

Framework of the CAIL Website Content

The **Home page** shall contain the following items;

Main Menu

1. About CAIL
2. Academics
3. Research
4. Students Corner
5. News/Events
6. IQAC
7. Grievance Cell
8. Admissions
9. Infrastructure
10. UBA (Unnat Bharat Abhiyan)
11. NIRF
12. Placement
13. Login

In addition to the above, the following items also:

1. A Campus tour video
2. Mentioning of “Approved by BCI”, “Recognised by UGC under Sec. 2 (f)”, “Affiliated to KSLU” with their respective logo
3. What’s New/ Latest News- like a moving line (a click of the same shall direct to the Upcoming Events Page)
4. Campus Infrastructure- Photos
5. Students Achievements- (ranks, awards and prizes of students in University exams/ external competitions)
6. Institutional Achievements- (recognitions/ awards received by CAIL)
7. Events Gallery (photos of flagship events)
8. Collaborations (institutional collaborations- by displaying their logos)
9. Alumni/ Student Testimony (google reviews/ social media reviews)

Bottom Side of the Home Page Content

1. Contact Us
2. Address with Map
3. Useful Links
4. Other Institutions
5. Social Media Handles
6. Careers

Details of Each Main Menu

1. About CAIL

The Menu has the following content. It can be shown as different pages:

- About Us (Description of the college, Vision/ Mission/ Inspiration, Moto/Mandate/Core Values of the institution)
- Founder (Details of St. Kuriakose Alias Chavara with photo)
- Principal (Profile of the Principal and Principal's message)
- Our Trustees (Name, Designation and Photos of Trustee members)
- Advisory Body (Name, designation and photos of advisory body members)
- Governing Council (Name, designation and photos of governing council members)
- Organogram (organisational chart)
- Administrative Staff (Name, designation and photos)

2. Academics

The menu has the following content as different pages;

- **Programmes**

It shall contain 2 options:

- 1) **UG Programmes:** It shall further contain 2 pages
 - a) **5 Year Integrated LLB Programmes:** In this page, the details of three programmes, namely **BA LLB**, **BBA LLB** and **BCOM LLB** such as description of the courses, subjects included in each programme and the syllabus of each programme shall be given. Subjects and syllabus of each programme shall be in a downloadable PDF format
 - b) **3 Year LLB Programme:** In this page, the details of the 3 Year LLB programme such as description of the course, subjects included and syllabus shall be given. Subjects and syllabus shall be in a downloadable PDF format
- 2) **PG Programme:** It shall be a separate page dedicated. The programme shall be mentioned as **2 Year LLM (Constitutional Law)**. A description of the course, subjects involved and syllabus and details of the PG Council shall be included. Subjects and syllabus shall be in a downloadable PDF format.

- **Faculty**

Faculty page shall contain photos, names and designations of all faculty members. On a click of the photo, the profile of the respective faculty should be open. In the page, photo, designation, email ID, a brief profile, qualifications, year of experience, Scopus ID/ Vidhwan ID/ ORCID ID shall be there. Along with these details, research details of the faculty shall be given in a downloadable pdf format. A total number of 45 faculty are there.

- **Committees & Centres**

It shall contain 2 options: **a) Statutory Committees & b) Internal Committees**

- a) **Statutory Committees:** This option shall contain the following committees in different pages;

1. Anti-Discrimination Committee
2. Anti-Narcotic Cell
3. Anti-Ragging Committee
4. Equal Opportunity Cell
5. Faculty Grievance Redressal Committee
6. Gender Sensitisation Committee & Internal Complaints Committee
7. Happiness Lab & Mental Health and Well Being Monitoring Committee
8. Human Rights Cell
9. Internal Committee for students with Disabilities
10. SC/ST Committee
11. Socio-Economically Disadvantaged Groups Cell
12. Student Grievance Redressal Committee

Each of these pages shall contain a brief description of the committee/ cell, contact details of the committee/ cell, and details such as applicable statute/ order, policy document, CAIL circular constituting the committee in the form of separate downloadable pdf files. Some committees have their own logo. It shall also come with the committee description.

b) **Internal Committees:** This option shall contain the following committees in different pages;

1. Academic Outreach Committee
2. Association of Christian Christites
3. Centre for Law and Environment
4. Centre for Practical Advocacy Training
5. Centre for Privacy, AI-Technology and Law
6. Centre for Promotion of Kannada Legal Literature and Sustainable Villages
7. Centre for Tribal Socio-Legal Research
8. Constitutional Law Committee
9. Cultural Committee
10. Debating society
11. Drama Club
12. Discipline Committee
13. Internship & Career Counselling Committee
14. Judicial service & Civil Service Committee
15. Mediation Committee
16. Moot Court Committee
17. Placement & Recruitment Coordination Committee
18. Research and Publication Committee

Each of these pages shall contain a brief description of the committee/ centre, contact details, and major events organised by the committee. Some committees have their own logo. It shall also come with the committee description.

- **Examinations**

This page will contain a description of the KSLU Examinations, functioning of the Exam Cell at CAIL, contacting details of the Exam Cell. It will also contain general instructions to be followed by the students as a downloadable PDF file.

- **Academic Calender**

This page will contain the Semester wise Academic Calendar of CAIL. As of now, the Academic Calendar from 2024-25 academic year (4 semesters + the upcoming one) have to be added. Include them in the order of 'latest first'.

3. Research

This menu shall contain the following two options; **a) Library** and **b) Journals**

a) Library

The Library Page shall contain the following details:

- Welcome to the Library
- Vision, Mission
- About the Library (brief description of the Central Library and PG Library)
- Library Holding (number of books and periodicals under different heading)
- Library Resources
 - OPAC (a short description with OPAC link)
 - Print Resources
 - Print Periodicals (List)
 - Electronic Resources
 - subscribed databases
 - Free databases/ repositories
 - MOOC and Skill Development Online Learning Platforms (a table with names, details and links)
 - Other Useful Links
- Library Services (a list of services offered)
- Library Facilities (a list of facilities available)
- KSLU Previous Year Question Papers (google drive link)
- Research Support Services (a list of services)
- Library Timings
- Library Policies and Rules
 - Library Membership Policy
 - Purpose
 - Eligibility
 - Membership Rules
 - Circulation Policy
 - Purpose
 - Borrowing Privileges (table)
 - Circulation Rules
 - Overdue Fine and Lost Book Policy

- Purpose
 - Overdue Fine
 - Lost Books
- General Library Rules
 - Purpose
 - Rules
- SC/ST Book Bank Policy
 - Purpose
 - Eligibility
 - Application Procedure
 - Rules
- Book Recommendation Policy
 - Purpose
 - Eligibility
 - Application Procedure
 - Selection and Procurement
- Plagiarism Checking Service Policy
 - Purpose
 - Eligibility
 - Application Procedure
 - Rules
- Collection Development Policy
 - Purpose
 - Resource Recommendation
 - Selection Priorities
 - Acquisition and Procurement
- Previous Year Question Paper Policy
 - Purpose
 - Access Policy
- Electronic Resource Usage Policy
 - Purpose
 - Guidelines
- Reprography Policy
 - Purpose
 - Guidelines
- Copyright Policy
 - Purpose
 - Guidelines
 - Fair Use
 - Disclaimer
- Library Advisory Committee
 - Function
 - Composition

- Library Committee
 - Function
- Library Team

This shall contain photo and a brief profile of the Librarian and the Assistant Librarian and their further professional and research details in the form of downloadable pdf files
- Contact Us
- Library Moto

b) Journals

It shall contain the following options

1. **J-CAIL :**
There is a separate dedicated website for the “Journal of Christ Academy Institute of Law”, through which the submissions have to be made and published articles can be accessed. A direct link of the website shall be provided
2. **Nyayalekhani:**
It shall open on a separate page. Nyayalekhani is the Student Edited Journal. Its previous volumes have to be provided in the pdf form (latest first order)
3. **Janjati Vartha:**
It shall open on a separate page. It is another journal in the CAIL. Its previous volumes have to be provided in the pdf form (latest first order)
4. **Books:**
It shall open on a separate page. The list of books published by CAIL will be given.

4. Students Corner

This Menu shall contain the following items:

- **Ad Meliora**
'Ad Meliora' is the name given to the International Conferences conducted annually at CAIL by the Academic Outreach Committee. So far, 7 editions of Ad Meliora are over. An exclusive page for Ad Meliora is required in which **a brief of the past editions** will be given in the order of latest first along with their **brochures** (for reference). **Photos** of the Ad Meliora-5, Ad Meliora-6 and Ad Meliora-7 are available and are required to be uploaded in this page. When Ad Meliora-8 (scheduled in next year) is announced, this page should be the reference page for the participants.
- **Bhavi**
'Bhavi' is the national level start up competition organised annually at CAIL by the Internship and Career Counselling Committee. So far, 3 editions of Bhavi are over. A dedicated page is required for this event. A brief description of these editions shall be

given in the latest first order. Along with the brief description, photos and brochure of Bhavi 3.0 shall also be uploaded.

- **Nyayavichara**

'Nyayavichara' is the annual lecture series organised by the Academic Outreach Committee. It started last year, so only one edition was over. A dedicated page is required for this event. A brief description of Nyayvichara, description of the first edition along with photos and a brochure about the Nyayavichara shall be given in this page.

- **St. Chavara Moot**

'St. Chavara Moot Court Competition' is the national level moot court competition organised by Moot Court Committee of CAIL. It is a prestigious event of the college and needs an exclusive page. It shall contain a brief description of the competitions in the previous years in the order of 'latest first'. Photographs of the last two year competition shall also be there. When the next national moot court competition is announced, this page should be the reference page for the participants.

- **Cultural & Sports**

It shall further contain the following items:

- **Venusta**

Venusta is the national law fest and cultural fest organised by Student Bar Association and Cultural Committee of CAIL. It consists of cultural competitions and legal competitions. A dedicated page in which photographs of the previous year programmes shall be displayed, along with a brief description of the event.

- **Magnotsav**

Magnotsav is the arts fest of CAIL organised by the Student Bar Association and Cultural Committee. A dedicated page in which photographs of the previous year programmes shall be displayed, along with a brief description of the event.

- **Sangamotsav**

Sangamotsav is the ethnic day celebration of CAIL organised by the Cultural Committee. A dedicated page in which photographs of the previous year programmes shall be displayed, along with a brief description of the event.

- **Drama**

The CAIL Drama Club annually organises Shakespeare's drama with the students of CAIL as the cast and crew. A dedicated page in which photographs of each year's drama (as per availability) shall be displayed along with the title of each year's drama.

- **Invicta**

'Invicta' is the annual sports meet of CAIL organised by the Sports Committee. A dedicated page in which photographs of previous year Invicta shall be displayed along with a brief description.

- **Community Activities**

This option shall further contain the following items:

- **Nyayashradha**

'Nyayashradha' is the title given to the legal awareness and community service programme conducted by each class of CAIL in every academic semester. There should be a dedicated page for the same. A brief description of the overall 'Nyayashradha' programmes shall be given. From the academic year 2025-26 onwards, a separate newsletter "Nyayashradha Chronicle" is published which contains all the activities. The volumes of the same shall be uploaded in a downloadable pdf format, in the 'latest first' order.

- **National Service Scheme**

A separate page shall be dedicated to the NSS Committee of CAIL. A description of the NSS activities conducted shall be given in this page.

- **Youth Red Cross Committee**

A separate page shall be dedicated to the YRCC of CAIL. A description of the Committee activities conducted shall be given in this page.

- **Legal Service Committee**

The Legal Service Committee offers Legal Aid services also. A separate page shall be dedicated to the Legal Service Committee of CAIL. A description of the activities conducted shall be given in this page.

- **Student Welfare**

This option shall lead to a page in which different student welfare schemes of CAIL shall be given. The following items shall be included in the page;

- **Scholarships & Awards**

This shall contain the different scholarships and awards given to the students for their academic excellence.

- **Chrysalis**

'Chrysalis' is a CAIL initiative in which financial support in the form of fee waiver and other assistance is given to the students from economically weaker backgrounds or if the breadwinner of the family is lost. Details of the scheme shall be given in this option.

- **Mentorship**

This shall contain a description of the faculty mentorship programme. Each faculty is assigned with 25 who gave academic, mental and professional support to each of his mentees.

- **Healthcare**

This shall contain a description of the healthcare services provided at CAIL. Along with the description, photographs shall be provided.

- **Counselling**

This shall contain a description of the full time service of counsellor at CAIL.

- **Student Bar Association**

The details of the Student Bar Association shall be provided in a separate page. It will contain a brief note of the functioning of SBA and the current office bearers of the SBA in an academic year.

- **Handbook**

The soft copy of the Student Handbook of the respective academic year shall be uploaded in a viewable pdf format.

- **Alumni**

This page shall contain the details of the functioning of the Alumni Association at CAIL with photographs of alumni meetings and alumni initiatives.

5. News and Events

This menu shall lead to the following options;

- a) ***Upcoming Events:***

There should be a dedicated page for upcoming events. There should be a facility to upload and display a brief description of the programme to be conducted in the college along with event posters and a brochure (optional). Once the programme is over, it will be removed.

- b) ***News***

There should be dedicated space for giving the details of the events/ programmes conducted at CAIL. Different committees of CAIL organises numerous events in every academic semester (50-70 in number). There should be a facility to upload a brief news/ details of the event along with photographs, once an event is over. There should be an archive facility to upload the events in the previous academic years (2024-25 and 2025-26) since its documentation is required for the accreditation purpose.

- c) ***Newsletter***

This option shall contain two items; **1) Nyayavani Newsletter** and **2) Nyayashradha Chronicle**

- 1) **Nyayavani Newsletter:** It is the official newsletter of CAIL published bi-annually. The previous year copies of Nyayavani shall be given in the downloadable pdf format in the 'latest first' order.
- 2) **Nyayashradha Chronicle:** It is the newsletter of the Nyayashradha programmes. The option shall lead to the dedicated page given to Nyayashradha wherein pdf copies are available.

6. IQAC (Internal Quality Assurance Cell)

It is a mandatory menu in the Home Page which leads to a dedicated page. The page shall contain the following details;

- **About IQAC**
 - An introduction
 - Vision
 - Mission
 - Objectives
- **IQAC Strategies** (8 points within a box)
- **IQAC Structure**

Three boxes should be there which are to be marked 2021-24, 2024-25 and 2025-26. When these boxes are clicked, the IQAC composition in the respective period will be opened.
- **Institutional Development Plan**

Three Boxes shall be there which are to be marked as 2025-28, 2022-25, 2019-2022. On clicking each box, the following shall be viewed;

 - 2025-28: Strategic Plan*
 - 2022-25: Strategic Plan Action Taken Report*
 - 2019-22: Strategic Plan Action Taken Report*
- **Best Practices**

It shall contain the details of the Best Practices followed in the college.
- **NAAC**

It shall contain the details of the Best Practices followed in the college. It shall contain the details of the NAAC related activities and documents uploaded. This space should be designed as easy to upload documents and enter data.

7. Grievance Cell

This menu shall lead to a system in which students can submit their complaints/ grievances to the respective statutory committee of CAIL. It shall ask the following questions;

- a) Name
- b) Batch and Semester
- c) Committee/Cell to which complaint/ information is passed
- d) Details of the complaint/ information

The complaint shall be directed to the official mail id of the concerned statutory committee. The committees to be covered by this facility are, 1) Anti-Discrimination Committee; 2) Anti-Narcotic Cell; 3) Anti-Ragging Squad; 4) Gender Sensitisation Committee & Internal Complaints Committee; 5) Internal Committee for Students with Disabilities; 6) SC/ST Committee; 7)

Socio-Economically Disadvantaged Groups Cell and 8) Student Grievance Redressal Committee.

8. Admissions

This menu shall lead to a page in which the admission related matters are included. It shall contain the following;

- Programmes Offered (a cross reference to the Programmes page in Academics can be done)
- Admission Prospectus (in downloadable PDF)
- Fee Structure for different courses
- One Time Fee Concession (its description and eligibility criteria)
- Hostel Facilities (description with photo)
- FAQ
- Apply Now (link will be provided)

9. Infrastructure

It shall depict the infrastructure facilities of CAIL. It include the following;

- Building
- Proposed New Building
- Moot Court Hall
- Library
- Smart classroom
- ATM
- Transportation
- Cafeteria
- Hostel
- Auditorium
- St. Chavar Hall
- Seminar Hall
- Gym
- Turf
- Basket Ball court
- Ground
- Sports facilities
- Wifi facility

10. Unnat Bharat Abhiyan

The Menu shall lead to a dedicated page in which the following details shall be displayed

- Brief description
- Vision
- Role of Law College in UBA
- Mission and Objectives
- Adopted Villages

Along with these descriptive details, photos and posters should be uploaded. In future, when the programmes under UBA scheme is conducted, more details should be provided in this page.

11. NIRF

It is a mandatory page that should be visible at the Home Page. It shall contain a brief note about NIRF and shall display the annual application (in pdf) submitted by CAIL to the authorities. It is a statutory mandatory to be displayed in the Home Page.

12. Placement

This menu shall lead to a dedicated page in which the placement facilities of CAIL are given. The details of the past placements will be provided. The details of the Placement and Recruitment Coordination Committee and its functioning and the major events conducted shall be listed in this page.

13. Login

This menu shall contain the login option for 'Faculty' and 'Students' to the ERP system of the college. The links for each of them shall be provided.