singh LLM Dr. Vanita Agarwal- PhD.	
6.	Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.	20	50% (Nutan Madiwal, Geeta Kubsad, Suman Kalani, Anju Singh, Apurva Thakur)		
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.	05	25		
8.	Number of books published by teaching community at national and international level	05	6		
9.	Number of teachers as research guides	10	00		
10.	Innovations done by teachers	10	00		
11.	Consultancies provided by teaching staff and amounts generated.	05	00		
.					

Section VI: Community& environmental services (% participation)

1)	NSS related activities – reports & Camps	20	00	
2)	Activities other than NSS	10	50%	
3)	Environment related activities	10	80%	
4)	Cleanliness programs	10	100%	
5)	Gender equity programs	10	100%	
6)	Gender sensitivity awareness programs	10	100%	
7)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting	10	100%	
8)	Solar energy put on the grid in last one year	10	00	
9)	Human values & Professional ethics courses	10	100%	

Section : VII: OFFICE ASPECTS
(Restricted to 5 bullet points under each aspect) (office filing)

Sr.No.	Observation on Key Aspects (10 marks each)	250 (10 each)		
1.	General Administration • Fees Collection – Computerized/ not computerized • Roll Call – Generated from Software/ not generated • General Register • L.C. - Computerized Transfer process computerized?		Yes Yes Yes Yes	
2.	Extension & Continuation of Affiliation *Aided: First Affiliation, Extension, Permanent Affiliation and Annual Affiliation *Unaided: First Affiliation, Continuation of Affiliation and Permanent Affiliation applied		Yes	
3.	Selection, Advertisements & Interview Procedures Aided: • Government NOC, • Advertisement draft approved by University • Advertisement in 2 News Papers [Regional & English] • Selection Committee is demanded from University • Government Nominee is nominated by Joint Director • Interview being Called • Interview Chart prepared • Selection Committee Report *Unaided: As per university norms [as above procedure] *Ext. Course: Local Selection Committee, necessary sanctions Dept.[as above procedure]		Yes	
4.	Teaching Staff Approvals *Aided:			

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	• Selection is done and the report is sent for approval at university • Management Resolution • Appointment Letter • Resume letter from the employee (acceptance letter) • University Approval draft • Approval copy from University • Joint Director Fixation • Confirmation • All CAS promotion to teachers is done as per above procedure ***Unaided:** As per university norms [as above procedure]		Yes	
5.	Non- Teaching Staff Appointments & Promotions ***Aided:** • Government NOC • Advertisement in 2 News Papers [Regional & English] • Interview – Interview Chart Report • Management Resolution • Appointment Letter • Resume letter from the employee [acceptance letter] • Joint Director Approval draft • Joint Director Approval • Joint Director Fixation • Confirmation • Promotion of 12yrs. & 24yrs. • Seniority Promotion ***Unaided Course Dept.:** • Staff is appointed as when the need arises Yearly hike is approved		Yes	
6.	Statistical Information University of i MIS(DHE, Pune) AISHE(UGC) NIRF ***Aided/Unaided:** • MIS information uploaded to DHE Pune in September [online data] – file ready • All India Survey Higher Education [online data] file ready Uploading done/ not done		Yes Yes	
7.	Service Books & Leave Records (Teaching & Non – Teaching Staff) **Aided:**			

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	• Service Books maintained as per Joint Director Office • Computerized Leave Record is maintained as per service book *** Unaided dept.:** Leave Record Bio-Metric		Yes	
8.	Admissions Procedures ***Aided/Unaided/ Ext. Course dept.:** • Filling up of Pre Admission Form designed by the college		Yes (For institu te level seats)	
	• Online Admission Form Filling on the digital portal		Yes	
	• Confirmation of Admission on portal & fees collection on customized software		Yes	
	• Submission to Registration of the confirmed student		Yes	
9.	Enrolment, Eligibility & Migration ***Aided/Unaided:** • Provisional Eligibility applied by students		Yes	
	• Provisional Admission is provided on producing Provisional Eligibility Certificate		Yes	
	• Migration Certificate required for Confirmed Admission		Yes	
10.	***Aided/Unaided:** • college level examination for U.G. Courses & (Sem. III to Sem. VI are conducted by University)		Yes	
	• All exam's conducted by University for P.G. course		NA	
	• Uploading Question paper of sem. I& II college exam on college portal selection of set by Principal		NA	
	• Generation of Exam Forms for University exam from University Portal		Yes	
	• Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal		Yes	
			Yes	
	• Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions		Yes	

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	• 1st Year stamping of Mark sheet & Ledgers from University • 1st Year Ledger submission in binding format at University		Yes
11.	*Aided/Unaided: • As and when demanded by students providing them 2 copies of transcript as per University Format • Rs. 500 is collected towards fees for the same • Bonafide Certificate is issued as and when demanded by students • Rs. 10 is charged towards the issue of Bonafide certificate		Yes (5 copies) No (Rs.1,000 for 5 copies) Yes No (Rs.25 is collected)
12.	Railway/ Bus Concessions *Aided & Unaided • Railway/ Bus Concession is issued from 1st to 10th date of every month • Monthly statement is prepared on excel sheets • Submitting the same at Railway/ Bus to the Office		Yes Yes Yes
13.	Government Scholarships & Free Ships *Aided/Unaided: • Students and Parent are orientated with procedure and norms. • Display of Notice on Digital Signage &WhatsApp group • Collection of forms filled by students on the scholarship site • Verification of forms & documents • The form is collected and approved by the authorities of Social Welfare Department • Generation of Statement B and submitting the same at social welfare department		Yes No Yes Yes Yes Not Applicable Yes

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	• Received Scholarship amount from Department • Order Collected from dept. • Payment is disbursed in students personal A/c • Utilization Certificate submitted to department		Yes Yes Not Applicable	
13.b	Non-Government scholarships, free ships, concessions. **Organizational effort to provide help to needy:** Concession in fees list Other supporting documents.		Yes	
14.	Inward & Outward Registers **Aided/Unaided/ Ext. Course dept.:** Digitized		No	
15.	Dead Stock Registers ***Aided/Unaided Course dept.:** Register is maintained in excel format		Yes (Not in excel sheet)	
16.	Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee & PTA ***Aided/Unaided/ Ext. Course dept.:** • Records Maintained • LMC-Twice a year • IQAC – Thrice a year (minimum) • Management committee - Twice a year Office as and when need conducts meeting [general, accounts & budgets meeting]		Yes Yes <u>Yes</u>	
17.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's ***Aided/Unaided Course dept.:** • Purchase of new equipment is recorded in the Dead Stock Register • New purchases are numbered • List Attached • Scrap is also donated& recorded		No Yes Yes No	
18.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. **Aided/Unaided Course dept.:** • Accounts is maintained in Tally ERP9 • Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9		No (SAP) No (SAP)	

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	• Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained		Yes	
	• Fees Receipts are printed from the customized software		Yes	
	• Fee Register is maintained in the excel format		No	
19.	College Budgets & Audited Balance Sheet ***Aided/Unaided Course dept.:**			
	• Budget is prepared programme wise every year		Yes	
	• Audited Balance Sheet is also prepared and submitted to the trust		Yes	
20.	Teachers Workload & Class Time Tables ***Aided/Unaided:**			
	• As per University norms & approved form University/Joint Director Office		Yes	
	*Unaided:			
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers			
	*Aided/Unaided Course dept.: List Enclosed		Yes	
22.	Non- Teaching Staff Welfare **Aided/Unaided/ Ext. Course dept.:**			
	• Medical Assistance on request		Yes	
	• Fees / Financial Assistance on request		Yes	
	• Family Picnic		No	
	• Festival Celebration		Yes	
	• Birthday Celebration		Yes	
23.	Workshops attended by non-teaching staff **Aided/Unaided Course dept.:**		Yes	
24.	***Aided/Unaided/ Ext. Course dept.:** •			
25.	* Overall neatness, presentation & non-teaching staff cooperation.		Yes	

Section VIII: Best Practices (100) (one each in about 200 words, 10 marks each 10 X 7 =70& one distinctive practice 30 marks)

1. Curriculum	
	The college being affiliated to the University of Mumbai follows the guidelines of the University for the implementation of the curriculum. The course outline is prepared by the faculty and shared with the students. In addition to the delivery of the curriculum as planned, each faculty member identifies the topics of practical and contemporary significance in the subject and invites industry expert for the session. Innovative initiatives like research assignments under industry mentors, practicing professional and judicial members is periodically done. Field visits to jails law offices, courts, BMC offices etc are conducted to enable students to have the first hand learnings. There are student moderated discussion organized to ensure a good peer learning. In addition to the regular lectures, planned in the academic calendar, the college holds revision lectures at the end of every term. In the course of the semester, teachers hold doubt-solving sessions, from time to time. To enhance the teaching-learning experience and to aid in the ease of achieving academic goals, teachers adopt innovative techniques and effectively utilize the state-of-the-art facilities available at the institution. The college has an up-to-date digital infrastructure and effective learning management platforms that have led to ever more creative and innovative methods of teaching

2.Academics	SVKM's PGCL follows excellent academic practices. Each academic term begins and ends as per the University of Mumbai directive Each term regular lectures are conducted as per mandate. The academic year begins with the academic calendar to which the college adheres. The timetable for the entire term is prepared and shared with the teachers and students before the beginning of the term. The college employs a full time course coordinator who manages the allocation of lectures and coordination with students and teachers for all academic purposes. The college has a good student teacher ratio as per Bar Council of India rules. The teachers utilise a spectrum of pedagogy covering all levels of Bloom's taxonomy. Practical training and DPC sessions are conducted for 3rd -5th year students. Soft skills training is provided to all students as per requirement of the legal profession. Industry experts are invited on various platforms to provide practical viewpoint relating to the academic syllabus. The syllabus is completed on time and the students are provided with revision lectures before the commencement of their exams. Internal assessment (1st – 4th year) is conducted and assessed on time and results sent to the University. The college has LMS which is used for assignments, internal tests and sharing reading materials. The college follows the University mandate of compulsory 75% attendance for lectures each semester. The attendance records are saved in both hard copy as well as digital format through SAP. The college releases monthly attendance records. The college holds attendance meetings for those who fall below 75% attendance. The college conducts exams as per the exam timetable of the University. The college maintains all academic records as per University mandate.
3. Extension	The Institution truly believes in the quote "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has". With this intention, Pravin Gandhi College of Law has a thriving outreach program and Legal aid committee. Students are also part of the Outreach and Extension Program for the Dept of Lifelong Learning and Education (DLLE) of Mumbai University. Under the outreach committee, students have undertaken the following activities • Beach Cleaning- Juhu Beach and Versova beach

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	• Clothes donation drive • Book donation drive • Blood donation drive • Lectures on relevant legal topics to school students • Street Plays. The institution has signed an MoU with Vanmali Registered Trust for conducting outreach activities for tribal villages. Recently, students participated in a donation drive to Kuyalu village in palghar district, Thane, to distribute groceries, school bags, tiffin boxes. They performed a street play on Domestic Violence and SC atrocities.
4. student progression	Keeping in line with the vision and mission of the college, we at PGCL endeavour to create law professionals with a zeal for justice. Student progression is the mainstay of the institution, and the Institution has a fourfold approach towards helping students unlock their full potential: 1. Academic Excellence: The institution strives for academic excellence all faculty include innovative pedagogy that will ensure grasping of concepts thoroughly. Use of ICT, simulated learning and guest lectures facilitate classroom teaching to provide a holistic knowledge on areas of law. To help learners, remedial lectures are conducted. Internal examination formats are in a manner that enhance capabilities, and are a mix of qualitative and quantitative research activities, presentation skills, and critical thinking. The academic coordination committee ensure that lectures are conducted regularly, cancelled lectures are covered and a regular timetable maintained. PGCL pass percentage is nearly 100% and majority students are placed in higher grades. 2. Lawyering Skills: Academic excellence must be supplemented by advocacy skill. The institutions help capacity building through many certificate courses and sessions are conducted that impart practical learnings in law, including drafting, pleading, mooting and negotiation. Skill sessions are held every Friday to conduct workshops that impart the relevant advocacy skills. 3. Interpersonal Skills: Lawyering is a profession as well as an art. It is imperative that lawyers have great inter-personal skills and are able to communicate effectively. With this in mind, PGCL regularly conducts soft skills training programmes that cover topics such as effective communication, teamwork, time-management, problem solving and adaptability. 4. Employability and Higher Education: The end goal of a professional course is to enhance employability. The Placement Cell of the institution endeavours to place students in reputed law firms, legal companies and with prestigious independent advocates after their graduation. Students who wish to pursue higher education are encouraged Alumni support networks help applicant

	students navigate admission processes, and offer advice on courses.
5. management practices	The Institution maintains transparency in its management practices and regularly updates to the newer systems and technology ICT in Management: Management practices are digitized and automated to maintain transparency • Attendance for faculty and staff is maintained through biometric systems and Oracle management system • Student attendance is through SAP system • Leave policies, Annual Appraisals, career progression is all maintained through the Oracle System • Internal examinations are conducted and records maintained through Microsoft Teams and Student Portal Staff Support and Development: The management ensures the welfare of its employees through the following mechanisms • Annual health Check-up • Health insurance by Management • HRA is paid • Fee rebate for wards of employees who are pursuing courses in SVKM colleges. • Leaves are given as per UGC norms • 7th pay scale is given • Promotion of research through cash awards • Facilitation of Continued Learning for faculty through Orientation and Refresher Programs and Faculty Development Programs • Availability of gym for employees • Parking for employees • Off campus access to online library • Institutional Training for all staff members by the HR Department as per availability of experts. Progression and Mentorship • Every college has a mentor to guide and enable policies • Presence of College Development Committee • Creation and updating of Policies according to need.
6.Environment	*"Be the change that you wish to see in the world."* — Mahatma Gandhi SVKM's PGCL believes that small changes lead one to the desired goal. The college encourages the use of electronic data bases and online submission of assignments intending to reduce the use of paper. To give a sense of the outdoors the college has a green entrance to the library and has posters that call out to save trees. The college had a tree planting drive along with a seminar on greening the campus.

	The college has an environmental sensitivity generation students group named, 'Catalyst for Green Change" in the year 2022-2023 (odd semester) conducted a "Say to noise campaign" . The objective of the campaign was to educate the students on noise pollution and generate sensitivity towards lowering noise levels in educational institutions. The campaign began by generating awareness of noise pollution. Posters on various aspects of noise pollution were put up in the 8th floor corridor. The group gathered data of the noise levels on the 8th floor for a fortnight. They analysed the data and made a presentation. The group then presented their findings in all classrooms. The sessions were highly interactive and generated interest in the topic of noise pollution. It evoked sensitivity towards the ill effect of noise pollution in educational campuses. We strive to sensitise our students to local and global environmental challenges and become part of the solution.
7.Distinctive practices	Law is a Professional degree and the institution, in addition to legal theory also, prepares students for their desired careers. In furtherance of this goal, the institution has introduced a blended learning program to ensure practical exposure. The *Experiential Learning Programme* has been one-of a-kind program designed to help students gain practical knowledge and provide exposure to different fields of law. All students of final year are given opportunity to intern with law firms and advocates in a field of their choice for a period of 8 weeks. This program harnesses locational advantage - of being in Mumbai - by facilitating students to explore their field of choice through on-ground, continuous training. It also facilitates placement of students, and many students receive job offers through this program. Objectives: • To enable the student to understand the practical applications of law in a working environment. • To provide an opportunity to students to gain hand-on training in Court Craft and advocacy skills. • To enable students to learn the art of drafting pleadings and other court proceedings. • To introduce the students to new and emerging areas of legal practice • To help students select his preferred area of specialization • To broaden the perspective of the students through an exposure to real life legal issues. • To enhance skills such as; documentation and court etiquette which are required in the legal profession. • To encourage students to undertake legal research. • To teach the students organizational and research skills by learning directly from the mentor.

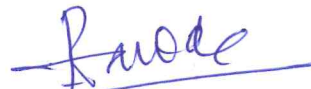# Academic and Administrative Audit (AAA)
Recommendations

1. Make provision for award/incentives/appreciation to the students and teachers for extension and outreach activity.
2. To conduct research awareness program, monitory support for research publication and to enhance participation in research.
3. To take initiatives for in-house research publication with ISSN/ISBN number.
4. To develop the research policy for inculcating research culture among the faculty and students.
5. To develop the policy for continuous internal evaluation (CIE).
6. To strengthen sports facilities within a campus.
7. Strongly recommended for alumni registration to charity commission.
8. To establish linkage/collaboration with nearby institution/organization.
9. To develop the policy for improving the student attendance.
10. Composition and functioning of Anti ragging and Student Redressal cell as per the UGC guidelines.

Dr. (Prof) Ayub Shaikh

I.C.S. College Khed, Ratnagiri

Dr. (Prof) Ramdas Pawar

Prof. R.M. College Akurdi, Pune