



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SRI BALAJI SOCIETY'S BALAJI LAW COLLEGE

BALAJI LAW COLLEGE, SURVEY NO-3/1-4, AUNDH-RAVET ROAD,
TATHAWDE

411033

www.balaji.edu.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Balaji Law College is a private undergraduate institution that offers three-year LL. B. and five-year B.A., LL.B. programmes. This is one of the privately managed and maintained legal education centers in Pune that receives no assistance from the State or Central Government. The Balaji Law College satisfies the requirements of The Bar Council of India, the University Grants Commission, and affiliated with the Savitribai Phule Pune University, Pune. The College was founded in 2003 by the Founder President Late (Dr.) Col. A Balasubramanian and a group of committed academics who recognised the need for legal education for the country's youth. Balaji Law College is a place that provides a unique combination of an educational atmosphere that is characteristic of other countries and the rigorous academic standards that are common in India. The students at BLC receive a superior education at the university level.

Vision

Vision:

To turn out of its portals a legally competent human resource; excelling both in academics and in values. To lead in legal education not only in India but globally.

Mission

Mission:

To become a learning-centric institution by providing the youth with the best opportunities and environment for higher education and enable them to attain high levels of academic excellence. To inculcate students with moral values, leadership qualities and to make them appreciate the need for high ethical standards in personal, social and public life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college is situated in the Aundh- Ravet Road; thus the students and staff have easy access to the college campus.
2. The institution possesses Student's Centric approach- Disciplinary and Inclusive environment.
3. The college has reasonable infrastructural facilities to fulfill the basic requirements of the students, like spacious class-rooms and library, Moot court hall, Legal Aid Centre, NSS Unit computer laboratory etc.
4. The college has well- experienced full-time faculty. The college also has empaneled a good number of practicing lawyers, retired professors and eminent scholars to recommend and improve the methods of

teaching structured inputs and recommend assignments.

5. The college's governing body maintains a reasonable fee structure with a good financial management approach even if the State or Central Governments do not provide any financial aid to the institution. This gives deserving but financially disadvantaged students the chance to enrol in higher education and pursue professional degrees.
6. There is a Cordial relationship between all the students, teachers and parents.
7. The management is always supportive in providing quality education
8. The Institution Reach out to the needy section of the society through regular legal aid clinic and NSS.
9. The College has good success rates in examinations as compared to University result- Merit Holder Students
10. Eminent legal luminaries such as High Court and District & Session Court Judges, Senior lawyers visit the college from time to time and share their knowledge with the students.
11. The results of students are consistently good and this has drawn a large number of applications for admission.
12. The college also provides hostel facilities to girls students of first year who travel various states and come to BLC for legal education.
13. The College has Green & Clean campus.
14. Ragging Free campus.

Institutional Weakness

1. Being affiliated to Savitribai Phule Pune University, Syllabus/curriculum is decided by the University. Hence, there are limitations in introducing innovative courses and providing practical training.
2. Fewer numbers Placement, Research funds , teachers and students exchange programme.
3. Lesser count of research publications.

Institutional Opportunity

1. There is room for the institution to host more legal aid camps, street plays, and competitions to give students real-world experience and benefit society by raising legal literacy.
2. The college can collaborate with the State's general and professional higher education institutions to raise legal literacy about current issues. This would be a perfect opportunity to encourage students to pursue legal studies while assisting them in advancing their careers.
3. The college's alumni association may use more reinforcement. The college's alumni network has the potential to serve as a catalyst for the institution's growth and development. Hence the association can be strengthened.
4. The College has a further scope on increasing the number of research publications and projects at different levels .
5. The Institution can explore possibility of collaborative research with research institutions .
6. College has an opportunity to start with PG course in Law - LL.M and Research center in coming years
7. Lack of National and International collaboration.

Institutional Challenge

1. Meeting the pace of disturbed academic calendar owing to pandemic lockdown and delay in CET

admission process.

2. Pursuing students to adhere to prescribed procedures of placement drive.
3. Balancing the intended academics - assessment - placement/practice orientation structure for the best future of the students and efficient performance of the faculty and staff .

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution is affiliated to Savitribai Phule Pune University which provides the structure of the curriculum. The curriculum is available in advance to the learner in the library and is published/posted on prospectus and College website. Before commencement of academic year, academic calendar and sessions plan of the subjects are devised which involves *inter alia* setting timeline for syllabus completion, marking of the dates to enhance curriculum delivery through field visits and projects, conduct of curricular, co-curricular and extra-curricular activities through Academic Calendar. Teachers are to submit session plans standardized on academic terms which are thoroughly analyzed and periodically checked for adherence. The Course coordinator sets and communicates the timetable in advance to plan the teaching schedule with greater flexibility.

The structured student feedback helps to keep a tab on the pace and quantum of syllabus completion and extra lectures/remedial lectures are requisitioned in case of paucity. Students weak in communication and grasping ability are supplemented through remedial measures.

The faculty of the Institution takes a pro-active role by supplementing teaching efforts with Seminars/webinar and classes are made interactive and lively by engaging in application-based lectures, video tutorials, discussion on current affairs, case-study method, collaborative teaching etc. The curriculum also includes mock trials, Legal aid activities and moot courts.

The highly reputed Alumni of the Institution vastly contribute *pro-bono* to effective curriculum delivery through special lectures. Frequent meetings of faculty members take place to discuss academic and administrative activities accomplished by the staff. College also has a large Repository of resources.

Teaching-learning and Evaluation

The College organizes Orientation/Induction programme for the students at the start of each academic session to brief the rules and the regulations of the college and tries to identify advanced and slow learners in order to enable the institution to prepare strategies for teaching and learning process.

The institution adopts students' centric approach in teaching and learning process. Experiential learning such as project work, field trips are conducted to help the students to learn as per their experiences. Discussion on questions and on old university question papers are followed. The institution maintains transparency with internal assessment and tests. Any examination related grievances are dealt with by the principal and teachers of the college. The institution evaluates the Programme Outcomes and Programme Specific Outcomes regularly which helps in adopting strategies in its implementation to attain the Course Outcomes.

The college encourages faculty to improve their qualifications, attend workshops, FDP's , refresher and certificate courses and publishing papers in conferences and journals by providing logistic assistance and study

leave. Due to the efforts taken by the faculty and students, most of the students complete their law course in the stipulated time with good percentage. Student-faculty ratio is optimally maintained to facilitate student-centric learning environment. The College emphasizes on developing human values and fosters global competency with focus on corporate culture.

Research, Innovations and Extension

Balaji Law College in Pune promotes research culture among faculty and students, fostering an innovation ecosystem. Faculty members organize seminars on IPR issues, publish in reputable journals, and participate in FDP programs and certification courses. Some faculties are registered for Ph.D.

Prioritizing community-institutional connections, well-structured outreach and extension activities contribute to student development and social good. Faculty and students conduct legal aid activities, raise awareness about law and rights, and address environmental conservation and sustainability. Plantation drives and environmental awareness efforts help revive local natural resources.

The institute focuses on physical and mental health during the COVID-19 pandemic, promoting health, hygiene, and responsibility. It offers a National Service Scheme for holistic student development, organizing community development activities through NSS special camps and seminars.

The institute hosts NSS programs, including blood donation camps, women's days, art of living, World bicycle days, voter's days, yoga days, and participates in inter-college debate competitions. They also participate in G-20 state-level NSS PO conferences and tree plantation events.

Infrastructure and Learning Resources

The cutting-edge infrastructure and educational resources at Balaji Law College reflect the ambition and foresight of the college's founders. Even though they were built 20 years ago, the facilities have endured, helping countless generations of legal interns.

By building the necessary physical infrastructure, enabling room for periodic expansion, and keeping it up to date, BLC offers suitable facilities for the process of teaching and learning. It not only meets with the minimal specifications required by the statutory bodies (UGC, Bar Council of India, and SPPU), but also offers the environment and infrastructure necessary to support teaching and learning above and beyond compliance.

Physical Infrastructure and Learning Resources are provided for classroom and extra-classroom instruction. Sri Balaji Society owns the edifice that houses Balaji Law College. The building has a total area of 48,002,43 square feet, which has been approved by the Municipal Corporation and is designed according to the standards of the Bar Council of India. In addition to traditional and modern IT resources, the library, computer lab, classrooms, Moot Court Hall, Hostel for students, canteen and other support mechanisms are outfitted with various equipment to facilitate access to infrastructure and learning resources. We have an outstanding collection of national and international legal reports, journals, and other reference materials.

BLC allocates an enormous sum of money each year for both infrastructure and educational materials. By putting uniform processes and systems in place for their production, and access by the stakeholders, it ensures that these are used to the fullest extent possible

Student Support and Progression

Students are the center of attention for the college and play a pivotal role in conduct of all the activities. The college takes all necessary conducive steps for an all-round development of the student. The approach of the college is student centric and student friendly as the college has a flat culture i.e., a student can approach the highest authority by skipping the lower authorities. The college provides for various Government Scholarships so that a financial insufficiency does not stand as a wall in the education. The college also focuses on an all-round development of the student by encouraging the students to participate in various curricular and co-curricular activities. These activities are managed and organized by various cells such as Moot Court, Legal Aid, Extra-Curricular, Sports & NSS, etc. Practical learning being one of the most important aspects of learning law, various visits such as Court, Police Station, NGO & Jail visits are arranged for the students. In order to inculcate the practice of zero tolerance to injustice, the college has various committees such as Anti-ragging, Student Grievance & Internal Complaint, where any issue is solved in time. The college also appreciates the academic performances of the toppers of each class by giving certificates & guides in participating in various competitions. Since the student is the utmost important stakeholder, the college has an alumni association in order to give guidance to the existing students.

Governance, Leadership and Management

The vision and goal of the College serve as the foundation for the College's governance, leadership, and administration. An ongoing effort is being made by Sri Balaji University Balaji Law College, which was established on the principles of Discipline, Determination, and Dedication as its pillars, to transform raw talent into future advocates who are able to effectively handle the challenges faced by legal world and lead businesses to greater heights.

Our law college has set as its primary mission the inculcation of a dedication to the ideals of justice, liberty, and equality in the minds of aspiring lawyers of the future. The government has established a foundation for education that is based on the rule of law, equality between the sexes, and inclusion of all people. Participation, Autonomy, and Transparency are the three guiding principles that underpin effective governance and management of Sri Balaji Society.

Sri Balaji Society is a charitable organization that functions as both a trust and a society; the Balaji Law College is one of its affiliated institutions. The Governing body is responsible for overseeing both the financial and operational aspects. A number of well-known solicitors, academics, and other specialists in a wide range of fields are among the organization's members.

The Principal is the person who handles the administration of the College. As the Member of the Society, the In-Charge Principal acts as a link between the administration and college and serves as the College's representative in the Society. The Principal conducts routine audits of the workload of Teaching Faculty and staff members, and then uses those audits to inform his or her recommendations for recruitment of new staff if required.

The IQAC has provided significant contributions to the excellence of the College's academic programmes, administrative operations, and physical facilities.

Institutional Values and Best Practices

Founded by an army personnel, Sri Balaji Society's Balaji Law College propels the students to lead a disciplined and determined Life. In this age of modernization, the college aims to make the students more aware and close to Nature. Measures to make the environment greener and safe has always been a priority of the college. Along with a green eco-friendly environment the college ensures to make the environment safe for people irrespective of genders. The college focuses on sensitization of gender through various activities which are conducted for not only the students and teaching staff but also the non – teaching staff and the house keeping staff. The college believes in rejuvenating the qualities of secularism amongst the students for which various curricular activities and extra - curricular activities. The college celebrates various cultural events and a cultural and sports fest aiming to inculcate a sense of brotherhood and sportsman spirit. The college motivates the students to participate in various competitions which are organized by the institution and also by the other institutions so that the students are socially aware and tolerant.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Sri Balaji Society's Balaji Law College
Address	Balaji Law College, Survey No-3/1-4, Aundh-Ravet Road, Tathawde
City	Pune
State	Maharashtra
Pin	411033
Website	www.balaji.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Madhushree Mandar Joshi	020-67084033	9168987275	-	blcpune2003@gmail.com
IQAC / CIQA coordinator	Tejaswi Avhad	020-67048033	9168987275	-	iqac@balajilaw.edu.in

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
BCI	View Document	27-06-2023	11	Extension of approval of affiliation for the last academic year

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	Balaji Law College, Survey No-3/1-4, Aundh-Ravet Road, Tathawde	Urban	2.6	78225.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	LLB, Law	36	Graduation	English	120	115
UG	BA LLB, Law	60	Intermediate	English	120	119

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				13			
Recruited	0	0	0	0	0	0	0	0	5	7	0	12
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	2	6	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	6	3	0	9
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	3	3	0	6
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	6	0	11
UG	0	0	0	0	0	0	0	0	0	0

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	6	0	8
UG	0	0	0	0	0	0	0	0	0	0

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

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	111	9	0	0	120
	Female	108	6	0	0	114
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	20	16	4	11
	Female	21	10	9	4
	Others	0	0	0	0
ST	Male	7	0	0	0
	Female	4	2	1	0
	Others	0	0	0	0
OBC	Male	28	14	8	7
	Female	23	11	7	6
	Others	0	0	0	0
General	Male	273	208	138	133
	Female	237	206	170	174
	Others	0	0	0	0
Others	Male	17	0	5	6
	Female	20	7	4	5
	Others	0	4	0	0
Total		650	478	346	346

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	As Balaji Law College is affiliated to Savitribai Phule Pune University(SPPU) and recognized by Government of Maharashtra and Bar Council of India, therefore the curriculum is designed by SPPU. Further for holistic development of students the institute offers Multidisciplinary value added courses like '30 hours course of Advocacy Skills', '30 hours' certificate course Intellectual Property Rights' etc. Future plan of the institute is to start master degree program of LL.M to implement concrete base for research based approach in teaching and learning process.
2. Academic bank of credits (ABC):	Academic Bank of Credits (ABC) is established in

	<p>the lines of the National Academic Depository (NAD). Circular No. Exam/2022/205 dated 15th October 2022, the institute implemented Academic Bank of Credits (ABC). The CEO explained about 'Academic Bank Credit' in each class. The students were made aware on the concept of 'Academic Bank Credit' step by step, links for the same was shared with the students in their respective class group. The outcome was that the students registered themselves with the ABC Id as it was made obligatory to mention the same in exam form. The institute along with students are well prepared to support the digital India goal. University also intends to digitalize students' academic record through their ID.</p>
3. Skill development:	<p>Balaji Law College works for holistic development of the student and therefore to bridge the gap between law on paper and actual, Moot court activity is conducted for all the students. Regular debate and discussions on hot and happening topics are conducted in class. For practical exposure college has collaborated with different Advocates & firms like: Anup Awasthi & Associates, Shashanka Yadav & Associates. We have also collaborated with NGO like NatureCare Taker etc for the holistic development of students. Certificate courses run by the institute enhances the required skills of the students.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Institute has established Legal Aid Cell in the institution to promote legal awareness among students and for socio-legal cause. Different street play based on socio-legal issue are presented by students on different events, like recently during the inauguration of Lok adalat at PCMC court students presented street play on bonding of family and dispute of ancestral property. The day in institute begins with playing of Gayatri Mantra before singing National Anthem at 7:55 am. College also promotes cultural events wherein students wear traditional attire and celebrate traditional functions like Ganpati festival, Dandiya, Dhol tasha etc. Institute welcomes every guest with sapling of tulsi to promote our culture and love towards nature.</p>
5. Focus on Outcome based education (OBE):	<p>The institute has opted outcome based education system as per SPPU guidelines. The syllabus of each subject has its own course objective, which is taken care during delivering of lecture by faculties. As the pattern of exam and assessment of students is an</p>

	important aspect of quality education. This directly or indirectly decides the future of student, institute and ultimately our nation. Faculties ensure internal assessment with accuracy and vigilance so as promote program objective and course outcome. The assessment pattern of institute is as per the new NEP 2020 policy and we are also working on the recommendations given by SPPU under the CBCS pattern 23-24.
6. Distance education/online education:	COVID19 pandemic, which hit India in December 2019, resulted in closure of college. The institute decided to take classes online for all the students. Initially the classes were taken on google classroom, but then by 2019 Microsoft teams which was subscribed by the institute in 2018 was used to the fullest. Online learning and use of ICT tools from then became an integral part of academics.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literacy Club (ELC) under the Chairperson of IC Principal Dr.Madhushree Joshi , Coordinator Asst.Prof.Ajay Patil and students members for promotion of awareness of elections, registration of voters and other drives.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The ELC is functional and active in nature, Guest lecture for awareness was organised by the institution. Along with faculty coordinator, students from LLB & BALLB are appointed for smoothly functioning of ELC.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The ELC was formed on 13th Sep.2023. As part of Legal Aid Camp, students visited villagers of Godumbre spreading awareness of voting. The institute also took an initiative by organizing group discussion among students highlighting the importance of vote and right of voting.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research	As part of NSS, students of Balaji Law College had volunteered in the camp held in village Chankhed on

<p>projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>27th Jan.2023 to spread awareness of right to vote and the importance of vote. The posters were prepared by the students with message of vote and importance of voting in a democratic nation.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Efforts were taken by ELC to make students aware of voting as a pillar of democracy. Students above 18 years were directed to enroll themselves in the electoral list and also to cast their vote as their fundamental duty.</p>

Extended Profile

1 Program

1.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
124	124	124	124	124
File Description		Document		
Data Template		View Document		

1.2

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

Response: 70

2 Students

2.1

Number of students year-wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
751	668	477	349	346
File Description		Document		
Data Template		View Document		

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
78	78	78	78	78

File Description	Document
Data Template	View Document

2.3

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

2022-23	2021-22	2020-21	2019-20	2018-19
147	104	64	77	63

File Description	Document
Upload Supporting Document	View Document

3 Teachers

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
14	13	7	10	9

File Description	Document
Data Template	View Document

3.2

Number of sanctioned posts year-wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	12	12	12	12

File Description	Document
Data Template	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 17

4.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
62.76	102.20	80.47	114.66	175.75

4.3

Number of Computers/ laptops

Response: 84

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 Institution is affiliated to Savitribai Phule Pune University which provides the structure of the curriculum. The curriculum is available in advance to the learner in the library and is published/posted on prospectus and College website. Before commencement of academic year, academic calendar and sessions plan of the subjects are devised which involves *inter alia* setting timeline for syllabus completion, marking of the dates to enhance curriculum delivery through field visits and projects, conduct of curricular, co-curricular and extra-curricular activities through Academic Calendar. Teachers are to submit session plans standardized on academic terms which are thoroughly analyzed and periodically checked for adherence. The Course coordinator sets and communicates the timetable in advance to plan the teaching schedule with greater flexibility.

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File Description	Document
Upload Additional information	View Document

1.1.2

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

Response:

The institution conducts Continuous Internal Evaluation. The academic year commences as notified by SPPU and is incorporated in the academic calendar. The academic calendar is devised to schedule the activities of the committees/cells, orientation, subject expert lectures, seminars, workshops and conduct of Internal Evaluation, through faculty meetings.

Periodic meetings are conducted to adhere to the academic calendar. The students are the centre of the teaching-learning and evaluation process. The evaluation system of BA.LL.B & LL.B comprises of Internals of 20 marks and Externals of 80 marks, whereas the internals are divided in 4 criteria, each of 5 marks. The 1st Criteria is LHR ie, learning hours records of the students, 2nd Mid term, 3rd Class test, 4th Assignments and +3 for class performance. The B.A LL.B & LL.B programme has an internal component evaluated by the concerned subject teacher and includes submission of an assignment and presentation on the allotted topic and a written test from an identified portion of the syllabus. The institute conducts Mid term in each semester as part of internal evaluation, which is assessed by the subject incharge. SPPU conducts exam every semester for 80 marks, earlier only first year were evaluated in the institution by the faculties, currently as per the circular 134/2023 dated. 3 May 2023, first two years of BA.LL.B & LL.B will be evaluated by the colleges in their own campus. A Course Coordinator is appointed for every course. The subject teachers maintain the records of Assignments, Mid-term, and Class test along with the Question papers of Mid-term.

File Description	Document
Upload Additional information	View Document

1.1.3

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

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

Response: 2. Any 3 of the above

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

1.2 Academic Flexibility

1.2.1

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

Response: 100

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

Response: 2

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

Response: 2

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

1.2.2

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

Response: 16

File Description	Document
List of Add on /Certificate programs (Data Template)	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3

Average percentage of students enrolled in Add on or value added courses /Certificate programs as against the total number of students during the last five years

Response: 7.99

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
20	20	40	40	50

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Constitutional and Human Values, Environment and Sustainability etc. into the Curriculum

Response:

Balaji Law College has the format of conducting guest lectures as per the curriculum designed by Savitribai Phule Pune University. Apart from the regular syllabus requirements, the college occasionally organizes relevant programmes and guest lectures related to gender issues time to time. Often Extension lectures, seminars and workshops for all students are arranged.

The college also organized workshop on Leadership Skill and Innovative Thinking for the students. N.S.S. unit organizes various programs for spreading awareness among the students regarding different social issues.

The college organizes Moot Court Orientation in the college, encourages and sends the students to participate in State, and National Moot Court Competitions to enhance their professional skills. These issues find ample space in applying and implementing them positively into the curriculum, in consonance with the mission of the institution, to lead the way in legal education through innovative teaching and learning experiences and to create legal professionals, with qualities of commitment towards society, social justice and ethical values.

University Syllabi:

PROGRAMME SEMESTER SUBJECTS

B.A.LL.B.

IX Environmental Law

VI & VII Constitutional Law I & II

VIII Human Rights Law and Practice

VII Child & Law

VII Professional Ethics

V & VI Family Law I & II

X CrPC

LL.B. Degree

I & II Family Law I & II, Law of Crimes, Constitutional Law I & II

IV Human Rights Law

V Environmental Law

III Professional Ethics

VI CrPC

Institutional Initiatives:

Various institutional Committees, Clubs/Cells deal with cross-cutting issues.

Legal Aid Cell & NSS addresses human values through Legal Aid awareness and NSS

Environmental Club sensitizes on environment protection and sustainability by conducting poster making, quiz, essay writing, talks and seminars.

Internal Complaints Committee works as redressal grievance forum and addresses gender

Issues. The Institution mandatorily prescribes a proper dress code which instills the sense of

Professionalism amongst the students.

The institution celebrates Human Rights Day, International Women's Day to inculcate moral and ethical values amongst the students. It conducts various legal aid and ADR Programmes, Mootcourts, visit to NGOs and Jails, Streetplays, Study trips to enable students to apply the same in a practically. The College recognizing its duty towards the environment conducts tree plantation, drives health awareness, Vanmahotsava celebrations through its NSS Unit.

Initiative Topic of Guest Lectures:

Workshop on 'Sexual Harassment at workplaces Act'

'Consumer Protection Law'

'Advocacy Skills'

'Client Counselling'

'Professional Ethics'.

'Interview Training'

'Police Techniques & Cognizance of Public to Curb Organized Crime'

'Human Rights of Trafficked Victims

'Matrimonial Property Regimes

'Changes in rape law'

'Professional Ethics in Law'.

'Defending Human Rights Challenges to Civil Society'

'Prevention of Sexual Harassment at Workplace'

'Criminal Law and Women'

'Human Rights perspective'

State Seminar on

'Client Counselling'.

'Research Method'

'E-Waste'

'Intellectual Property Rights & Competition Policy'

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

1.3.2

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

Response: 6.45

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8

File Description

Document

Institutional data in prescribed format

[View Document](#)

1.3.3

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

Response: 16.51

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

Response: 124

File Description	Document
Participation Certificate in Moot Courts, Court visit report submitted to the University, certificate endorsing the student participation in Arbitration/Mediation/Client Counseling, internship completion certificate provided by the host law firm, NGO. Certificate of clerkship assistances from judiciaries. Note: all documents should have clear dates of engagements and should be on official letterhead	View Document
List of Programmes and number of students undertaking Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,	View Document
Institutional data in prescribed format (Data Template)	View Document

1.4 Feedback System

1.4.1

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

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

Response: C. Any 2 of the above

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

1.4.2

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

Response: C. Feedback collected and analysed

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average Enrolment percentage (Average of last five years)

Response: 73.9

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

2022-23	2021-22	2020-21	2019-20	2018-19
259	264	205	107	118

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
264	264	264	240	240

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2

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

Response: 46.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
62	52	33	20	14

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

2.2 Catering to Student Diversity

2.2.1

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

Response:

The Student Fraternity at Balaji Law Law College represents a cross-section of the Indian population. The diversity in the learning abilities is identified by constant student teacher interaction. It is always experienced that additional inputs are required so that the average can perform better and better ones can become the best. For catering to individual differences among the learners, the College provides various programs for different groups. Constant Student -Teacher interaction to identify knowledge gaps and take necessary steps Mentoring / counseling for all the students Numerous activities carried out throughout the year by Cells, career opportunities and content of the subjects offered by the University Orientation for all the Advocacy Skills competitions Competitive Examinations Forum Soft Skills Development Programme Library facility with an access to E-resources and databases. Special programs and Moot Court Competitions for the First Year students of BALLB as well as LLB to orient them to the field of Law. In Addition to the above mentioned activities, we arrange following program for capacity building of slow learners. Slow learners are identified based on their performance in various examinations and constant student teacher interactions. Remedial English Course is arranged for the students who face language barrier because of their background or lack adequate basic competence in English. Student Development Board provides grant for this course. The conducting of Level Placement Tests in English has also been started. Competence in local language as an enabling factor: Encouragement to use Local Language to connect to lay-people in Legal Aid and Literacy Camps Special opportunities are given to use vernacular languages in various competitions like Judgement Writing, Moot Courts, etc. Our college has got a very high percentage of advanced learners. Following are some of the activities, that are conducted to hone the skills of students, that are particularly useful to advance learners.

College identifies advanced learners through their performance in qualifying examination, competitions and interaction with the teachers. The advanced learners are career-oriented and preparing for corporate jobs and the mentor teachers pay special attention to develop their communication skills language proficiency and overall personality development. Advanced learners are appointed as class coordinators such as Class Representatives, Academic Coordinators and Discipline coordinators. The advanced learners usually assist the mentor teachers in monitoring the slow learners. Advanced learners are assigned with advanced assignments or tasks . Participation in Model United Nations (MUN) competitions organised by other colleges.

The subject teacher interacts with advanced learners and help them to identify appropriate areas for higher studies as well as employment. The advanced learners are given opportunity to work in Central Co-ordination Team to guide other students participating in cultural programmes of the college to develop

leadership qualities among them.

Certificate Course, Moot Court Society & Debating .Society: Intra college selection rounds in Advocacy Skills Competitions and Debate Meritorious students in rank list represent college in various State, National competitions. Conferences, Seminars and Workshops: Participation of students through writing research papers and presentations, at National as well as International levels organizing various events.

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

2.2.2

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

Response: 53.64

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1

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

Response:

To provide life long learning to students the college makes learning student centric. The student centric methods encourage active participation and involvement of students. The student centric methods include experiential learning, participative learning, problem solving methodologies, etc. The student centric methods used by the College are appropriate to make the students understand and interesting in terms of imparting application based knowledge. Student Centric Methods used by the college includes following:

- 1) **Lecture method:** This conventional method is commonly adopted by all the teachers, especially language teachers. This method is very useful to the teachers in order to interpret, explain and revise the content of a text for better understanding of the subject by students.
- 2) **Interactive method:** The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.
- 3) **Learning through Co-Curricular Activities:** The students participate in various co-

curricular activities which support teaching learning process like Induction Programs, Curriculum Enrichment Program, Industrial Visits, Educational Tours, Entrepreneurship Development Activities, Specialization Club Activities, Expert Sessions, Workshops etc. The students are actively involved in organizing these activities which enriches their experiences.

4) **Learning through Extra Curricular Activities:** Students participate in various extra-curricular activities organized by the College like Cultural and Sports Activities. The students are actively involved in organizing these activities which enriches their experiences. The students are encouraged very much so that they participate in Inter-College Cultural and Sports Competitions. Field and institutional visits like visit to different courts, jails, Lok adalats are conducted regularly so that students can learn through observation.

Students are engaged in performing street plays and delivering lectures in Legal Literacy Camps.

Students participate in scores of Advocacy Skills competitions, Quiz Competitions and Debate Competitions held on campus.

Along with traditional lecture method, students are regularly involved in group discussions and class presentations

Problem Solving Methodologies Advocacy Skills competitions, quiz, Lok Adalat, Class Moots in Practical Training Paper for Final Year students give an opportunity to every student to hone

Problem Solving Skills. Legal Aid Camps make students aware of ground realities. Wi-Fi enabled Campus, Print and E-Recourses, well- equipped library and updated Computer Centre with support services and training provide for overall independent learning facility.

File Description	Document
Link for additional information	View Document

2.3.2

Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT resources give teachers and students more power. They change the emphasis of the teaching and learning processes from being mostly teacher-dominated to being student-centric, and this shift leads to students gaining more knowledge and opportunities. They also save money and do away with the need for paper.

In addition to reducing expenses, they also free up time during lectures, allowing for the dynamic and quick delivery of information. They make dynamic teaching and learning techniques accessible and make student management simple.

ICT is a potent instrument for reforming and changing education. By using ICT appropriately, the college has been able to increase student interest and make the connection between classroom instruction and real-world scenarios. While learning, students have fun and do better. In addition to using traditional teaching methods like chalk and talk, the college heavily leverages ICT-enabled tools, such as online resources, to facilitate successful teaching and learning. To expose the students to advanced information and hands-on learning, the faculty uses ICT-enabled classrooms with projectors, Wi-Fi access, software, and PowerPoint presentations created by teachers. New software has been added to the labs, including Microsoft Office, the most recent Excel utility, and the Legal Database (Manupatra). By making full use

of ICT resources and other technologies, the college is "going green" and saving paper. In addition to sending out reading materials and via email and other means, the college uses IT-enabled learning resources including PowerPoint, video clips, animations, and video demos from internet sources for an efficient teaching-learning process. In addition to having access to an internet-equipped ICT lab, students are given computers to facilitate their research and project work. All classrooms have projectors installed in order to implement new pedagogies in the teaching-learning process. The library, exam room, faculty room, and administrative department all have printing facilities. Email, group emails, and social networking sites are used by instructors and students for quick contact and information sharing.

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

2.3.3

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

Response: 75.1

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

Response: 10

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

2.3.4

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

Response: 6.66

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

Response: 50

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

2.4 Teacher Profile and Quality

2.4.1

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

Response: 85

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2

Average percentage of full time teachers with Ph. D. / LL.D during the last five years (consider only highest degree for count)

Response: 17.13

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	1	2	2

File Description	Document
Phd/LLD Degree certificates of the faculty	View Document
List of full time teachers with Ph.D./LL.D. and number of full time teachers for 5 years (Data Template)	View Document

2.4.3

Average teaching experience of full time teachers (Data for the latest completed academic year in number of years)

Response: 5.21

2.4.3.1 Total experience of full-time teachers

Response: 73

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

2.4.4

Measures taken by the institution for faculty retention

Response:

Balaji Law College recognizes the invaluable contribution of its faculty members in the achievement of academic excellence and institutional growth. This Faculty Retention Policy outlines the college's commitment to retaining talented faculty members and creating a supportive environment that fosters professional and personal growth.

Objectives:

The primary objectives of this policy are to:

1. **Enhance faculty retention rates by providing a conducive and motivating work environment.**
2. **Promote faculty development and career growth.**
3. **Foster a positive relationship between faculty and administration.**
4. **Encourage research and scholarship among faculty members.**

Policy Guidelines:

1. **Attractive Compensation Package:**

- a. The college offers competitive and market-driven salaries and benefits to its faculty members.

- b. Periodic salary reviews and adjustments are conducted to ensure that faculty members are fairly compensated based on their performance and experience.
- c. Performance-based incentives and bonuses are awarded to acknowledge exceptional contributions.

2. Faculty Development:

- a. The college supports faculty members in pursuing further education, attending workshops, seminars, and conferences.
- b. Faculty members are encouraged to engage in research, publications, and professional development activities.
- c. In-house training programs are available to enhance teaching and research skills.

3. Research Support:

- a. The college has access to research facilities, libraries, and online resources.

4. Positive Relationship between Faculty and Administration:

- a. Regular faculty-administration meetings and open communication channels established.
- b. The college has an efficient Grievance Redressal mechanism to address faculty concerns promptly.
- c. A mentoring system is implemented to provide guidance and support for faculty members.

5. Exit Interview with the Principal:

- a. The college conducts exit interviews with departing faculty members to understand their reasons for leaving and to gather feedback on their experiences.
- b. The feedback from exit interviews are used to make necessary improvements in the working conditions and policies of the college.

6. Work-Life Balance:

- a. The college promotes a healthy work-life balance by implementing flexible work hours and leave policies.
- b. Efforts are made to reduce administrative burdens on faculty, allowing them to focus on teaching and research.

7. Continuous Feedback and Improvement:

- a. The college regularly seeks feedback from faculty members on their experiences, concerns, and suggestions for improvement.
- b. Feedback is analyzed, and necessary changes to the retention policy are to address faculty needs.

File Description	Document
Any Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

College follows transparent mechanism for the internal assessment of the students. Students are briefed through the course faculties about rules and guidelines of internal assessment, question-paper patterns and university examinations at the beginning of each term. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject teachers. All the faculties prepare their lesson plan for their respective subjects and the same is communicated to the students through the students' academic coordinator. Each student has to maintain assignment notebooks of each subject. For every unit/ module, students have to submit the assignments. Dates for submission of assignments are notified on the college notice boards and informed by the teachers individually in the classrooms at least a week in advance. Assignments are then corrected by the course faculty and marks for the same are given on their notebook and the same are displayed on the notice board. After completion of each unit the course faculty conducts oral test or quiz of that module/ unit and assessment is communicated to them. Surprise test for each unit is conducted, question paper is printed which consist of questions from previous year university question paper which is then evaluated. Corrected papers are shown to students and marks are disclosed to them. The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of evaluation discussed in the class. If they have any complaints about the assessment, they are welcome to speak with the teacher.. In order to check understanding of the topic by the students, presentations are given to them on some subject related topic which is then assessed at the same time and remarks for the same is informed to them. All student assessments are properly documented and kept up to date throughout the academic year.. It helps students for improving performance in university examinations. Marks for Internal assessment done throughout the semester (**which contains : LHR, e.g. Lecture Hour Records, 5 Assignments, 5 Class Tests, mid term and overall performance**) are compiled and then converted into final internal marks. These marks are communicated to the students individually. The results of Final internal assessment are displayed on the notice board at the end of the semester. A fair, reasonable and equitable evaluation practices and procedures is adopted by the College for all the students. Students are given timely opportunities to place their grievances regarding assessment to college authorities.

File Description	Document
Any additional information	View Document

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

Grievance redressal mechanism for internal examination: Since the assessment of the internal examination is carried out by the concerned subject teacher, in case of a grievance, the student can approach the concerned teacher to seek clarification or explanation of the assessment. If the student is not satisfied, the grievance is addressed by the Principal. No revaluation of internal papers is done as the

assessment is carried out by the respective subject teachers and as there is no directive for the same from the University. Subject teachers, however, show the answer sheets to the students to explain their assessment. The college ensures that all the grievances are redressed satisfactorily in a time bound manner as the marks obtained in the internal assessment are to be uploaded using the link provided by the University and cannot be changed once entered. Grievance redressal mechanism for external examination: Rules and Code of Conduct prescribed by SPPU are displayed on the notice board. Students are guided by teachers as well as administrative staff whenever students have any queries or difficulties regarding the process for appearing for external examinations. College appoints CEO- Chief Examination Officer for smooth conduct of examinations. A faculty from college is appointed as Internal Senior Supervisor to work along with University appointed External Senior Supervisor. Cases relating to unfair means/copy are reported to SPPU as per the prescribed procedure for further action. We follow the norms laid down by the SPPU for photocopy, verification and revaluation of the external examination. A student can apply for a photocopy and revaluation of his answer book(s) through the college. At University Level, a student are at liberty to apply for verification or revaluation. The University Examiners re-verify or re-assess the answer book and the revised marks if any, are sent to the College. If required, the students' representation regarding any grievance about the questions paper or the assessment is forwarded through college to the university.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

Balaji Law College is affiliated to Savitribai Phule Pune University. So the college follows the syllabi prescribed by the University itself in running both the courses, B.A.LL.B and LL.B. Course objectives of each course or subject is mentioned in the detailed syllabus of the University and the same is available in the University website.

Faculty meeting of every programme is conducted to discuss the teaching plan in accordance with the university specified objectives and outcomes.

An induction programme is organized for the students to inform them with the course and introduce programme.

The mentor of the class along with the subject in-charge guide them regarding the objectives of the course, the method of the teaching-learning and the expected outcomes through examinations, activities, and their class performances.

This is the continuous assessment and the students are informed about their performances and the parents are also informed by class in-charge.

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

2.6.2

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

Response:

Method of Measuring attainment of POs and Cos

A student's performance in written and practical examinations is one of the indicators of a student's progress over the year. To monitor students' achievements of learning outcomes various criteria like Result Analysis, Feedback and placements are taken into consideration and discussed in IQAC. Quiz Competitions, Class Moots and Judgment Writing sessions are organized and their performances in these competitions indicate/ reflect an aspect of the learning outcome. For an overall assessment of students as envisaged in the POs, his/her participation in college co-curricular and extension activities is encouraged by teachers. The names and photos of the university-toppers or rank-holders in various competitions, MUN are uploaded on the social media pages of the college and college website. The students get internships and placement opportunities from renowned Advocates and law firms on the basis of their overall performances.

Level of Attainment of POs and Cos

The students of Balaji Law College have consistently been University Rank holders to an extent that they form the majority among the overall rank holders. This performance is across programs and across courses. Our students not only perform in the co-curricular and extra-curricular activities conducted by the college but also participate in various activities conducted across the country and even at international levels, and have achieved the height of success.

File Description	Document
Upload any additional information	View Document

2.6.3

Average pass percentage of Students during last five years

Response: 87.86**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
101	94	65	80	58

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

2022-23	2021-22	2020-21	2019-20	2018-19
147	104	64	77	61

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

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:**

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document

3.1.2

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

Response: 15

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	4	6	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years (Data Template)	View Document

3.1.3

Funded Seminars/ Conferences /workshops**Response:** 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

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

3.2 Research Publications and Awards**3.2.1*****Percentage of teachers recognized as research guides*****Response:** 0

3.2.1.1 Number of teachers recognized as research guides

File Description	Document
Institutional data in prescribed format	View Document

3.2.2**Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response:** 0.66

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	03	03	01

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

3.2.3

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.09

3.2.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	01	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1

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

Response:

3.3- Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years

Extension activities are an integral part of the educational experience at Balaji Law College in Pune, India. These activities are designed to sensitize students to social issues and contribute to their holistic development. The college has two cells dedicated to organizing and implementing these activities: the Legal Aid Cell and the NSS (National Service Scheme) Cell.

The Legal Aid Cell focuses on providing legal assistance and support to those in need.

One of the activities organized by this cell is **Jail visits**, these visits allow students to gain firsthand experience and understanding of the criminal justice system. By interacting with inmates, students learn about the challenges faced by prisoners and the importance of rehabilitation and reintegration into society. **Court visits and Lokadal visits** are another important activity organized by the Legal Aid Cell. These visits provide students with an opportunity to observe court proceedings and understand the functioning of the judicial system. By witnessing real-life cases, students gain practical knowledge about legal procedures, advocacy, and the role of lawyers in the justice system. The Legal Aid Cell also **organized Legal Aid Camps and legal literacy programmes** in various villages. The primary objectives are to offer free legal assistance and guidance to individuals who may not have access to legal services. This includes advice on various legal matters, such as family disputes, property issues, criminal cases, and consumer complaints.

The NSS Cell, on the other hand, focuses on community service and social welfare activities. **NSS cell has collaboration with Nature Care Taker NGO** which works for Environment Protection. Students engage in various initiatives to raise awareness about environmental conservation. They participate in tree plantation drives, clean-up campaigns, and awareness programs to promote sustainable practices and protect the environment. **The National Service Scheme (NSS) Special Camp** serves several important purposes, aimed at fostering social responsibility, community engagement, and personal development among students. **Cleanliness drives** are also organized by the NSS Cell to promote cleanliness and hygiene in the community. Students actively participate in cleaning public spaces, spreading awareness about the importance of cleanliness for a healthy and sustainable environment.

Additionally, the NSS Cell organizes **blood donation camps**. These camps provide an opportunity for students and community members to contribute to the noble cause of saving lives. By donating blood, students learn about the significance of voluntary blood donation and the impact it can have on the lives of those in need.

During the challenging time of Covid-19 Pandemic **Balaji Law College's transform itself in to Covid centre** demonstrated the institution's commitment to public welfare. Overall, the extension activities carried out by Balaji Law College in our neighbourhood community play a vital role in sensitizing students to social issues and promoting their holistic development. Through activities such as jail visits, court visits, cleanliness drives, plantation drives, and blood donation camps, students gain practical knowledge, develop empathy, and become socially responsible individuals. These activities not only enhance their understanding of the legal system and social issues but also instill in them a sense of duty towards the community and the environment.

File Description	Document
Upload any additional information	View Document

3.3.2

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

years

Response: 21

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

2022-23	2021-22	2020-21	2019-20	2018-19
08	09	04	0	0

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

3.3.3

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

Response: 10

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

2022-23	2021-22	2020-21	2019-20	2018-19
05	05	0	0	0

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

3.3.4

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

Response: 7.91

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

2022-23	2021-22	2020-21	2019-20	2018-19
179	105	0	0	0

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

3.4 Collaboration

3.4.1

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

Response: 12

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	4	0	0	0

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

3.4.2

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

Response: 0**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

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

Response:

Balaji Law College is housed in separate four-storied building. The building is owned by the Society. The total area of building is admeasuring 51680.96 square feet, approved by the Municipal Corporation and is designed as per the norms of Bar Council of India Rules. The buildings are well designed having infrastructure facilities comprising of spacious, well-lit and well-ventilated lecture halls equipped with modern teaching facilities. There are sixteen well ventilated class rooms with white boards, comfortable benches and tables, tube lights, fans, notice boards, LCD projectors etc. The teaching staff members use various teaching aids to make their lectures more interesting, informative and engrossing. It is situated at Survey no. 4/1+3 Aundh-Ravet Road, Tathawade, Pune-411033.

Class Room: The Institution has 16 ICT enabled well-ventilated classrooms with projector, display screen, audio facility, Wi-Fi internet connectivity to access e-learning resources etc.

and proper comfortable seating arrangement. These have proper lighting arrangement, fans, windows, wall-clock, notice boards, white-boards, podium to facilitate effective learning atmosphere.

Moot Court Hall: A state-of-the-art Moot Court Hall is used to train students for advocacy, mock-trials, Negotiations, etc. Institutional level and national level moot court and allied competitions are also being organized in it.

Library: The institution has well equipped Library with 80 seating capacity reading hall, it has over 17000 bar-coded books and subscribed Magazines/Journals. Library holds 10 computers. Library is automated using KOHA Library Management Software with active modules such as Technical Processing, acquisitions, circulation, cataloging, Serial Control, Reports, OPAC etc. Besides, it regularly subscribes to Manupatra (Legal Database) for students access to e-books, e-journals to access High Court/Supreme Court cases.

Legal Aid Centre: Institution has identified a unit on the ground floor for the purpose of providing free legal aid and legal assistance to the needy sections of the society.

Seminar Room: Institution has an air-conditioned Seminar Room with smart furniture equipped with modern facilities such as ceiling-mounted LCD Projector, sound system, podium and other fixtures.

Girls Common Room: Institution has a self-contained girl's common room for the privacy and utilization of girl students.

CCTV Surveillance: The entire Institutional premises as well as the campus is covered under CCTV for security and safety of the staff and students.

Canteen: Institution has spacious canteen within campus with separate seating room for staff where hygienic food is served.

Conference Room: The institution has a dedicated conference room. It is spacious, wide, and well-lighted creating a perfect ambience for organizing academic meetings, seminars, events, guest lectures, etc.

Board Room: The institution has a well-equipped Board Room which is used for all faculty interviews, staff meetings and management meetings.

Hostel: The institution also provides hostel facility for the girl's students of 1st year B.A.LL.B and LL.B. The total intake per year is 32.

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

4.1.2

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

Response:

Facilities for Cultural Activities: The institution has been encouraging our students to organize and participate in the extra-curricular activities. Student participation in various competitions throughout the year, and win prizes at inter-collegiate. The Institution ensures that all cultural activities are duly recognized by awarding prizes at competitions, particularly during Literary and Cultural Week, titled 'AMIGO' of the College, conducted annually in the Month of March for which all facilities are provided and expenses borne by it.

Students participate in cultural activities like

- Drama
- Fashion Show
- One Act Play
- Story reading
- Poetry recitation
- Dance
- Singing etc.

Sports Facilities: The Institution has Indoor as well as Outdoor Sports facilities available within the campus. Wherein students play and practice sports like table Tennis, Badminton, Chess, cricket, kho-kho etc. and also the physical fitness of the staff and students. The Department of Sports conducts Sports Meets to provide opportunities for students to participate in sports and games as well as competitions. The Department of sports is also equipped with sports accessories for the use of staff and students. The institution has following adequate facilities for sports, games indoor – outdoor.

Indoor Amenities

Gymnasium: The institution has provided state-of-the-art gym facility for the students. It is equipped with treadmill, weightlifting equipment, dumbbells, wash rooms and changing rooms. The well maintained swimming pool facilitates for students.

Indoor Games:

- Table tennis
- Chess
- Carrom Board

Outdoor Games:

- Kho- Kho
- Kabaddi,
- Volleyball
- Badminton
- Cricket
- Throw ball

Yoga:

International Yoga Day is celebrated on 21st June every year

Sr. No.	Name of the Facilities	Area/size	Establishment Year
1	Open Ground	120*80m	2013
2	Kabaddi Ground	13*10m	2013
3	Volleyball	18*9m	2013
4	Kho-Kho	21*16m	2013
5	Seminar Hall for Culture Activities	1760 sq.ft	2013
6	Auditorium 1	6350 sq.ft	2004
7	Auditorium 2	4933 sq.ft	2004

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

4.1.3

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 17

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

4.1.4

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

Response: 11.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
8.06	3.14	2.96	26.49	25.16

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

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

Name of ILMS software – KOHA SOFTWARE

Nature of automation (fully or partially) – Partially (Accession, Serial Control, Circulation, Report Generation)

Version – 21.05.08.000

Year of Automation – 2020

Koha with following modules:

- ? Cataloguing
- ? Circulation
- ? Acquisition
- ? Serial Control
- ? OPAC(Online Public access Catalog) in Process

The library has the KOHA software (21.05.08.000) that offers a range of services such as managing library categories, membership, bills, subscriptions, reserving items, cataloging, and overseeing book acquisitions. It also provides features like book renewal, queuing, holding for pick-up, and maintaining holding ratios. Additionally, it generates reports including information on patrons with the highest number of check-outs, most circulated items, items with no check-outs, lost items, cataloging by item type, and average loan duration. This software offers the capability to access and print various reports, including the accession register, transaction report, bill report, and membership reports. It indicates the current condition or position of the book.

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

4.2.2

The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

4.2.3

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

Response: 12.79

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

2022-23	2021-22	2020-21	2019-20	2018-19
8.44	19.58	21.34	8.62	5.97

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

4.2.4

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

Response: 8.5

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

Response: 65

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

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities including Wi-Fi**Response:**

We believe that the learning environment plays a very important role in the whole education process. A good infrastructure with adequate space makes it a desirable place for students to study and make a favorable environment for them. It makes it interesting and motivates them to come to college, which improves attendance and students' interest in learning. College is facilitated with the futuristic high-speed internet connection to the student and staff.

The Institution invests huge amounts in updating its IT facilities continuously and makes them seamlessly available to faculty and students. It has a well-developed system for providing IT facilities for its faculties and students. The institution has upgraded its IT facilities including internet frequently requirements as per recommendations of the Bar Council of India. The college has upgraded the internet connection bandwidth with a speed of 50 Mbps. The need for additional routers is periodically assessed and accordingly fixed by System Administrator to ensure that the campus has a proper coverage/range of Wi-Fi.

Teachers are following the biometric system of attendance as per the government regulations and the college is equipped with 8 biometric machines. The teaching and learning process is enhanced through the use of ICT tools and e-resources. There are 13 projectors and 4 Smart Boards in the college. Our institution has a library which extends its facilities for teaching and student communities. The maintenance of computers, printers and scanners is done regularly. The college has proper surveillance systems. CCTV cameras are placed in all classrooms, Staff rooms, auditorium, library and moot courts. The total number of CCTV cameras in college is 46.

The Institution has adequate IT facilities with 84 computers. The administrative office is also Wi-Fi enabled through routers which helps for convenient use of the internet. The subscription to Sophos Firewall is updated regularly. Faculty are encouraged to use the facilities provided to them in the classrooms. The Institution has 4 server machines, 3 Printers, 3 XEROX, a fax machine and a scanner. Photocopying and scanning facilities are also made available to the faculty and students. All classrooms, Auditorium, Seminar Hall etc. are equipped with speakers. The institution also has 6 telephones.

The Institution has purchased both Application based software and System based software for smooth administrative work. Online legal databases like MANUPATRA and EBSCO are also made available for the faculty and students.

Hardware and Software: The IT facilities houses Desktop, Laptops, LCD Monitors, LCD Projectors, HP6200 as Server, computer connected with LAN, UPS, Electronic Private Automatic Branch Exchange (EPABX) System, Biometric Attendance System, Public Address System, 02 collar mics for , License Copy of Microsoft Windows-10, Microsoft Windows-7,8.1, Leased Line of 50 Mbps, Tally 9.0, MS Office – 16 License Copy, Wi-Fi facility, ERP software and antivirus software for the protection of software. There are 128 inverter batteries providing power backup to sustain all IT equipment working for 5/6 Hrs.

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

4.3.2**Student - Computer/laptop ratio (Data for the latest completed academic year)****Response:** 8.94

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

4.3.3**Bandwidth of internet connection in the Institution****Response:** A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure**4.4.1****Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 10.81**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
18.39	12.00	1.53	7.77	7.63

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

4.4.2

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

Response:

The physical, academic, and support facilities of the institution are recommended, provided, and maintained in large part by the IQAC of the college. The college has well standard Infrastructure to facilitate the academic progress. For the college's academic advancement, there is effective communication and coordination between the management, CDC, Principal, and IQAC. The departments/Cells are requested to submit their requirements to IQAC, which are then addressed during the IQAC meeting and recommended to the buying committee based on necessity and priority.

Classrooms -

The teaching-learning process is made more comfortable by the classrooms,. The Time Table Committee oversees the efficient use of Smart Classrooms and Other classrooms. It makes it easier for students to efficiently access classrooms and learning resources. For successful learning, every classroom has a close circuit television, or a projector. The university's compulsory courses and optional courses make the best use of the library. e-resources in the Class through the ICT and activities.

Computer Lab

Students can use the computer lab for reference, filling out examination forms, conducting research, and creating presentations. Student's academic needs are met by the infrastructure and computers in the library .The computer labs receive regular maintenance and upgrades. Computers, LCD projectors, and printers that belong to the college are maintained and watched over by an electrician and IT engineer. The housekeeping staff employees clean the classrooms, library and computer labs every day.

Seminar hall

College conduct seminars, workshops, conferences led by students, and induction programs in the Seminar room. The convocation ceremony, alumni meet, and guest lectures are held in the seminar hall. The seminar hall is where the quiz contests, women's empowerment programs, career counselling, and other academic events are set up. Academic activities are well accommodated by the classrooms, seminar

hall. The College has well-structured Infrastructure to facilitate the academic program

Library –

The library has enough space to hold all the readers. The library is effectively used for a variety of activities, including research, reading, and browsing the internet for legal research. The library is regularly updated and well-maintained. The faculty members and the students make use of the knowledge resource centre.

Sports and extracurricular activities-

The sports department conducts the sports events on college ground. The academics in charge of the allocated task. and the Sports Dept. and the Extra-Curricular Cell Managers and Co-ordinator the Extra-Curricular activities and provides the practise schedules. The students make use of them at break time to have lunch together and practice for activities.

The administrative office

The administrative office helps students who need several types of academic support, such as filling of exam forms, scholarship forms, University Compliance, attendances record, Inquiry, availing various schemes and facilities etc.

Maintenance Policy

The institution has developed a policy for preserving the on-campus facilities' physical infrastructure. The college carries out renovations, and appropriate use of the resources available for academic and support building. The campus's designated electrician performs routine maintenance on the electrical and IT infrastructure to ensure its longevity and sustainability. The technician chosen by the management performs routine in-house maintenance.

The technician replaces or fixes any hardware or software-related problems with computers, projectors, printers, toners, and other devices. The relevant issue is brought up and fixed to ensure that academic work runs smoothly. Major replacement and requirement requests are made through a channelized requisition process. The Society appoints the qualified Professional Agency to host and maintain its website. To stop the spread of diseases like dengue, malaria, etc. inside the college campus, a Cleaning agency regularly decontaminates the area. The external agency does routine maintenance on the water purifiers in the water coolers. Water treatment facilities are in place to ensure clean and secure water. The on-site technician performs routine maintenance on the Closed Circuit Televisions. The cleaning and garbage disposal are coordinated and managed by the housekeeping crew. The lush, green campus is regularly maintained by the gardener. The provider performs routine maintenance of the lift facility. The use of the fire extinguishers and their replacement as required ensures the building's security. The 128 inverter batteries in the UPS backup make sure that ongoing academic work is completed without

interruption and address power outage problems. An electrician carefully maintains and keeps an eye on the backups. The canteen on campus is internally run and ample parking space is available for 2 & 4 wheelers

Security of the campus

Security personnel, many of whom are former service members, monitored safety and security measures. A proficient security is available all the time at the entrance and has a strict vigilance at all the corner of campus.

Assessment and evaluation

Assessment and evaluation of students are essential components for which college conducts midterm examination of students, and marks secured by them in the midterm will be considered in internal marks. Those students who failed the midterm exam have to appear for the re-midterm exam. Along with this, students have to appear for five class tests conducted in the classroom as well as submit five home assignments. They have to remain present for lectures, as attendance is mandatory in BLC. All these things are considered for internal marks, as BLC has an Exam Department and the university authorises officers like CEO-College Exam Officers. The exam Supervisors and the team of exam conducts the external and internal exams and makes the assessment as per the rules the affiliating university.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 4.21

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

2022-23	2021-22	2020-21	2019-20	2018-19
53	71	16	0	0

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information

[View Document](#)

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

[View Document](#)

5.1.2

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

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

Response: B. 3 of the above

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

5.1.3

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

Response: 9.88

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

2022-23	2021-22	2020-21	2019-20	2018-19
103	0	0	65	59

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

5.1.4

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

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

Response: A. All of the above

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

5.2 Student Progression

5.2.1

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

Response: 2.03

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	2	1	2	0

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2

Percentage of Students enrolled with State Bar council

Response: 15.65

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

Response: 23

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

5.2.3

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

Response: 1.01

5.2.3.1 Number of outgoing students progressing to higher education

2022-23	2021-22	2020-21	2019-20	2018-19
6	1	0	0	0

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

5.2.4

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

Response: 3.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	3	0	0	1

5.2.4.2 Number of students appearing in state/ national/ international level examinations (eg:

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/ State government examinations) year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
20	25	20	25	20

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

5.3 Student Participation and Activities

5.3.1

Total Number of awards/medals won by students for outstanding performance in sports/literary/cultural activities/Moot court/arbitration competition/ Client counseling competition/Trial advocacy/Mediation and negotiation competition/ Judgment writing competitions/Legislative drafting Competition

Response: 13

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

2022-23	2021-22	2020-21	2019-20	2018-19
7	1	1	2	2

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

5.3.2

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

Response:

Balaji Law College in Pune boasts a vibrant and engaged student body that actively participates in a wide range of administrative, co-curricular, and extracurricular activities. The various ways in which students are represented and engaged in these activities are following.

ADMINISTRATIVE BODY

1. Academic Representatives: At Balaji Law College, students have the opportunity to serve as Academic Representatives. These representatives act as intermediaries between the faculty and students, ensuring that academic concerns, feedback, and suggestions, submissions of task are effectively communicated and addressed. They play a pivotal role in enhancing the quality of education.
2. Class Representatives: Each class elects its own Class Representatives who serve as liaisons between students and faculty. Class Representatives facilitate communication regarding attendance matter, organize study groups, and help in maintaining a conducive learning environment.
3. Discipline Representatives: Each class elects its own Discipline Representative dealing with maintaining discipline in the class during the class. Also regulates and manage the class in absence of the faculty.

Committees and Cells:

Balaji Law College has a diverse array of student committees, each dedicated to a specific aspect of campus life. These committees include:

1. Extra-curricular Cell: Responsible for organizing cultural events, festivals, and talent shows with co-ordination of faculties that celebrate the diversity of the student body.
2. Sports Committee: Promotes physical fitness and organizes sports events and competitions, fostering a spirit of healthy competition and teamwork.
3. Moot Court Cell: Enhances students' legal skills through debatecompetitions and moot court exercises, preparing them for real-world legal practice.

4. Legal Aid and Social Awareness Committee: Engages in community outreach, legal aid initiatives to instill a sense of social responsibility among students.

5. Placement and Career Guidance Committee: Assists students in career planning, internships, and job placements, ensuring their future success in the legal field with co-ordination of Placement in-charge.

6. National Service Scheme: Responsible for following the circular given by university on time. Students provide Social Service in the areas nearby with respect to clean environment, tree plantation and welfare help.

7. Anti-Ragging Cell: Ensures a ragging-free environment and provides support to those who faces such issues.

8. Environment Cell: Works towards creating awareness about environmental issues and implementing eco-friendly practices on campus.

9. Student Engagement Cell: The cell is responsible for maintaining all the social media platforms of the institution along with maintaining websites and blogs of the college. It also includes maintaining the record of events conducted through Photographs and videos.

In conclusion, Balaji Law College in Pune actively involves its students in various aspects of college life. The institution recognizes the importance of empowering students to take on leadership roles and actively engage in academic, co-curricular, and extracurricular activities. This approach not only enhances the overall college experience but also prepares students for successful careers in the legal field while instilling in them a strong sense of social responsibility.

File Description	Document
Paste link for additional information	View Document

5.3.3

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

Response: 5.8

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

2022-23	2021-22	2020-21	2019-20	2018-19
9	7	0	1	12

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

5.4 Alumni Engagement

5.4.1

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

Response:

We are having an Alumni Association which is in the process of registration. The alumnis contribute in a number of ways to the institution. Students of BLC go for internship to our alumnis offices. They contribute to our college through Visting and full time faculties, they are also part of our mentorship program. They coordinate with our legal aid cell through external department like High Court, NGO, Supreme Court etc. ALumni of BLC is one of the strong pillar. BLC has the policy of not accepting any type of financial contribution from its students or alumnis.

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

5.4.2

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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

Response:

Under the aegis of Sri Balaji Society in Pune, the Balaji Law College upholds the Society's philosophy of Discipline, Dedication, and Determination. The Balaji Law College is affiliated with Savitribai Phule Pune University and is recognised by the Government of Maharashtra and the Bar Council of India. The students at BLC receive a superior education at the university level.

Vision and Mission of the College are as follows:

Vision:

To turn out of its portals a legally competent human resource; excelling both in academics and in values. To lead in legal education not only in India but globally.

Mission:

To become a learning-centric institution by providing the youth with the best opportunities and environment for higher education and enable them to attain high levels of academic excellence. To inculcate students with moral values, leadership qualities and to make them appreciate the need for high ethical standards in personal, social and public life.

BLC is governed by Sri Balaji Society using an open and accountable governance system in the form of the College Development Committee. This committee is comprised of the Campus Director, Chairperson CDC, Society Directors, and President of Sri Balaji Society. BLC has policies that are clearly defined, and the Campus Director, Principal, teaching staff, and non-teaching staff of the College are responsible for putting these policies into practice.

BLC also has Student Managers namely Class Representatives, Academic Representatives, Discipline Representatives who manages the day to day activities of their respective class under the supervision of Class In-charges.

The Chief conductor of exam along with Chief Examination Officer and exam department conducts examination on a regular basis as per the schedule of the affiliating University.

To ensure that BLC's undergraduate and graduate students continue to get a high-quality education, the college has established an Internal Quality Assurance Cell (IQAC) as part of its academic governance. This was done to guarantee that the quality of BLC remains unmatched. As per the IQAC

recommendations the academic planning and performance has reached an excellence. As a result every year we have University toppers and Gold Medalist from BLC.

The IQAC gets together for meetings on regular basis. Both the teaching staff and the student representatives are provided with excellent opportunities to develop their potential as leaders. The course coordinators for LL.B and B.A.LL.B programmes are responsible for the coordination of the day-to-day academic and co-curricular activities of the College.

The institute has Student Welfare Officer who works for the Students Development. There is also an NSS Program Officer who undertake all the NSS activities.

The Principal bears the sole responsibility for the overall growth of the College as well as the maintenance of orderly behaviour among the teaching staff, administrative personnel, and student body.

In addition to this, Principal is in charge of the recruitment and selection of faculty and staff, and is responsible for adhering to the service rules, leave rules, and administrative procedures that have been established by the University of Pune and the Bar Council of India.

File Description	Document
Upload any additional information	View Document

6.1.2

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

Response:

The governance mechanisms at BLC have been decentralised and given to all academic and administrative departments in an effort to increase functionality and accountability. Every programme, including the LL.B. and B.A.LL.B, has a course coordinator who is in charge of managing the daily operations of academic efforts. There is a professor in charge of each individual class.

Many committees supervise academic and extracurricular activity. To facilitate decentralised governance, **BLC has all statutory committees, such as Anti-ragging, Student Grievance, and Moot Court, as well as functional committees, such as Extra Curricular Cell, Students Engagement Cell, NSS, Environment Cell, Placement Cell, etc. Committee in-charges are responsible for committee activity.**

Meetings are held on a regular basis at the request of the Principal in Charge to discuss a variety of academic, co-curricular, and extracurricular activities. Moot Court Competitions, Court visits, Lok Adalat Visits, NSS Special Camp, Sports Competitions, and other student-teacher events are included. These discussions address issues and develop college-level remedial programmes with the Principal, course coordinators, and faculty. Departmental meetings are often held to discuss internal issues. The top management gives thoughtful consideration to the recommendations made by committee members.

CASE STUDY: MOOT COURT EXERCISE FOR FINAL YEAR STUDENTS

Moot Court exercise is one of the mandatory Practical Training Paper in the curriculum of final year students. There are 4 internal moots which are to be arranged for them. The institution conduct 2 Internal moots each semester. The College has a Moot Court Cell comprising of a Cell In-Charge and students cell members. Every semester regular meetings of Moot Court Cell In-charge along with the Principal , Course coordinators and class in-charges of final year are held in which proper plans are made, dates are finalized, Moot Problems are identified, Judges to be invited are shortlisted along with budget for arranging the internal moots. The Moot Court Cell In-charge proposes it to the Campus Director and CDC Chairperson after consulting with the Principal and faculty in-charges.

After approval from management, the notice is circulated to the final year students about the conduct of Internal Moot Court and the Judges are invited for the same. Since last Academic Year i.e 2022-2023, the college has started inviting Alumni along with the Practicing advocates and Professors as the Judges for Internal Moot Court. The Moot Court cell and Students Engagement Cell completely take the onus of conducting this event from Arrangements of Court rooms , Courtrooms allotments to students, Side allotments, sending invitations to judges, arranging breakfast , lunch and refreshments for Judges(From SBS Mess), their felicitation, preparing scoresheet etc .

The Moot Court Cell in-charge prepares the budget sanction with a thorough schedule, which the Principal signs and submits to the Administrative department. Office Superintendent with the help of Office clerk present the sanction to management. Once the management approves the budget, the same is submitted to the accounts department for the disbursement of the funds. Our institute uses decentralised, participatory administration for all purchases and co-curricular, extracurricular, and sports activities.

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

6.2 Strategy Development and Deployment**6.2.1****The institutional Strategic / Perspective plan is effectively deployed****Response:**

An institution's IQAC must be proactive to maintain quality consciousness. NAAC and UGC charge the IQAC with organising, overseeing, and assessing the institution's Quality Assurance (QA) and Quality Enhancement (QE) operations. In light of this, the College IQAC has taken on the responsibility of creating a perspective plan. Internal Quality Assurance Cell (IQAC) of the College has made steps to solicit input from all stakeholders, including management, the principal, the professors, the administrative staff, the college's students, the Alumni Association, the parents, and fellow colleagues. The perspective plan is created with consideration given to stakeholders' expectations, management

policies, goals, and objectives, as well as our college's vision and purpose statements and quality policy.

GOALS OF PERSPECTIVE PLAN

The College IQAC has selected the following goals of the prospective plan in light of the history of BLC, an institution delivering quality education in the legal field:

SHORT TERM GOALS

- The goal is to ensure that teachers and researchers are always up-to-date with the most recent amendments in legal fields..
- To enhance research, technology and teaching methodologies.
- To encourage Students to get Distinction or Honours in their law courses.
- To maintain online database where all personnel and student data can be accessed.
- To increase the number of participations for National and International Competitions.
- To encourage students and faculties to frequently publish Research papers and Articles,
- To encourage the students to have practical knowledge along with theoretical knowledge by organising various interactive sessions and field visits for them.

LONG TERM GOALS

- To form teams of legal professionals who are excellent and knowledgeable in legal field.
- To start with PG courses and Research Centre.
- To encourage high-quality research and to carry out research projects while keeping in mind the relevance of these projects to the legal needs and requirements of the society.
- To shape them into citizens of the nation who are responsible and who obey the law;
- To establish a name for the College that is recognised Nationally and Internationally;
- To develop into an enhanced college for the education of lawyers..

With the assistance of "Discipline, Dedication, and Determination" (3Ds), which are the three pillars of the College philosophy, the **perspective plan aims to bring together skill development through advanced knowledge and inculcating human values among the students. This will be accomplished by combining advanced knowledge with the "3Ds."**

The perspective plan's implementation is reviewed at the end of each academic year.

The IQAC will work hard to achieve the plan's aims and objectives keeping in mind BLC's vision and mission . The College has met 50% of its targets in three years. We will reach 50% in the following years..

Activity-

In order to enhance research, Technology and teaching methodology, the college has increased the use of ICT and E - resources. BLC has also started remedial classes for slow learners.

File Description	Document
strategic Plan and deployment documents on the website	View Document

6.2.2

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

Response:

For efficient administration, the College uses a decentralised organisational structure. It is equipped with a Governing Body, Administrative Setup, Academic Administration, numerous College Committees to ensure efficient operation, Service Rules and Recruitment, Promotional Policies, and Grievance Redressal Mechanism.

Administrative Setup:

The College possesses a clearly defined internal organisational structure, which enables for effective decision making and the subsequent implementation of those decisions. The College's governing body, which includes the Chancellor of Sri Balaji Society (SBS), the Campus Director of SBS, and the Chairperson of the College Development Committee (CDC), makes up the organisational structure of the College. All administrative tasks are completed by the CDC through the IQAC, department heads, training and placement departments, and examination department.

Under the auspices of the CDC, a variety of other endeavours including anti-ragging efforts, cultural events, sports competitions, and grievance hearings are also carried out. The functions of Accounts, Finance, and HR are all carried out by the concerned heads of SBS.

The Principal, along with the assistance of the Course Co-ordinators and the faculty, is responsible for running the day-to-day operations of the College. In addition to this, the Office Superintendent supervises the College's administrative office, which is responsible for meeting the needs of the faculty and students.

Academic Administration:

At the level of the College, the organisation consists of the Principal, along with their individual faculty members and non-teaching staff. There are a Assistant Librarians for the library.

College Committees:

There are many various committees that are formed in order to plan and carry out the academic, administrative, and extracurricular activities of the college.

Each committee has a Faculty in-charge and student members who work for the committee. The IQAC is responsible for playing a significant part in the monitoring of the internal quality of these

committees

Service Rules and Recruitment:

The College abides by the rules and regulations regarding service conditions and rules that have been established by Savitribai Phule Pune University, the UGC in New Delhi, and the BCI.

Interviews with the candidates are conducted by the Selection Committee in accordance with the rules. The management team adheres to the guidelines provided by the BCI in order to hire college staff members. The management is responsible for filling temporary vacancies.

Promotional Policies:

All faculty promotions adhere to UGC guidelines. The annual performance evaluation system is essential for promotions.

Grievance Redressal Mechanism:

The college has a Grievance Redressal Committee, an Internal Complaints Committee, an Anti-Ragging Committee, and a Discipline Committee to address student and faculty complaints.

Student's Grievance Cell investigates and analyses the nature of complaints in strict confidence.

The aggrieved student is informed of the measures taken, and a monitoring system is implemented to prevent a recurrence.

The CDC serves as an Grievance Redress Cell and holds one meeting on a regular basis per semester. The College staff representatives are permitted to bring up grievances, if any, during meetings. CDC handles complaints regarding service conditions, extended leaves, and other pertinent issues.

File Description	Document
Paste link for additional information	View Document

6.2.3

Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

The College provides generous benefits to its employees, both academic and administrative. Some of the initiatives are listed below-

- **College helps pay for the international schooling of employees' children.**
- **Every year, the institution plans a picnic for the faculty, employees, and their families.**
- **All faculty members are also given blazers by the college.**
- **All non- teaching staff are provided with Provident Fund.**
- Children of administrative and support employees receive free tuition at this college.
- Faculty members are encouraged to participate in Faculty Development Programmes, Seminars, Work-shops, conferences, paper presentations at National/International seminars, and conference session chairing through financial support and duty leave.
- The college encourages its Faculties to take on extra responsibilities at the university, such as serving as CAP examiners, VIVA experts, flying squad members, paper setter selection committee members, NSS or Programme resource persons.
- Each employee has access to their own private workstation, complete with desk, chair, storage, computer, and shared printing and copying resources.
- The institute employs security guards, provides clean drinking water, and has adequate parking facilities.
- The college provides opportunities for faculty to grow through organised programmes.
- **Sri Balaji Society has signed MOUs with two different medical facilities.**
- The institution has links with other colleges so that professors can participate in exchange programmes to broaden their horizons.
- The College has battery backup for ensuring non-stop electricity supply to the computers & internet for teaching & non-teaching staff.
- The college employs Ex-Military staff in various roles like Office Superintendent and security guards.
- Management shows appreciation for employees by treating them to daily tea and occasional catered lunches.
- All faculties are provided access to numerous e-journals and well-stocked library to have more value addition in their teaching-learning process.
- The College also provides conveyance to the staff if they use their personal vehicle for official work. The indoor and outdoor games facility is available to all staff members.
- During holidays, the staff members are encouraged to come and play friendly matches with the

students to develop and maintain a healthy and friendly student-teacher relationship.

The campus is committed to providing a safe and clean workplace for all employees.

File Description	Document
Upload any additional information	View Document

6.3.2

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

Response: 20.06

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

2022-23	2021-22	2020-21	2019-20	2018-19
4	0	0	0	0

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

6.3.3

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

Response: 1

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4

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

Response: 8.79

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	1	0	0

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

6.3.5

Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has a system for evaluating the performance of its teaching and non-teaching personnel. Faculty members are required to complete and submit the performance evaluation report. It encompasses curricular and extra-curricular activities, as well as research.

It consists of the following aspects.-

- Section A: Syllabus coverage
- Section B: Teaching learning activities
- Section C: Overall parameters
- Section D: Self-Appraisal

In section A, following points are included for the evaluation of teaching staff members.

- Syllabus coverage and reasons for incompleteness
- Assignments and their evaluation
- Surprise Test and its evaluation
- Mid Term and evaluation

In section B, the following points are included for evaluation.

- University Results of the courses taught by the faculty (Average of all courses)
- Additional Inputs given to the students
- Seminars and workshops in which the faculty participated in the academic year
- Research Publications
- Punctuality in conducting lecture sessions

In section C, the following points are included for evaluating.

- Quality of teaching
- Subject knowledge
- Uninformed / unplanned leaves
- Obedience
- Knowledge of administrative procedures
- English language – overall communication
- English written communication
- Work quality in general

- Ability to guide the students and maturity

In section D, the following points are included for evaluation.

- Strength
- Weaknesses
- Plan to overcome weakness
- Achievements
- Future plan of action for improved performance
- Non-teaching staff performance appraisal includes 4 parameters as listed below.
- Personal information
- Nature of Duties performed
- Overall Performance parameters
- Self-appraisal

Performance indicators are calculated based on this self-assessment and the evaluation, and the staff is given the appropriate increments in accordance. The current appraisal procedures give both teaching and non-teaching personnel the chance to sketch out and evaluate their own SWOT assessment and personal development.

The management does an appropriate evaluation of each of the aforementioned parameters in due course of time.

At the end of each academic year, each member of staff has to fill out a prescribed form, which is then submitted to the Principal along with other essential documents. This report is then sent to the CDC Chairperson along with the Principal's comment. The management takes appropriate action. The management rewards the top performers with pecuniary and/or promotional opportunities. Similarly, low performers are penalised through the implementation of appropriate measures. In this procedure, appropriate feedback and suggestions for future improvement are communicated to the relevant personnel.

Additionally, the College gathers students feedback to assess the performance of the teacher. The feedback is analysed, a report is drafted, and, if required, action is taken.

The teaching and non-teaching staff are required to submit a weekly activity report to the administrative office. The office then maintains a file of each staff member's weekly report, which is routinely reviewed and signed by the principal. The management also takes this into account when evaluating the performance of the personnel.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

For the benefit of BLC, Sri Balaji Society undertakes annual external financial audits. in order to assess the effectiveness of internal control systems and the management of funds and to ensure conformity with regards to rules, regulations, and standard operating procedures.

EXTERNAL AUDIT:

After the conclusion of each financial year, Sri Balaji Society performs an external audit for BLC . The external auditor examines the three layers of accession records, i.e

- 1) The checking of accession record of the library
- 2) All the purchase records
- 3) The dead stock

The auditor also double-checks this. Revenue expenditure bills and vouchers are reviewed. The external auditor then verifies the receipts and the payment. CA verifies and reports this to the appropriate bodies.

INTERNAL AUDIT

Principal and administrative authorities prepare the BLC budget and submit it to the College Development Committee (CDC) for approval. The annual budget specifies how financial resources will be utilised. According to the budget allocation and management's instructions, the Principal and staff members determine the approximate cost of each event separately and submit the sanction letter to the CDC. After receiving approval from the CDC Chairperson and Director of Finance, the society's centralised accounts department assigns the approved credit to the relevant coordinator. The Accounts Department of SBS manages the bill settlement following the conclusion of the event.

The Accounts Department employs the financial software 'Tally' to maintain quantitative financial records, and also maintains appropriate proofs of income and expenditures. In the case of unbudgeted but necessary expenditures, prior approval from the appropriate authorities is obtained well in advance.

A biometric attendance system is utilised to record employee attendance and is validated against salary calculations and payments. At the end of the financial year, before submitting the final report to management, an auditor from the Society Accounts Office visits the College to examine all the records and supporting evidence. The College has not yet received any questions regarding the management's financial resource mobilisation.

Internal audits are conducted on two levels: receipt and payment. The auditor examines the fee receipts collected from students. Internal auditors examine official letters, official funds collected, and bank statements. At the payment level, the account of the purchase invoices is entered into the tally system, and vouchers that fall under various ledgers are created. The office administrator and then the principal sign the payment vouchers.

The accounts department of SBS verifies these vouchers and issues cheques to the appropriate parties.

File Description	Document
Upload any additional information	View Document

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

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

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

6.4.3

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

Response:

The availability of funds is essential to the organization's day-to-day operations, but it is also crucial that the funds be utilised in the most efficient manner possible. Mobility of funds in the appropriate direction is essential for organisational growth.

Tuition fees are our sole source of income. Payments for academic-related services, institute personnel salaries, and faculty development initiatives make up the majority of expenditures. To ensure the institute runs well, administrative and general costs are incurred for things like office costs, repairs, and movable maintenance. Expenses for student welfare are also incurred for a variety of activities, such as student involvement in Moot Court, sports competitions, and other events.

It is stated that a college's reputation is not determined by its physical attributes but rather by the academic accomplishment of its students. As a result, a portion of the income is used to buy books, equipment, and sporting goods. To maintain the students' and employees' wellbeing and good health, a variety of programs—including sports, yoga, personality development, and other activities—are organised. Numerous programmes, including guest lectures, seminars, workshops, and discussions, are held for the purpose of upgrading students and staff. They are also encouraged to take part in research projects, seminars, and other learning opportunities. We ensure that recurrent and capital expenses are kept within the College's allotted resources.

The College has an explicit procedure in place for using its financial resources. Every year, the Institute creates a budget based on requirements for best use. For infrastructure development, including computers and other equipment, appropriate amounts are allotted. The management looks through the budget and, after necessary adjustments, approves it. Everything is done and bought in accordance with the allocated budget. The majority of the purchases are conducted through recognised suppliers. When authorised suppliers are not present, quotations are requested, a comparative analysis is conducted, and after management approval, the organisation with the lowest quote is placed with the order. Periodic comparisons between actual expenses and budgeted expenses are done to keep costs within a certain range.

The deficit, if any, is covered by funds from the "Sri Balaji Society" parent organisation. There are available institutional mechanisms for monitoring the effective and efficient utilisation of financial resources. Periodically, an internal auditor from SBS checks this for this purpose. After ratification of the annual budget, annual expenditures are planned.

Under the provisions of Sri Balaji Society, a Chartered Accountant conducts an annual financial audit to

confirm compliance with established procedures.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

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

Response:

Few notable practises have become institutionalised over the past five years as a result of IQAC initiatives, in addition to many others. Some of them are as follows-

Practice 1: Accreditation by NAAC

After considering the need for evaluation and accreditation, the college's administration decided to further up its efforts in this area. On 21st December ,2021 the College established its Internal Quality Assurance Cell (IQAC) to ensure that its strategy was carried out effectively. Although the essential preparations were being made in full force, the start of the Covid pandemic put a damper on things. However, the cell remained committed to improving the academic and extracurricular standards of the college. The main objective of the IQAC is to continuously look for innovation and methods for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance. Additionally, it is working to fully inform all stakeholders of the upcoming opportunities and obligations.

Practice 2: Documentation

Documentation of the college's numerous programmes and activities for the preparation of reports required for ranking, accreditation, and submission to higher education bodies, the government, etc.

Practice 3: Effective use of pedagogical tools to enrich teaching and learning process

Teaching millennials is a very complex process as most of the learning happens out of the class in terms of internet, video platforms, social media and so on. This is a great challenge to the teaching fraternity, to engage with the students and make them attentive and retain their interest in the courses offered by the curriculum.

One of the practices adopted by BLC is making use of the diverse pedagogical tools which ensures that sincere efforts are made by the faculty members to enrich the teaching learning process.

Following list indicates pedagogical tools adopted along with the conventional methods by the faculty

members of the College.

1. White board teaching
2. Case Studies
3. Video Lectures
4. Newspaper in Teaching
5. Law Amendment based assignments
6. Powerpoint Presentations
7. Assignments
8. Seminars / Workshops / Conferences
9. Field Visits / Field Surveys
10. Lok Adalat Visit
11. Research Papers
12. Court Visits

Practice 4: Mentor-mentee system

The IQAC has also initiated the mentor-mentee system to assist and counsel the students who need academic guidance .

Practice 5 : Enhancement of Library

The College Library is among the most renowned repositories. Regularly, IQAC is striving to further upgrade the library's facilities.

Practice 6 : Participation of students in various committees

Teachers and student representatives encourage student participation in organised activities. Students participate in a variety of cells, including the Moot Court Cell, Extra Curricular Cell, NSS/Sports etc. The college has organised a number of events in which students have participated actively. Activities such as Cleanliness Drives, Voters Awareness , Blood Donation Camp etc, have been conducted to instill a sense of social responsibility.

The holistic approach outlined above enables students to explore their diverse talents and develop a healthy sense of self-worth and confidence to confront the challenges of the modern world.

File Description	Document
Paste link for additional information	View Document

6.5.2

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

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

Response:

Periodically, the IQAC of **BLC reviews the teaching and learning process, operational methodologies, and learning outcomes.** The College is committed to a learner-centered approach to the progression of teaching and learning and has designed a policy to assess and evaluate it periodically. Consequently, it offers support and direction to the faculty. Teaching and learning activities are devised and modified based on student review and feedback. The suggestions are then implemented based on the requirements. The IQAC has designed additional characteristics for students, including academic excellence, communication skills, personality development, and leadership.

The IQAC periodically analyses the teaching and learning process and advises gradual growth, upgrading, and addition of materials, equipment, infrastructure, etc. to achieve learning outcome.

During meetings, IQAC monitors the quality parameters of the teaching and learning process, the structures and methodologies of operations, and the learning outcomes. Using innovative teaching techniques, the faculty strives to provide students with enhanced input. Below are a few examples of institutional evaluations and implementation of teaching and learning reforms facilitated by the IQAC.

Curriculum delivery

Faculty members design the course framework and teaching strategy for each semester. The faculty prepares, monitors, and teaches lectures according to the session plan. The Course Co-ordinators, Principal, and IQAC review the faculty's syllabus completion report to assure academic operations.

Academic Feedback

BLC is a student-centric institution. Students' academic feedback is collected and analysed annually. Any problems in education is resolved promptly by the authorities. Competent authorities conduct regular internal audits by comparing and confirming the performance of academic practises and procedures against predetermined / standard procedures. The course completion report, which includes the number of units completed, surprise exams taken, presentations, etc., is compiled by the student academic

coordinator of each class and is submitted to the college's principal. The output is communicated to the faculties by the Principal following a discussion with the management authorities. Faculty prepare their Subject folders, which contain the University syllabus, the session plan, and all the tests and Mid-term answer scripts. Students' academic progress is perpetually monitored via assignments and unannounced tests. The purpose of the lecture deviation report is to monitor static timetable lectures that have changed for various reasons. This assures the identification of any gaps and the implementation of corrective measures to fill them.

The College communicates the Programme Objectives, Programme Specific Outcomes, and Course Objectives to faculty and students at the start of the academic year. The lecture plan and course completion report identify any syllabus deviations. The course completion report and student feedback help the IQAC to assess course objectives.

IQAC reviews the entire examination result analysis. The IQAC examines aggregate and subject-specific First Class and First Class with Distinction success rates. How many slow learners have improved is also examined. Plans and recommendations are made for enhancing low grades for forthcoming examinations.

File Description	Document
Upload any additional information	View Document

6.5.3

Quality assurance initiatives of the institution include:

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

Response: B. Any 3 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution(Data Template)	View Document
Upload any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

Response:

Sri Balaji Society's Balaji Law College firmly believes in values playing a major role in shaping the life and personality of an individual. Balaji Law College believes that education not only shapes the career of a student but also moulds the student into a citizen. Determination being one of the core values the institution is founded on and understanding that this is a pivotal step, the College decided to set the foundation for students to develop a deep understanding of these principles, shaping their perspectives and actions throughout their academic journey and beyond. The college has subscribed to various newspapers as it is through reading one becomes more aware of the society one lives in. The college celebrates Women's Day on every 08 th of March to empower women. This annual event serves as a platform to honor and recognize the achievements of women in various fields. By dedicating a day to celebrate women's achievement and raise awareness about gender issues, the Balaji Law College sends a clear message that gender equality is an integral part of its ethos. Each class has three student managers, a platform that ensures that each student is able to participate in the same irrespective of their, gender, caste, creed or ethnicity. Albeit the regular curriculum covers topics of constitutional values, Gender oppression, oppressions prevalent in the society, the college has organized various seminars on topics addressing Constitutional Values, Ethics, Gender Roles, Equality, etc. Besides, the college also regularly organizes workshops on Prevention of Sexual Harassment. These workshops educate students about their rights, the importance of consent, and how to recognize and respond to inappropriate behavior. By equipping students with knowledge and tools to combat harassment, the college is creating a safer and more respectful environment. These workshops not only empower students to protect themselves but also contribute to a culture of accountability and gender sensitivity. Along with the curricular activities the college also promotes such values through motivating the students to participate in extra-curricular activities like inter collegiate competitions where such pivotal topics are themes. Auditions are always conducted before any event as an act of promoting equality. One such impactful measure employed by the college is the use of Nukkad-Natak performances to address the issues related to gender inequality and prostitution. These plays serve as a means to raise awareness and stimulate conversations about the challenges faced by the women. By ardently addressing this sensitive topic, the college demonstrates its dedication to shed light on the issues faced by women, ultimately promoting a more compassionate and equitable society.

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

7.1.2

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

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

Response: D. 1 of the above

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

7.1.3

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

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

Response:

The functioning of the college exerts negligible stress on environment. Waste-Management is the most challenging factor in our modern civilization.

The college has well maintained and pollution free environment because of following the green and waste management systems-

1. Solid waste management
2. Liquid Waste Management
3. E-Waste Management

The college has placed bins on the premises of the campus; at the entrance, near the parking, near the canteen and also in the lawn. The college has categorized waste into four different categories; E- Waste, Glass, Wet Waste and Dry Waste. The college has placed separate bins on each floor so as to segregate the waste and also inculcate an eco-friendly practice in the behavior of our students. The segregated bio degradable and non-degradable solid waste is handed over to Pimpri Chinchwad Municipal Corporation as a part of Swachh Bharat initiative and Clean and Green

Pimpri Chinchwad. An awareness of this bifurcation is given to each student during the induction programme. One of the most visible efforts is the organization of regular cleanliness drives on campus. These drives engage students, faculty, and staff in collective actions aimed at tidying up the premises. An essential component of these campaigns is the segregation of waste at its source. This practice ensures that organic waste is separated from non-organic waste, facilitating efficient disposal and environmentally friendly composting. By encouraging active participation in cleanliness drives, the college instills a sense of responsibility and ownership among its community members towards maintaining a clean and hygienic campus environment. Plastic usage is prohibited on campus so as to create a plastic-free zone. The college has slogans displayed to use dustbin and to maintain cleanliness even at places outside the college for sustainability of the environment. The segregated wet waste is taken from here to the Bio degradable waste composing plant built at the campus of our society. For liquid waste management, the water distribution system is inspected for leaks in pipes, taps, valves and other components on a regular basis and promptly repaired. We have proper drainage facility for liquid waste management. The college promotes the students and the faculty members dump their E-Waste like cells, batteries, old electronic equipment, etc. in the designated bin for E- Waste. The college then collects this waste and submits it to Sri Balaji University from which it is further taken ahead to the E- Waste Disposal center. In conclusion, the Balaji Law College's comprehensive approach to waste management,

encompassing both degradable and non-degradable waste, exemplifies its commitment to environmental sustainability. Through cleanliness drives, stringent littering rules, e-waste management, and awareness initiatives, the institution not only maintains a clean and green campus but also fosters a culture of responsible waste disposal among its students and staff. These efforts collectively contribute to a more sustainable future and set a positive example for the wider community.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4

Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**

5.Maintenance of water bodies and distribution system in the campus**Response:** B. 3 of the above

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

7.1.5**Green campus initiatives include:**

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Institutional data in prescribed format (Data Template)	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

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

Response: A. Any 4 or all of the above

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

7.1.7

The Institution has friendly, barrier free environment

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

Response: B. Any 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Any other relevant information	View Document
Geotagged photographs / videos of the facilities	View Document

7.1.8

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

Response:

Institutions play a significant role in shaping societal attitude and behaviors, and the Balaji Law College has demonstrated remarkable efforts in promoting tolerance and harmony through various initiatives. The college believes in equality of all cultures and traditions as is evident from the fact that, students, staff and management belonging to different caste, religion, regions peacefully enjoy a harmonious work

environment with no discrimination of any sort. Though the college has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal, socio-economic and other diversities. The college is proactively taking efforts in providing an inclusive environment. Every year college cherish college fest name “Amigo” where students participates and perform in cultural events. College celebrates national festivals, and days are celebrated with great passion and oneness. By providing a barrier-free environment, needed facilities, and human and technological assistance, the department takes continuous efforts to make the differently-abled feel included in every part of the activity of the college. Value addition is also made by providing a variety of library resources beyond the curricular books. The English, Hindi, Marathi literature on varied subjects provides the members a unique opportunity to learn and develop conveniently. One of the standout endeavors undertaken by the College is the Ganesh Chaturthi celebration. By embracing this festival, regardless of religious affiliations, the institution sends a powerful message of unity and respect for diverse beliefs. Women's Day is another occasion that holds great significance at Balaji Law College. Through a series of events, discussions, and workshops, the institution empowers female students, promoting gender equality and raising awareness about women's rights. By recognizing the achievements and challenges faced by women, the college encourages a culture of respect and gender harmony among the student body. The institution's commitment to social awareness is further highlighted by its “Nukkad Natak” (street play) performances. These theatrical displays tackle various social issues such as discrimination, environmental concerns, the problem of prostitution and communal tensions. By using the power of drama and storytelling, the institution effectively communicates important messages to the wider community. This approach not only engages students in social advocacy but also reaches out to the public, encouraging positive change on a larger scale. From embracing diverse festivals to fostering civic engagement and social awareness, the institution has consistently demonstrated its commitment to creating an inclusive and harmonious environment. By celebrating cultural differences and advocating for unity, the institution is setting a shining example for how educational institutions can contribute to a more tolerant and harmonious society.

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

7.1.9

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

Response:

The Balaji Law College stands as a beacon of educational excellence, not only imparting knowledge but also instilling values that nurture responsible citizenship, as enshrined in the Constitution of India. Through a range of initiatives, it equips students with the principles and ethics required to be active and

conscientious members of society. One of the significant ways the college achieves this is through professional ethics workshops. These workshops expose students to real-world scenarios and ethical dilemmas relevant to their chosen fields. By engaging in discussions and critical thinking exercises, students learn how to navigate complex situations with integrity and professionalism. This practice aligns with the constitutional values of upholding justice, liberty, and equality, ensuring that students emerge not just as competent professionals but as responsible citizens who contribute positively to the nation's progress. The college also has a NSS cell (National Service Scheme). Under this, the students undertake various activities such as "SWACCH SARVEKSHAN ABHIYAAN", "NATIONAL VOTERS AWARENESS CAMPAIGN", and cleanliness drives. This exposure enables students to appreciate the significance of individual rights within the context of collective responsibility, fostering a sense of duty towards society. These activities underscore the college's commitment to nurturing citizens who are not only well-versed in the law of the land but also recognize their roles in upholding the constitutional values of justice, equality, and fraternity. The College has established various committees such as the The OBC Welfare Committee, the Anti-ragging committee, The Students' Grievance Redressal Committee, that proactively work to prevent any kind of non – constitutional acts. Each class In-charge organizes various debates and discussion sessions in class at least once in a month to encourage critical thinking on these issues to widen the horizon of the students's perspectives. These activities help the students to be active inquirers. The college follows a student centric approach and the teachers provide academic, career and personal counseling to help the students maintain the equilibrium of their lives. Albeit, each Class In-Charge acts as a personal mentor to the student of the respective class, the student is free to approach any other faculty to address their concerns. The college facilitates the students with a safe environment, a counselling centre and common rooms. The college at present has separate common rooms only for boys and girls as we do not have a student who does not identify to another gender other than these two genders. Also, the College has implemented various policies such as Green Campus policy, Environment policy, Policy for Disabled-friendly atmosphere. All these policy initiatives help to mould students into a responsible citizen, understanding the importance of environment and inclusivity. By undertaking these activities, the Balaji Law College goes beyond conventional education, emphasizing the importance of ethical behavior and civic engagement. The institution's efforts to inculcate values for responsible citizenship align seamlessly with the ideals enshrined in the Constitution of India. In doing so, the college not only imparts education but also shapes individuals who embody the principles upon which our nation was founded.

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

7.1.10

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

1. The Code of Conduct is displayed on the website

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

Response: A. All of the above

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

7.1.11

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

Response:

Celebrating a tapestry of events and festivals is deeply ingrained in the ethos of our college, as we believe it to be an integral facet of the holistic education and the cultivation of a robust cultural identity among our students. Throughout the academic year, our institution dedicates significant effort to commemorate both national and international occasions, fostering an environment that values diversity and cherishes shared moments of joy and reflection. The calendar year unfolds with a vibrant spectrum of celebrations, each holding its own unique significance. From the global call to action on World Environment Day to the tranquil introspection promoted by International Yoga Day, our college wholeheartedly embraces these moments. The grandeur of Independence Day and the reverence for the Constitution Day remind us of the immense sacrifices and collective wisdom that have shaped our nation. Republic Day echoes with the resounding pledge of democracy, while National Youth Day empowers the next generation to rise to their fullest potential. Teachers' Day is a cherished occasion when we honor the mentors who light the path of knowledge for us. The spirit of cleanliness and hygiene finds expression in our participation in the Swachh Bharat Abhiyan, emphasizing the importance of a clean environment for all. Vachan Prerna Divas encourages a love for reading, inspiring our students to explore the world through the pages of books. The exuberance of Ganesh Utsav unites our community in prayer and festivity, while National Unity Day pays tribute to the architect of modern India, Sardar Vallabhbhai Patel. Birth anniversaries of luminaries like Dr. Sarvepalli Radhakrishnan, Mahatma Gandhi, and Swami Vivekananda are observed with solemnity and introspection. These celebrations are not mere occasions of revelry; they infuse a burst of energy into the lives of our students. Beyond the surface, they serve as invaluable opportunities for personal growth and social development. The camaraderie forged during these events nurtures social skills and fosters meaningful connections among our students. The creative talents that lie dormant within each individual are awakened and celebrated, promoting a culture of artistic expression and

innovation. Moreover, the celebration of these events cultivates essential life skills. Teamwork is honed as students come together to organize and participate in these festivities. Critical thinking is encouraged as they delve into the historical and cultural significance of each occasion. Networking skills are developed through interactions with peers, faculty, and distinguished guests who often grace these events with their presence. These festivals and national day observances serve as fertile ground for our students to flourish, develop, and thrive as a community. They instill a profound sense of togetherness, bridging gaps and fostering unity among students from diverse cultural backgrounds and regions of our country. Our college becomes a microcosm of India itself, where the rich tapestry of traditions and beliefs is woven together into a vibrant mosaic of shared experiences.

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

7.2 Best Practices

7.2.1

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

Response:

Practice 1: Movie Club and Music Lovers Group

The "Movie Club and Music Lovers Group" practice at a college aims to enrich the lives of law students by promoting a holistic approach to education. The objectives include enhancing human experiences, fostering an understanding of the connection between law and society, instilling cultural values, and developing socio-legal perspectives among students. In the context of this practice, law students often prioritize their professional aspirations over artistic interests. To address this imbalance, the college offers music and movies related activities and discussions, where both faculty and students can engage in music sessions to alleviate stress. Additionally, once a month, the college screens socio-legal movies for students. Afterward, open discussions led by faculty members allow students to delve into the social and legal aspects of the film. The evidence of success lies in consistent student participation in the movie club, which enhances their awareness of the social implications of law. Furthermore, the music room revitalizes both teachers and students, contributing to a more effective teaching and learning process. However, challenges arise from the music room's limited accessibility, as it's primarily used for listening rather than active music-making. Additionally, the diversity of linguistic backgrounds among students exposes them to music in different languages, providing an opportunity for artistic exploration.

Practice 2: Lecture Hour Record (LHR)

The "Lecture Hour Record" practice at a college focuses on monitoring and improving student attendance. The objectives include tracking attendance records, understanding the average attendance percentage, and keeping parents informed about their child's attendance. In the context of this practice,

regular attendance is emphasized for academic, personal, and professional development. Consistent attendance ensures students learn daily, avoid backlogs, and perform better in exams. The college enforces a 75 percent attendance rule and maintains a monthly attendance register. Evidence of success is evident through improved attendance rates and actions taken for students with less than 75 percent attendance. The college sends attendance letters to students on a monthly basis, and if a student's attendance falls below the threshold, parents are contacted. This proactive approach has resulted in increased attendance. Challenges include dealing with persistent absenteeism and ensuring accurate record-keeping. Nevertheless, the college recognizes the importance of attendance and motivates students through extracurricular activities, emphasizing the benefits of regular attendance. In summary, both practices aim to enrich the college experience for students. The Movie Club and Music Lovers Group enhance their cultural and socio-legal perspectives, while the Lecture Hour Record practice ensures regular attendance and academic success. Despite challenges, these practices contribute to a holistic educational environment.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1

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

Response:

Sri Balaji Society's Balaji Law College believes in a very inclusive approach. The college follows a flat Culture making the society accessible not only to the students but to the faculties too. Following is a list of few peculiarities of Sri Balaji Society's Law College.

1. Ex-army officials (job) & widows

Sri Balaji society, pune is charitable educational trust established under the Bombay public trust Act, 1950. The society functions under the principles and guidance of its founder presidents, (Late) Dr. (Col) A. Balasubramanian with the assistance of the directors of respective institute. Shri Balaji Society got approval to establish Balaji Law College (BLC) in 2003. Balaji Law College has successfully formed a place for itself in the legal education sector and has stood the test of time in creating a new breed of responsible, knowledgeable, and well-equipped law graduates willing to contribute to the legal fraternity, deliver and assist in the delivery of justice and be an asset not only to their company but also to the country. Vision of our college is, to turn out of its portals competent human resources excelling both in academics and in values. Our college provides recruitment to Ex-army officials and widows of an armed forces members who has laid down his life for the nation, whether in war or in a military operation. College recruit them as college security guard and as admin office staff. That makes our college unique from other institutions. We not only teach moral values and social responsibilities to our students but also we follow it.

2. Covid Centre during Covid

The COVID-19 pandemic had led to a dramatic loss of human life worldwide and presents an unprecedented challenge to public health, food systems and the world of work. Considering the increasing number of covid cases in pune the Pimpri Chinchwad municipal corporation (PCMC) Health department had increased number of Covid care centers to 11, our college was one of care center. PCMC set up the Covid Care Centre at Tathawade after taking temporary possession of a college in the area. Our Balaji Law College got converted in Covid care center in June 2020. Covid positive patients with mild symptoms are generally transferred to the covid health centers, while severe cases are transferred to the dedicated Covid hospitals. Officials from every zone had been given the responsibility to provide every essential service to all the covid care centres. Patients should get easy access to centres so Pimpri Chinchwad municipal corporation (PCMC) had increased the number of centres and convert colleges in Covid care centers. Our college students also served as a volunteer and contributed during the Covid period. This is how we understood social responsibility and served as Care Center, these things make us unique from other institutions.

3. NSS (Self-funded)

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of 11th & 12th Class of schools at +2 Board level and student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programs. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. Ideally the scheme should be available to all eligible students, but due to fund constraints, the scheme covers less than 10 per cent of the students eligible to join it. As we don't want to restrict students from any activity so,

our Balaji Law College is running Self-funded NSS unit. A NSS volunteer who takes part in the community service program would either be a college level or a senior secondary level student. Being an active member these student volunteers would have the exposure and experience to be the following:

? an accomplished social leader

? an efficient administrator

? a person who understands human nature

We want our student's overall development. Therefore, we run self-funded NSS program to motivate NSS Volunteers for continuing their selfless service towards community work.

4. Educational Allowance

The purpose of the allowance is to use the matching principle between revenue and expenses while also reporting the net amount of assets using the conservatism principle. Educational allowance is a special allowance which is provided to salaried people in order to help them pay

for their children's education costs. In this allowance, education expenses where school and college fees is covered. High quality education give children the best start in life. It provides important opportunities to learn and develop. Our Balaji Law College provides educational allowance to the Non-teaching staff of our college. Staff who completed 5 years of service in our college and getting 20,000 per month salary is eligible to get educational allowance for their children upto 30,000 and the staff who served for 10 years in our college and getting 25,000 per month salary is eligible and can avail educational allowance for their children upto 40,000. Our college take care of our employees who works with discipline, dedication and determination. We promote education by providing Educational Allowance for children of our employees. It is also a small help from our side and so, it makes us unique as compared to the other institutions or college. In conclusion, Sri Balaji Society's Balaji Law College sets itself apart from other institutions through its inclusive and socially responsible approach to education. By offering employment

opportunities to ex-army officials and widows, converting into a Covid Care Centre during the pandemic, running a self-funded NSS program, and providing educational allowances to non-teaching staff, Balaji Law College demonstrates its commitment to holistic education and social welfare. These distinctive initiatives reflect the institution's values and contribute to its unique identity in the field of legal education.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Balaji Law College ensures that its students get an opportunity towards holistic development and leaves no stone unturned to provide them with all the facilities, amenities and ambience required for development of the career as well as personality of the students. The institution is avowed and dedicated to create a new breed of responsible and equipped Law Graduates who will be capable of contributing to the legal fraternity, to the country and to the humanity. Balaji Law College is a place which provides a unique combination of international educational ambience with the traditional Indian rigors of training.

Concluding Remarks :

Balaji Law College stands firm with the backdrop of its topmost Management Institution honing the Managers for the corporate sector in India. The same training will hone the lawyers to hold in this cutting edge competition in Legal sector. Within a short span of its inception, Balaji Law College has successfully catapulted a position in the legal education sector and has stood the test of time in creating corporate lawyers, who are well placed in the industry.