BEST PRACTICE - 1

Title of the Practice: Skill Development Programmes

Objectives of the Practice:
- To enable learning through effective participation.
- To provide skills and knowledge of law or practical learning through experiential learning.
- To enhance the students' soft skills such as communication, fluency in language, presentation, organizing skill, leadership skill so as to prepare them for the profession.

The Context

The clinical education is an integral part of the legal education system which transforms law students into social engineers. The traditional curriculum designed was found to be insufficient in enhancing the professional and legal skills of the student as the same is done only in final year or fourth year. Therefore the need was felt by the institution to drive the students to take part in the activities from the very beginning of the first year to actuate the inquisitive minds of the students. Accordingly certification programmes are designed apart from those offered by the Karnataka State Law University.

The Practice

The institution has separate committees for co-curricular and extracurricular activities which conduct competitions funded by the college, screens and selects students to represent college in inter-collegiate competitions, and mentors the team.

The library provides a separate library account in the name of the participating team, discussion room, unlimited book facility, Wi-Fi connectivity, e-resources and remote access facility. In addition to this, the students can access the library at National Law School of India University, Bengaluru, by using the membership cards provided by the college.

The institution provides complete monetary support to the participants by paying the competition registration fee, transportation charges, documentation, food and other miscellaneous charges.

The institution gives importance to the clinical courses such as Professional Ethics, Alternative Dispute Resolution, Drafting, Pleading and Conveyances along with the theory subjects. Students in their final year will be required to regularly visit the chambers of specified advocates, prepare reports of cases, pleadings and various applications that they come across. Further, students undergo moot court training exposing them to the practical aspects of litigation.

Certificate courses on Intellectual Property Rights Law, Law and Medicine, Service Law, Mergers and Acquisition and Codification of Laws, Comparative Constitutional Law, Contract Law and Management, Gender Justice: Protection of Women's Rights, General Psychology: Basic Psychology Process, Correctional Psychology and Mediation and Negotiation were offered to all the interested students. Apart from these, diploma courses in Cyber Law and Information Technology are also offered, which meets the varied needs of the students.

The college organizes legal awareness program where the students create awareness amongst the general public with regard to common legal concepts. This gives students a firsthand experience in building their interpersonal skills and practicalities of the legal profession and at the same time benefitting the society.

The institution has a fully functioning Mentor Cell headed by a faculty. It is actively engaged in providing regular training to the students through skill development programs conducted by Career Launcher Educate. Training is given in areas like e-mail etiquettes, body language, inter-personal skills, group discussions, drafting/oratory skills, drafting of resumes, mock interviews. Students are also assisted in securing internships at various litigation and corporate firms, NGOs etc, which gives them first hand exposure to practical aspects of legal career. The cell also brings in recruiters to help the students secure employment.

Evidence of Success
The students today, along with participating in moot court competitions also take part in other events such as MUN, debates, Youth Parliament, judgment writing, seminars etc. For the last five years, the rate of participation as well as the prizes bagged by the students in various competitions have raised due to the training provided to them by the college, which has boosted their confidence and motivated them to try harder.

The placement process takes place through "Mentor–The Career Guidance Cell" which mentored the students in choosing their career and in their placement. The institution caters to both the requirements of court and corporate practice. Reputed companies like Bajaj Alliance, J P Morgan, Wipro, Mind Crest and Future Generali have recruited about 40 percent of the final year students in the year 2017-18.

Problems encountered and resources required:
Since the institution is located in the outskirts of Bengaluru, the students faced difficulties in attending skill enhancement programs courses as it continued till late evening. But the college has successfully overcome this problem by providing transportation facility to students to return to their homes safely. An additional bus has been arranged at 5.30 p.m for the students who stay back after class hours in the library for research and study purposes.

BEST PRACTICE - 2
Title of the Practice : Optimum use of Technology

Objectives of the Practice:
- To ensure the efficiency in teaching learning process.
- To ensure the efficiency in institutional administrative system.
- To enhance the quality by adopting modern advanced ICT tools resources.
- To supplement strengthen functional effectiveness of the system.
- To manage the time constraint and reduce burden of the administrative staff and expedite their work.
- To have efficient and prompt communication by staff with all the stakeholders, *viz,* students, parents, affiliating university, and also with the management.

The Practice

Administration: Today the office is not just confined only to ledgers and books. It is using ICT resources and tools like the following: Software named CMS CAMPUSUITE.IN, has replaced the manual mode of admission. It accepts the application forms, stores the details of the candidates, and generates the fee challan and examination forms. In addition to these, un- aided staff records, their promotion records and salary are also managed by e- pay rolls. These databases are accessible even for future references.

The details of expenditure incurred by the college put under various headings is uploaded on a regular basis into TALLY ERP 9, a software which automatically tallies the transactions and prepares the balance sheet. BIO-METRIC SYSTEM is used for authenticated access/ attendance/ identification of the college staff members.

Correspondence and Communication: For the purpose of communication with all the stakeholders, latest mobile applications and software are used. A web enabled software system called 1MESSAGE.COM through which the details of attendance and marks scored by the students as well as the details of the various activities conducted in the college are regularly sent via instant message to the parents. Instant messaging applications are used by the teachers, students and administrative staff for the purpose of communication. Interactions, sharing ideas and communications with professors, parents, alumni and community members are vital for the functioning of the institution for which e-MAIL is used. For the purpose of timely and easy dissemination of information including calendar of events, curriculum, facilities available in the campus etc the college maintains a website which is updated regularly.

Academic: ICT tools and resources have helped bridge the gap between the traditional method of teaching and the element of innovation demanded by the present generation. The campus is fully Wi-Fi enabled allowing teachers to access online videos, tutorials etc through the laptops provided by the college. Teachers use Google classroom, PPTs, multimedia presentations etc to deliver lectures and to test the learning abilities of the students. Research: The library has

subscribed to online resources like Westlaw, SCC Online, Manupatra and N-List. The library also has remote access facility to the students and teachers to access the library resources outside the college campus.

Evidence of Success

Admission: Online admission process has increased the number of out-station students including students from remotest areas to secure admission and save their time by making online fee payment. As a result of using CMS CAMPUSUITE application data storage has become hassle free, secure, easily accessible and the college has stopped the issue of physical application forms.

Administration: The use of TALLY ERP 9 has saved time and reduced the burden of the administrative staff. The use of this software has completely ousted the requirement of maintaining ledgers or physical books of accounts. This has saved resources of the college.

ICT enabled learning and research: These tools have developed an interest in the minds of students which is evident in their contributions to the KLE Law Journal and *Chiguru*, the college souvenir. The time and energy which is saved due to this, has effected in the growth and development of the institution. This has increased the participation and prizes won by students in various moot competitions, debates, MUNs, etc.

Reduction in use of paper: The use of technology in administrative, academic and financial departments has considerably reduced the use of paper and saved the resources of the college.

Problems encountered and resources required:

Upon shifting the campus, the institution faced difficulty in convincing the internet service provider, as most of them were worried about the distance. But the institution put in enormous effort in obtaining internet connection to this campus. The lack of knowledge among the staff and students regarding the use of advanced ICT tools was another issue faced by the college. It was successfully addressed by training and orienting both the students and staff regarding the same. Although the college has made considerable progress in imbibing technology in