



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **PUNE DISTRICT EDUCATION ASSOCIATION'S LAW COLLEGE**

**S. NO. 215/2, 277/2, ANNASAHEB MAGAR COLLEGE CAMPUS, HADAPSAR,  
PUNE  
411028**

**[www.pdealawcollege.edu.in](http://www.pdealawcollege.edu.in)**

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**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Pune District Education Association Law College was established under the aegis of the Pune District Education Association Trust in July 2002. The College is affiliated to Savitribai Phule Pune University and approved by the Bar Council of India.

The College conducts BALLB (5 Year Programme) & LLB (3 Year Programme) together with 3 Diploma courses namely, Labour Law & Labour Welfare, Taxation Laws and Cyber Laws.

The College was first located in Kharadi and then shifted to the Hadapsar campus to impart quality legal education to the students residing in semi-urban & rural areas. The purpose of this Institution is to impart Justice education along with human values.

The Institute's primary goal is the holistic development of its students through the teaching of University Curricula, moral principles, and inculcating a feeling of social responsibility. The Institute has established the Students' Welfare Cell, Legal Aid Centre, National Service Scheme (NSS) Department, etc. in order to address this.

Since a multidisciplinary approach is necessary for the Law to be fully understood and applied effectively, the Institute encourages students to organise, carry out, and take part in programmes that promote legal literacy and awareness.

Students are more likely to be interested in the nuances of legal processes, thus, the Institute arranges field trips to places of legal importance like the District Court, High Court, Supreme Court, Yerwada Jail and Lok Adalats.

In the brief time since its founding, the Institute has created a mark in the legal field. The Institute is dedicated to maintaining the great tradition of excellence with fire, zest, and vigour since its inception.

### **Vision**

A generation of students with the intellectual prowess, moral awareness, and social duty to uphold the Rule of Law not only locally but also globally is what the Pune District Education Association's Law College strives to cultivate, develop, and build. It is our responsibility to provide an example for integrating the Rule of Law into society and to eradicate any prejudice based on a person's identity, property, or community, as we strive to be the leaders in legal professional education.

The College endeavours to serve as a training ground for future Judges, Legislators, and Public Servants who will be a part of the governing class making and imparting decisions. We work diligently to help our students become the best at everything they do constructively and to develop into experts who will leave their mark in the legal field.

## Mission

- To instill moral, legal, and cultural values in order to promote the Rule of Law and the goals set forth in the Indian Constitution.
  - To increase community awareness of the Law in order to achieve greater social and economic justice.
  - To incorporate the essential elements of practical training with high-quality theoretical education.
  - To inculcate a strong sense of moral and ethical principles in order to help students become decent people and responsible citizens.
  - To be an Academic Institution providing an impetus to socially underprivileged students for perseverance in the competitive world.
  - To transform individuals into enthusiastic legal professionals
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- To educate and enlighten the masses by spreading the light of education in the semi-urban & rural areas.
  - To enable students to develop professional skills & ethical grounding to transform into excellent Lawyers, Judges & Academicians.
  - To promote knowledge and understanding of the Law & related fields.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

The strength of any Institution determines the success and output of that particular Institution. We believe the strength of our College rests in the following:

1. Student Centric approach
2. Well-equipped and Automated Library with Inflibnet, OPAC & LMS System, and ICT-based classrooms.
3. Spacious Reading Room
4. Computer lab with internet connectivity and accessibility to the online database.
5. Wi-Fi-enabled campus
6. Legal Aid Centre
7. Diverse student body in terms of gender, caste, class, geographical location, language, religion, culture, and disability.
8. Well-Equipped Moot Court
9. Dedicated faculty
10. Supportive management
11. Enrollment of law students into their profession as advocates is relatively high
12. Reaching out to the needy section of society through regular Legal Aid Clinic and NSS Centrally located college
13. Dedicated, experienced, and qualified faculty members.
14. Disciplinary and Inclusive environment

## **Institutional Weakness**

We believe that one is strong when one is aware of their weakness. We consistently do a self-analysis which leads us to identify our weakness so that we may work upon it. We have identified our weakness as follows:

1. As the University frames the curriculum there is little, rather no scope for curricular changes to be implemented by the College
2. Lack of partnerships on a national and international level.
3. Lack of Research Projects with funding.
4. Lack of Modern Resources for Students with Disabilities and Transgender Students
5. Exploring the possibility of Collaborative Research with Research Institutions
6. Conducting Students Exchange Programme.
7. Challenge in generating sufficient financial resources

## **Institutional Opportunity**

We have a wide range of opportunities if we take into account our strengths. We list our opportunities as below:

1. To introduce LL.M. specialisations.
2. Exploring possibility of collaborative research with research institutions
3. To achieve Autonomy and advance to the University level.
4. To provide a unique legal curriculum for those aspiring Judges that focus on the second Justice education component.
5. Developing training Programmes for Court Officers, Police Officers, NGOs, and Administrative Officers.
6. To launch specialised inter-disciplinary programmes, such as law and management, law and medicine and Law & Economy, etc. To launch initiatives for distance learning.
7. To launch initiatives for continuing legal education for solicitors in practice.
8. Scope for introducing more Diploma/Certificate programmes.
9. Execution of Faculty Students exchange program across the country.
10. Better use of technology to reach every stakeholder of the institute.

## **Institutional Challenge**

Recently, Legal education has received widespread social acceptance and is regarded as a prominent field of study. The significant support the government is providing by establishing National Law Schools demonstrates that it has, to some extent, given legal education priority. Our Institution being an unaided one, is likely to face the following challenges:

1. Meeting the pace of the erratic academic schedule brought on by the pandemic lockdown and the CET admissions process, among other things.
2. Liasoning with Non-Governmental agencies for provision of resources to marginalized students.
3. Pursuing students to adhere to prescribed procedures of placement drive.
4. Developing MOOCs.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The college is affiliated to Savitribai Phule Pune University, Pune and implements the syllabus of the Law degree programmes viz, LL.B., B.A.LL.B. and Diplomas prescribed by it from time to time. The curriculum offered by the University is strengthened and supplemented by various co-curricular and extra-curricular activities. The curriculum of every academic programme is strategically planned and is implemented faithfully. Academic Calendar is prepared in tune with the university calendar and keeps adherence to it. The teachers prepare the teaching plans in the beginning of the academic term to have a good idea of how to put in practice the curricula along with other activities during the semesters. The career guidance and Placement Cell equips the students in soft skills and virtually every aspect of personality. The co-curricular activities include the conduct of national and state level seminars, conferences, workshops and competitions such as National Moot Court, Client Counselling, Debate and Elocution Competition based on contemporary burning issues. The extension activities include visits, legal aid activities and internship programs to further advance advocacy skills. The academic flexibility is ensured through the elective choices offered in the university curriculum to the students. The students can choose one subject of their choice in each semester. The College organizes Cultural meet (Various Days), Sports and gathering to explore the hidden talents of law students in sports, cultural and academic events. Academic audits are periodically conducted to review the curriculum planning and delivery; the reports are approved and maintained with IQAC. All the cross-cutting issues such as human values, professional ethics, gender sensitization, environment, and sustainability have been integrated into the curriculum and addressed properly through curricular, extracurricular, and extension activities of various cells.

### Teaching-learning and Evaluation

The institution has to execute the admission process as per direction of the Government of Maharashtra and norms BCI and UGC. The admission process and due dates are communicated through government & college website. Institution follows meticulously fee structure & rules and regulations regarding fee concessions, reservation.

Slow learners and advanced learners are identified through the analysis of diagnostic tests and remedial classes are arranged to help the slow learners to adapt to the rigorous teaching learning process.

All the teaching staff have qualified NET/SET examination and most of the teachers have registered for Ph. D. Most of the teachers have participated in Refresher/Orientation/F.D.P. Courses. Various teaching methods are adopted by teachers depending on the nature of the subject, the level of students and the guidelines issued by the parent university. There is a well- structured Mentoring System where a proper balance is maintained between the mentor and the mentee. For experiential learning various programs like internal moot court, Legal aid camps, Study visits are organized. The participatory learning is facilitated through seminar & workshop, group discussion, competition, National and internal moot court competition.

To enhance experience, the faculty use ICT. The students are given list of webpages, websites e-notes for reference and enrichment. The library has OPAC system, adequate e-resources and database for faculty and students.

The examinations are conducted at college internally and externally. The examination notices are displayed promptly through website, notice board and WhatsApp group created for various classes. The assessment of question paper is done and results are displayed.

Faculty members are actively involved in Question Papers Setting, Moderation, Assessment, and Evaluations, squad of university examinations. The college has a well-defined mechanism for collecting feedback on curriculum, teaching-learning, support services and infrastructural facilities to review academic performance and the learning experiences.

### **Research, Innovations and Extension**

The College has a Research Advisory Committee which acts as facilitator for the faculty by providing the details of funding agencies in different research areas. The College provides full support in terms of administrative, academic and human resources required to enable faculty for Research. The College also organizes Seminars and Conferences on various topics.

There has been a remarkable growth in number of teachers involved in research. Teachers have consistently published high quality research papers regularly in national, international and UGC CARE journals. During this assessment period, 2018 - 23 research papers have been published by the teachers. Research ambience in the campus is achieved by the visits of experts during seminars and their interactions with students. The college organized seminar on Cyber Security in Globalized Era: Issues and Challenges, Health Law in India: Issues and Challenges, EWS Reservation, Social Justice and Constitutional Prospective 2019 etc.

The Extension Programmes through N.S.S. provide innumerable opportunities to students to reach out to society. Under NSS includes NSS Special Camp of 7 days conducted by every year in the neighborhood adopted village except in covid-19 pandemic. Workshops, seminars, talks, awareness campaigns are regularly held by the organizations like NSS and Student Welfare Department. Socially relevant activities such as Legal awareness Programmes, Legal Aid Camps, various field visits like Jail visits, Police station visits, CID visit, Family Court visit, Tree Plantation and Cleanliness drive, blood donation camps, etc. are conducted. During Covid-19, institute produced and distributed sanitizer and mask in local area.

College having few collaborations/linkages for competitions, research, field trip etc. good number of College students have participated in various State and National Level Moot Court and Elocution Competitions during the last five years.

### **Infrastructure and Learning Resources**

To carry out its academic curricular, co-curricular & extra-curricular activities, the College possesses well-equipped & well-maintained infrastructure. The total area of the campus is 5 acres and total built up area is 22203.25 Sq. ft. Substantial addition to the infrastructure has been made during last few years. There are 16 lecture halls, one seminar hall, one Moot Court Hall, one Computer Lab. We also have 08 smart classrooms. The College is having broadband in the campus for connectivity of internet. The access of internet is provided to administrative office, library and staff cabins, IQAC, Examination Cell, Principal's Office and Computer lab.

Gymkhana for students has been modernized with new equipment. The College has spacious playground. There

are sufficient budgetary provisions on the basis of requirements. The library has an Advisory Committee comprising of the Librarian and members from teaching staff. The College library is well equipped with computers, DVD writer, printers, scanner etc. N-list and INFLIBNET database link is available. Also every year The Law Juris Legal Database purchased by library. Library is updated, digitized and partially automated and uses the Integrated Library Management System (ERP, Web OPAC). Sufficient number of books, CDs, DVDs and Journals are available in the library. College has spent considerable amount for purchase of new books, computerization and internet installation. Reading Hall and Photocopying facility are available for the students. LCD projectors, Laptops are routinely used in teaching. The College has its own website and it is updated regularly. Canteen is available for the students and staff. Administrative building has been constructed to accommodate college office and other administrative units. The College provides filtered drinking water facility in campus. Adequate parking facility is provided to the staff and students. Solar panels, CCTV Surveillance are fixed in the campus.

The Institute maintains and fully utilizes the existing infrastructure of academic and physical facilities. Various committees are established by the institute to maintain and utilize physical, academic and IT facilities of the college. The budgetary allocation ensures updating and maintenance of all the equipment and related facilities viz., building, furniture, equipment, computers and other e-learning sources.

### **Student Support and Progression**

The highlights of this Criterion are the efforts an institution takes to provide necessary assistance to students, to enable them to acquire meaningful experiences of learning at the campus and to facilitate their holistic development and progression. With the sustained efforts of teaching staff, many students complete their degree with first class. Our aim is to uplift the academically weak students through extra coaching. There are schemes like **Earn and Learn** for students under Student Welfare Department. There is an effective procedure for grievance redressal. The educational activities undertaken also aim at inculcating ethical, social and cultural values so that the students grow into socially responsible citizens. Girl students are provided adequate security in the premises. The students are encouraged and provided funds and facilities to take active part in University programs for sports and other activities. An Alumni Association is in place in the College. Conversational English, Soft Skill Development Programme are also offered by the college. In order to encourage students for better performance Annual Cultural Programme is organized in which Best Student Award is awarded, Best Library User Award, Best NSS Volunteer are given by the College. The farewell ceremonies are another feature of the college where the juniors express their gratitude for the guidance of their seniors by offering them gifts and good wishes. The good qualities of the seniors are pronounced in public to encourage them. Also Fresher's Party is organised by seniors for first year's students where the seniors express their gratitude and welcome the newly admitted students. The economically needy students are provided equal opportunities by making available different scholarships. Placement Cell is doing a splendid job by organizing training programmes. The Placement Cell arranges for campus recruitment. The scholarship section provides information on various financial support schemes. Competitive Examination Cell conducts special classes for preparing students for civil services examinations, question bank maintained in library. Effective Grievance Redressal Mechanism is in place to ensure the timely redressal of grievances including sexual and ragging instances. No cases of ragging or sexual harassment have been reported during this period. Grievances related to the examination are resolved as per statutory guidelines.

## **Governance, Leadership and Management**

The College has a visionary and transformative leadership which has steered the College to its present status. The Institution works under the management of the Society, Pune District Education Association whose motto is – “Bahujan Hitay Bahujan Sukhay” (In the interest and welfare of the common masses). The Management of the College is very vigilant about the progress and working of the College and offers all assistance. Regular meetings of the College Development Committee, IQAC and Staff offer a platform to present and discuss the perspective plans of the College and help in effective implementation of institutional policies. The College accounts are regularly maintained and audited. The duties of the Principal and IQAC are well defined and the routine work is smoothly carried out. Various committees are in place to carry out different functions. College Development Committee, IQAC, Infrastructure Development Committee, Sport Department, Library Advisory Committee, Academic Planning Committee, Research Committee, Purchase Committee, Examination Committee, Admission Committee etc. play a vital role in functioning of the College.

The Management tries its best to select qualified staff for permanent as well as temporary positions. All the norms of the Government and Savitribai Phule Pune University are strictly adhered to while appointing the faculty. Mechanisms for regular performance appraisal of staff have been evolved to ensure academic excellence. For the welfare of the staff, there is a registered Sevak Sahakari Patsantha which provides immediate loans up to 15 lakhs rupees.

The Principal works closely with the Administrative team comprising the IQAC, Coordinators, non-teaching staff and other committees to offer effective leadership by setting values and participative decision-making process in coordinating the academic and administrative planning and implementation.

The Secretary implements all tasks related to finance and accounting. The expenditure allotment of money is approved by the Principal and forwarded to the Secretary for sanctioning. The College has an established mechanism for mobilizing resources and ensuring transparency in the financial management of the institution. A chartered accountant has been appointed to monitor the efficient and effective use of finances. The income and expenditure of the institution are subjected to regular internal and external audit.

## **Institutional Values and Best Practices**

The Institution has been organizing various programs like workshops, seminar, guest lectures, and competitions for the promotion of gender sensitization and equity among the staff members and students during the last five years. Physical facilities like Safety and security, Counseling, Common rooms are made available in the college. All area of the college campus is under CCTV surveillance. College is taking initiatives for energy conservation, and waste management. Institution has facilities like Solar Panels and LED bulbs for alternate sources of energy and energy conservation measures. Water recycling system is made available in the college through rain water harvesting.

Institute also takes care of Divyang (handicap) students sensitively by providing them adequate facilities on and off the campus, provide them facilities like ramp, audio - video CD/DVD of books.

For green and clean campus development, tree plantation and conservation are done, ban on plastic, no vehicle day are implemented in the college effectively. The college conducts Green Audit, Energy Audit and Environment Audit regularly and spreads awareness about value education, and environmental issues and conducts various programmes and encourages students and staff to the utilization of renewable energy sources.



Students are aware of Constitutional values, rights, duties, and responsibilities through various activities and by organizing some programmes in the college. Celebration of national and international days/events/festivals are observed for contributing towards holistic development.

College conducts various best practices which inculcate social responsibility amongst students and staff. Similarly, our students also celebrate the different festivals with joy and enthusiasm which helps them to implant social and religious harmony. The diversity in India is unique. Being a larger population country, India presents endless varieties of physical features and cultural patterns. To represent our Indian culture, on the eve of our college's Annual Gathering, we organise a traditional dress competition and fashion show. In this competition students wear different attire representing the different states, religions and cultures. Through these activities student get acquainted with the different Indian cultures and helps develop tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. This adds to create an inclusive environment in the college and society.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Pune District Education Association's Law College
Address	S. No. 215/2, 277/2, Annasaheb Magar College Campus, Hadapsar, Pune
City	Pune
State	Maharashtra
Pin	411028
Website	<a href="http://www.pdealawcollege.edu.in">www.pdealawcollege.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Ranjana P. Patil	091-8380055369	8975100832	020-26990135	pdealawcollegehadapsar@yahoo.com
IQAC / CIQA coordinator	Sanobar Bashir Kazi	091-7028207135	9850428136	020-26990135	sanobarkazi1@gmail.com

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	<a href="#">View Document</a>

**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	<a href="#">View Document</a>	18-07-2023	12	Our Institute is approved by BCI for current 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	S. No. 215/2, 277/2, Annasaheb Magar College Campus, Hadapsar, Pune	Urban	5	2062.75

**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	Any Graduate or Equivalent Degree	English	120	60
UG	BA LLB, Law	60	HSC or Equivalent Diploma	English	120	112

### 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				2			
Recruited	0	0	0	0	0	0	0	0	1	1	0	2
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	2	4	0	6
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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				7
Recruited	6	1	0	7
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	3	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	4		4	
	0		8	

**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	93	7	0	0	100
	Female	66	6	0	0	72
	Others	0	0	0	0	0
Diploma	Male	27	1	0	0	28
	Female	22	0	0	0	22
	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	24	22	15	26
	Female	15	22	12	9
	Others	0	0	0	0
ST	Male	3	2	2	1
	Female	2	1	2	1
	Others	0	0	0	0
OBC	Male	28	28	15	18
	Female	19	21	10	11
	Others	0	0	0	0
General	Male	96	115	110	76
	Female	67	85	71	49
	Others	0	0	0	0
Others	Male	43	34	21	18
	Female	25	24	14	13
	Others	0	0	0	0
Total		322	354	272	222

### Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<ul style="list-style-type: none"> <li>• The college always encourages Multidisciplinary / interdisciplinary education.</li> <li>• According to the New Education Policy, various branches of education have been made available in the college.</li> <li>• The college is constantly conducting various activities to create integration of humanity among the students.</li> <li>• The college is offering flexible and innovative curricula and projects in the area of community engagement and service, environment education, value base education, regular course work.</li> <li>• In view with the current changing trends in technology, the institute incorporates interdisciplinary/multi-disciplinary courses into the curriculum.</li> <li>• As proposed by the model curriculum of Savitribai Phule Pune</li> </ul>
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	University, the institute integrates various interdisciplinary courses into the curriculum via basic Law Courses, Humanities and Social Science Courses.
2. Academic bank of credits (ABC):	<ul style="list-style-type: none"> <li>• As per the guidelines laid down by the UGC and in an effort to shift to a credit-based system, the Institution has asked students to enroll in the Academic Bank of Credits.</li> <li>• This Academic Bank of Credit enables all students to digitally store and transfer credits earn during their academic career. For the same, students are requested to enroll themselves on the ABC Platform and get their ABC id.</li> <li>• The procedure to enroll is as follows: <a href="http://www.abc.gov.in">www.abc.gov.in</a> Click My Account&gt;Student If you already have a Digi locker account, sign in. For new user, click “Sign Up for Meri Pehchaan” Enter mobile number, and click “Generate OTP”. Submit the OTP and click on Verify. Fill all necessary details and then click on Verify. You will get your ABC ID. Get these details for college records.</li> </ul>
3. Skill development:	<ul style="list-style-type: none"> <li>• As new age skills are required for employability, the institute initiated various skill development programs. Learning cannot be complete without developing soft skills for a career.</li> <li>• The college ensures that the students are trained for moot courts, arbitration, mediation, negotiation through different activities such as competitions and client counseling practice.</li> <li>• The skill development programmes is carried by training the students with the skills of Mooting, Client Counseling and Interviewing, Chamber visits, Jail Visits and research activities.</li> <li>• In addition, the college has been conducting additional courses for the students so that practical skills of the students could be developed while graduating. The college organizes English Communication Course, Advocacy and Drafting Skills and workshops on soft skills.</li> </ul>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<ul style="list-style-type: none"> <li>• India is a great store of information of culture, language and philosophy. The college shares the ancient legal system and legal knowledge of the ancient past of our country.</li> <li>• Through Annual Cultural Programme, the College tries to inculcate Indian Cultural Values among the Students. Apart from this the celebration of different days also help us in integration of Indian culture and tradition.</li> <li>• We also share the information of Indian languages with</li> </ul>

	the students by organizing guest lectures
5. Focus on Outcome based education (OBE):	<p>• The institute is committed to create, sustain and improve the learning process through continuous improvement and team work. The priority and thrust area of the institute is implementation of outcome-based education in teaching-learning as it forms the integral part. As OBE is need of the hour, the institute focuses on training all the faculty members on outcome-based education to achieve a paradigm shift from the teacher centric education system. Accordingly, there is a need to define, develop, implement and measure student learning through the attainment of various outcomes. The institute in coordination with all the stakeholders adopted the OBE model for attainment of Graduate Attributes. The institute strives to make the students accomplish their law degree by focusing on the following thrust areas:</p> <ul style="list-style-type: none"> <li>• Academic excellence: The curriculum is designed to encourage analytical and problem-solving skills. Usage of online tools for teaching learning is increased significantly. Faculty and students are encouraged to complete certification courses.</li> <li>• Research: Research is a main component in HEI to offer viable and cost-effective solutions to the societal and industrial problems. Students and staff are encouraged to pursue research and prototype development by providing necessary infrastructure support. This imbibes investigation and design abilities among staff and students.</li> <li>• Social Consciousness: The institute encourages faculty and students to participate in various extension activities. This creates a sense of social responsibility, environmental consciousness and sustainability in the minds of students. The institute has an NSS Unit through which all these activities are conducted.</li> <li>• Communication Skills and Team work: There is a growing demand for language proficiency which is a main factor for employability in various law sectors and to pursue higher studies. In this regard, courses on English communication skills and Employability skills are included in the curriculum. Students are encouraged towards peer learning to inculcate the spirit of team work. Through academic excellence, research and development, social consciousness and leadership, the institute aims to create lifelong learning ability among students.</li> </ul>
6. Distance education/online education:	<ul style="list-style-type: none"> <li>• The programme offered by the institution is in</li> </ul>

	<p>regular mode as per the University norms. Hence, the Distant Education is not implemented by the institution. • Digital platforms are used in larger proportions for effective communication, teaching and learning process in the COVID-19 pandemic. • Faculties are using online mode for teaching like Google meet, Google classroom, Zoom etc. • The college Campus is Wi-Fi enabled for 24 hours a day. College has successfully imparted all course content delivery in online mode during Pandemic period and also conducted online examinations. • Students make use of Facebook links, You-tube links to listen lectures. All correspondence to NAAC, UGC, BCI and affiliated University is through email.</p>
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### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	<p>Yes. Electoral Literacy Club was established on 23rd July 2021. As per the directions of the Affiliating University and the District Election Commission Administration, the College has formed an Electoral Literacy Club. The College's honourable Principal serves as the Club's chair. Mrs. Sanobar Kazi, a Member of the College Faculty, has been appointed as the Coordinator of the cell. Initiatives under the Systematic Voters' Education and Electoral Participation programme (SVEEP) are carried out in coordination with the authorities of the Revenue Department.</p>
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?	<p>Yes. The E.L.C. has been duly established by the H.E.I. and is composed of the Student Representative serving as the Student Coordinator, the Faculty Coordinator, and Members. The College's Principal is in charge of this Club. The Electoral Literacy Cell (ELC) has been established by the HEI to involve students by sensitising them with respect to their voting rights, to familiarise them with the registration and voting process. The Objectives of the Club are stated as follows: a. It strives to promote a culture of Voting among young people and Potential Voters; Educate voters in order to create a democracy that is genuinely participatory. b. To increase voter awareness by providing them with fundamental information about the Electoral Process. c. To encourage Voter Literacy among all the eligible</p>

	citizens so they can cast their ballots and make an informed decision at the time of elections. ELC works proactively with the faculty and student representatives to achieve the aforesaid objectives.
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 has undertaken Systematic Voters' Education and Electoral Participation (SVEEP) activities as per the directions of District Election Commission Administration. The Tehsil Revenue Officers are invited to the college as Resource Persons to guide students about the importance of voting and elections. The ELC has successfully organized new eligible voter registration programs. The ELC has also organized awareness programs for the students of the college. The college staff follows the election duties as per the orders of District Election Commission administration. College also observes the following: 1. Constitutional Day (26th November) – This day is celebrated every year to create awareness amongst stakeholders to uphold the constitutional values of the Constitution in Indian Democracy along with taking oath by reciting the pledge. 2. National Voters Day (25th January) : This day is celebrated every year to educate stakeholders and the community about electoral rights, processes, and duties to strengthen a truly participative democracy. 3. College conducts Poster making Competition for creating awareness of Voting as we believe by doing things it registers in the mind.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The ELC has organized Voters' Awareness Programs for students. The ELC has also organized New Voters' registration camps successfully. The ELC organizes SVEEP activities as per the directions of District Election Commission Administration. Principal Dr. Ranjana P. Patil and the Representation of Local EC Authorities have taken the pledge along with students and appealed to the youth to participate in the electoral process to safeguard the democratic values.
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.	HEI has taken the initiative for the registration of all eligible voters from the premises and community. ELC facilitated the registration of voters. Majority of the students above 18 years of age have been registered as voters in the electoral roll as noticed from the survey.

## 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
139	139	139	139	139
File Description		Document		
Data Template		<a href="#">View Document</a>		

#### 1.2

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

**Response: 139**

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
778	794	650	576	506
File Description		Document		
Data Template		<a href="#">View Document</a>		

#### 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
120	120	120	120	120

File Description	Document
Data Template	<a href="#">View Document</a>

## 2.3

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

2022-23	2021-22	2020-21	2019-20	2018-19
207	237	197	209	151
File Description	Document			
Upload Supporting Document	<a href="#">View Document</a>			

## 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
12	10	07	07	08
File Description	Document			
Data Template	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
12	10	07	07	08
File Description	Document			
Data Template	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 16**

**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
64.999	33.490	6.578	26.016	19.704

**4.3**

**Number of Computers/ laptops**

**Response: 89**

## 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 College provides B.A.LL.B. (5 years), D.T.L., D.C.L., and D.L.L. diploma programmes in addition to LLB (3 years) Programme.

These courses' curricula are developed by the Savitribai Phule Pune University.

The Institution utilises the following strategies for efficient curriculum delivery in order to implement the S.P.P.U.'s curriculum effectively:

- The teaching staff is communicated in advance regarding the subjects to be taught at the start of each term so they can comprehend and get ready for the subject.

**Academic Planning –**

The Academic Calendar of S.P.P.U. is used to create the college's timetables. The Teaching Coordinator consults the teaching faculty while creating the timetables. Additionally, it is attempted to establish a balance between extracurricular, curricular, and college-curricular activities while creating these schedules.

Each instructor is given a subject to teach. Each teacher prepares a plan for their subject at the beginning of each semester. The Principal evaluates it the plan and checks the effective functioning at regular intervals. Additionally, a staff meeting is called, discussions take place regarding the development of Teaching and Learning.

In order to finish the curriculum during COVID 19, online lessons and assessments were held. Different teaching techniques and customised lectures were used to ensure that the students had a thorough understanding of the subjects.

The following important institutional measures support the college's efforts to offer the programme effectively:

**Visits –**

The College conducts educational tours every year, including Supreme Court visits, High court visits, Jail visits, and Industrial visits together with Police station visits.



Mock Parliament is also organised by the college to enable students to understand the making of a draft bill and enactment of Laws.

### **Mooting Activities –**

Every year, the Institution hosts a state-level moot court competition to help students hone their advocacy abilities, which include mooting, writing memorials, and making oral arguments.

### **Elocution competition -**

Our College hosts Elocution and Debate competitions to improve general knowledge, current updates and communication skill.

### **Internships –**

The College has a Placement Cell that arranges Internships as well as Placement. Various Advocates and firms come to the College to conduct Placement Drives so as to provide opportunities for the budding Lawyers. Some students are referred to an experienced attorney for an Internship.

### **Various Centres -**

To associate theory with practice, a number of guest lectures are organised providing an array of subjects to the students to understand the practical aspect of the Court practice.

### **Convocation Ceremony –**

The much-awaited convocation event is a tangible evidence of the high caliber of instruction given to the students. It is the conclusion of their efforts to gain their degrees and their development of practical skills. All people embrace the distinctive occasion.

### **Cultural Programmes –**

Colleges' cultural initiatives contribute to a feeling of community, promote diversity, and provide students with a stage on which they can display their skills and discover other cultures.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

## **1.1.2**

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

#### **Response:**

Every year, the Academic Calendar is created prior to the start of the first term to guarantee regular

classes and extracurricular, co-curricular, and curricular activities. The college website provides access to the academic schedule. For each topic, the appropriate teachers create a lesson plan. Each academic year's start has been marked by an Induction Programme. The Induction Program's goal is to make new students feel at home in their surroundings, introduce them to the institution's ethos and culture, help them form relationships with faculty and staff, and give them opportunities for self-reflection and bonding.

**The internal quality assessment cell oversees:**

- the execution of co-curricular and extracurricular activities with the goal of observing the efficient delivery of the curriculum.
- offers state-level seminars on contemporary legal topics with guest legal lectures and workshops by illustrious lawyers.
- Throughout the year, moot court competitions and webinars are held to develop students' talents and abilities.

At the conclusion of each semester, SPPU conducts the program's examination at each of the connected colleges in accordance with the established criteria, and in accordance with university regulations. The institute follow it. The faculty members will also take on the additional duties given by the SPPU, such as paper setting, squad, assessment, and evaluation responsibility.

Beginning with the 2018–19 academic year, the university modified the 80–20 test schedule. The committee consults with the principal and faculty members to discuss how to perform the internal evaluation in compliance with the guidelines and regulations set out by the organisation. In order to receive a 20 on the internal evaluation, the following requirements must be satisfied. For the seminar, oral examinations, and remaining assignment points, 10 points will be given. When the assessment is complete, the university will receive the IA marks and publish them on the mark sheet in line with university requirements. Exams will be held at the university for the remaining 80 points.

**The supporters of legal education advancement are listed below:**

- The staff and students have access to e-learning resources to further guarantee that the curriculum is delivered effectively.
- The library is well-equipped with printed and digital versions of books, journals, and reports. Access to legal-based online resources including The Law Juris, N List, the VIDWAN ID College section of the National Digital Library, etc. are also made available.

**The Digital Library-**

In essence, the Digital Library saves materials in electronic format and successfully manages enormous collections of such resources. Users of the library can search their books using the OPAC according to their needs. Students can use a computer lab to access online materials.

Every year, the institution offers a free legal assistance camp to assist those who are disadvantaged, ignorant, and in need. To acquaint students with how the higher courts function, college organisers arrange field trips for them to places like the Supreme and High Courts. The NSS camp is organised annually to provide participants with a platform for personal growth by encouraging leadership and organisational abilities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**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)	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

**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:** 02

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

**Response:** 02

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2**

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

**Response:** 07

File Description	Document
List of Add on /Certificate programs (Data Template )	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**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:** 12.32

**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
50	109	00	117	107

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>

**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:**

These issues have a unique and significant area in the curriculum when applied and enforced positively to create legal professionals that have a high level of commitment to society, social justice, and ethical ideals.

**1. Gender:** Several initiatives, such as the haemoglobin checkup camp and Nirbhay Kanya Abhiyaan, are carried out for female students. Programmes on women's empowerment, laws for women, and Women's Day are organised by the Student Welfare Department and the Anti-Sexual Harassment Cell. Our institution's N.S.S. unit has been very active in carrying out various extension initiatives both on campus grounds and in communities that have been adopted.

**2. Environment and Sustainability:** Through tree planting initiatives and other sustainable development initiatives, N.S.S. supports environmental protection. During the special camps, the N.S.S. unit engages in a variety of activities in the local communities. Under the banner of Aaiche Ban (One Mother, One Tree), N.S.S. has planted trees. Various environmental projects, such as tree planting, village cleanliness, gutter cleaning, digging soak pits, plastic-free drives, poster contests, debate competitions, etc. are organised by N.S.S. in camps. To raise awareness of nature, biodiversity, the environment, and sustainability, invited seminars are held. The cleaning project is set up to clean ponds, water plants, and commemorate holidays like N.S.S. Day and World Environment Day.

**3. Human Values and Professional Ethics:** The Institute organises lectures, events, essays, etc. to instill a scientific mindset and social consciousness in the pupils. Through extracurricular activities, the Institute also instills the fusion of ethical and human values. National holidays like Republic Day and Independence Day are fervently observed. The observance of Days and Festivals fosters the growth of moral principles and ethical behaviour in society. The college has started a variety of social initiatives, such as health and hygiene awareness campaigns, medical check-up clinics, AIDS awareness campaigns, voter awareness campaigns, road safety campaigns, blood donation clinics, etc.

As per UGC guidelines, SPPU offered compulsory credit courses for UG and PG programmes as follows: 1) Democracy, Elections, and Governance 2) Introduction to the Indian Constitution 3) Human Rights, 4) Introduction to Cyber Security and Information Security; 5) Environmental Awareness.

To provide a favourable climate, the Women Empowerment Cell focuses on gender awareness, equity, and empowerment. It encourages involvement in initiatives like the Nirbhay Kanya Abhiyan, Save the Girl Child, Health and Hygiene Campaign, workshops on self-defense, and anti-superstitions.

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	<a href="#">View Document</a>

**1.3.2**

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

**Response:** 8.63

**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
12	12	12	12	12

File Description	Document
List of Programmes and courses within it related to Moot Courts, Court visits, Arbitration/Mediation/Client Counseling Exercises, and internship in law firms/NGOs/Judicial Clerkships etc.,	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**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:** 15.17

**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:** 118

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	<a href="#">View Document</a>
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.,	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>

## 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:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Five filled in forms of each category opted by the institution	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2

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

**Response:** A. Feedback collected, analysed and consolidated action taken on feedback for last five years available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

**Average Enrolment percentage (Average of last five years)**

**Response:** 88.08

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

2022-23	2021-22	2020-21	2019-20	2018-19
264	263	219	161	150

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
240	240	240	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:** 72.67

##### 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
56	66	91	115	108

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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 institute always strives to improve and increase the learning capacity of students by motivating the faculty to adopt innovative teaching-learning pedagogy, essentially focusing on a combination of traditional and modern teaching approaches such as the use of audio-visual aids like PowerPoint presentations and videos, which help in grasping the concept in a better way; introducing real-world experiences through field visits (jail, court, parliament, etc.); interaction with experts and scholars, etc. that enable students to relate better to the topic or course.

To identify the learning levels of the students, the institute has a Learning Assessment Policy.

#### For Slow Learners:

Following learner identification, the college implies the following policies:

##### 1. Remedial Classes:

conducted regular courses according to schedule for the identified sluggish learners. In order to close the knowledge gap and help students succeed in the academic course in which they are enrolled, teachers are expected to engage in problem-solving activities in these classes, give the students additional study materials and notes, among other things.

After the identification of the learners, the college following policies are adopted:

#### The mandate of the remedial classes:

- provision for conventional but streamlined course materials, including handwritten notes for ease of comprehension. The subject professors carefully examine the model responses that the students have meticulously prepared.
- providing extra learning tools like a question bank, test questions from universities, etc.
- subject revision and practical tasks.
- Offer workshops, seminars, and assistance programmes to improve reading comprehension and communication abilities.
- Guidance provided through a mentor-mentee programme: Healthy communication between

students and teachers would be established via mentoring and connections.

- Taking part in various activities helps students develop their critical thinking, problem-solving, and thinking orientation abilities.
- Language-challenged pupils are frequently given explanations of subjects in a simpler language, or perhaps even in Hindi or Marathi (a regional language).
- Encouragement to interact with laypeople in local language during legal aid and literacy camps
- The vernacular language use is encouraged in a number of contests, including Moot Courts and Judgement Writing.
- The department runs many events including NSS, cultural, and sports to improve their whole personality and increase learner's confidence level.

#### Advanced Learners:

- Advanced learners are given challenging projects or assignments.
- Assistance in passing competitive exams and orientation towards improved career planning and advancement.
- Encouraging research aptitude by allowing students to participate in internships or have practical experience on tasks outside of the classroom
- Encourage them to enroll in value-added or certificate programmes to develop their abilities.
- Encourage them to take part in debates, elocution competitions, group discussions, book review and quizzes to hone their analytical and problem-solving skills.
- Plan exercises to improve their capacity for critical thought.
- A sizable collection of books, international and national journals, and electronic databases are kept at the library. The library is accessible to students based on their interests.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 2.2.2

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

**Response:** 64.83

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:**

A.	<b>Student centric methods</b>	<p>1. In the teaching and learning process of the student-centric approach, teacher-student interaction, the classic lecture style combined with contemporary approaches, group discussions, and the brainstorming method are given top emphasis.</p> <p>2. The college hosts a variety of in-person and online guest lectures through SDO, IQAC.</p> <p>3. To encourage experiential learning, the institute organizes field trips to places like courts and jails, which will enable students to apply their theoretical knowledge in the real world.</p> <p>4. The college has organized legal aid camps for the students to help them better comprehend socio-legal challenges in the actual world.</p> <p>5. To make learning more participatory, the institute offers a variety of extracurricular activities like Moot Courts classes and Mock Parliament.</p> <p>6. Celebrating Constitution Day, Vigilance Awareness Week, and different activities, including street plays, poster presentations, and rallies, encourage students to share their legal understanding.</p> <p>7. The institute organizes N.S.S. Regular activities like blood donation camps, tree plantings, waste management events, cleaning activities, and Special</p>
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		<p>camps to foster students' social responsibility.</p> <p>8. Through numerous case studies discussed in class and different online and offline programmes such as moot courts, debate contests (online and offline), book review competitions, essay competitions (online and offline), elocution competitions, and e-poem writing competitions, the institute pushes students to develop and acquire problem-solving abilities.</p> <p>9. To encourage student participation, the college has organized a variety of workshop programmes on soft skills such as spoken English, communication skill, leadership skill, English grammar, and advocacy skill. It also offers a number of Interdisciplinary courses such as Course on Civil and Criminal Practice, Spoken English, Law and Economics.</p> <p>10. To make the teaching process more exciting, the Institution combines new technology with traditional technology.</p>
<b>B.</b>	<b>Quality safeguards -</b>	<p>Under the direction of the Principal, the institute uses a variety of approaches to regularly assess the effectiveness of the teaching and learning process, including getting teacher and student feedback on the curriculum. Even the execution of the teaching and learning process was done in accordance with that feedback, with a focus on the weak areas. To oversee the caliber of the institute's teaching and learning</p>

		processes, IQAC has established by the Institution.
C.	<b>Implementation of resources –</b>	The institute has a well-maintained library with an extensive selection of reference materials, authorities, publications, and newspaper clippings, as well as an environmentally friendly reading room to make reading more enjoyable. With Wi-Fi connectivity campus-wide and Smart classrooms, the library also offers user-friendly e-resources like N-list, The Law Juris, and others that make learning more engaging.
D.	<b>Faculties Support systems –</b>	Teachers are encouraged to do research writing, take part in a variety of seminars, conferences, webinars, workshops, and faculty development programmes, all of which are vital to their own professional growth and the improvement of their teaching quality. Each faculty at the institute has access to computers and the internet, and they can all take out 8 number of books at a time from the library in order to stay updated.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.3.2

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

**Response:**

The Institute promotes the use of ITC-based teaching materials, such as PPTs and e-resources, in progressive teaching methodologies to increase the effectiveness and interest of teaching and learning.

Each faculty has a personal computer belonging to the Institute. Our faculty members have embraced ICT technologies from Covid-19 pandemics more successfully and efficiently. To make theoretical concepts simpler and more straightforward to understand during instruction, faculties used PPTs, photos, and video clips related to the topic.

The Covid-19 epidemic has opened up new opportunities for technologically advanced classrooms where teachers are accustomed to using tools like Google Meet and Zoom for online learning. Even colleges have subscribed to Zoom to provide uninterrupted online instruction during the pandemic.

The faculty members of this Institute have extensive computing knowledge and skills. Our faculties now use both conventional and contemporary teaching approaches to improve the learning process for students. In addition to using ITC tools, offline resources including study materials, law publications, and newspaper clippings are also used to encourage students' critical thinking. In specific subjects, the discussion approach, brainstorming, lecture method, demonstration method, and role playing are used to foster students' analytical and critical thinking. The college hosted seminars, workshops, and e-resources provided by IQAC.

As a result, ICT tools are now 100% operated by teachers and students in the Institute.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### 2.3.3

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

**Response:** 155.6

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

**Response:** 5

File Description	Document
Mentor diary and progress made	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Circulars pertaining to assigning the mentors to mentees	<a href="#">View Document</a>

**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:** 1.03

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

Response: 08

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	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

**2.4.1**

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

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**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:** 6.67

**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
01	00	00	00	02

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

### 2.4.3

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

**Response:** 4.5

#### 2.4.3.1 Total experience of full-time teachers

Response: 54

File Description	Document
Teaching experience as certified by the head of the institution	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>

### 2.4.4

*Measures taken by the institution for faculty retention*

**Response:**

In the general meeting, the administration of Pune District Education Association's Law College took the following actions to promote faculty retention:

- 1) The Pune District Education Association's Law College's principal goal is to offer high-quality legal education at an affordable price in the sphere of higher learning.
- 2) In accordance with SPPU regulations, the Authority of Pune District Education Association's Law College issues order of appointment letters to its employees as confirmation of their employment with the institution.

doc

3) For the permanent faculty, the institute offers PF Plans and Gratuities. doc

5) The institution will grant faculty leaves like CL, DL, ML, etc. in accordance with government policy. doc

6) The institute hires professors in accordance with the guidelines established by the UGC, Savitribai Phule Pune University, and Bar Council of India.

7) To enhance the quality of instruction, the college also encourages faculty members to publish research papers, take part in seminars, conferences, webinars, and faculty development programmes.

File Description	Document
Policy measure taken by the institution to combat faculty attrition and to retain experienced and quality faculty.	<a href="#">View Document</a>

## 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:**

The College adopts an extensive process of internal evaluation that is both fair and open, as well as a strong mechanism to raise the standard of instruction and provide students with a range of resources to help them perform well on exams. To provide diversity to the techniques of internal examination and assessment, the college allows the departments to choose the method of evaluation. Class assessments, tutorials, assignments, class seminars, group debates, etc. are all part of the continual internal evaluation process. The internal review procedure at the institution has been delegated to improve transparency and objectivity. The college creates a provisional timetable in accordance with the academic calendar and posts it on the notice board, website, and WhatsApp group for the courses. The college pushes beyond expectations for slow and advanced students, and they are evaluated in different ways. The college's internal exams are administered by the examination committee. The college has the following procedures implemented for complete and open internal evaluation.

#### **Mechanism of internal assessment:**

##### **Transparency -**

The University prescribes an 80/20 pattern for UG (20 marks are allotted for Internal evaluation, i.e., 10 written marks and 10 marks for viva).

- Faculty introduce their own innovation in designing assignments; they are in the form of question-and-answer format, case study method, essays, short notes, problem-based questions, etc. Students are required to submit handwritten internal assessments. The assessments are evaluated by the subject in charge.
- The responsible professor then conducts a viva. The individual class instructor keeps an accurate mark sheet per year for each topic.
- Students are given time to address any inaccuracies after a preview is posted on the notice board.
- The marks are posted on the SPPU website once disagreements have been addressed.
- Extra points are given to pupils who successfully complete two years of NSS camp in an effort to encourage them to join the organization in the future.

### **Robustness - Frequency, Mode and Innovation**

**Frequency:** The internal examination is conducted every semester without fail, that is, twice a year. It continued without fail, even during the pandemic years.

**Mode:** The examination is conducted offline, where the students have to submit the handwritten assignment and appear offline for the viva voce examination.

**The Pandemic Exception:** The Law College of the Pune District Education Association was a pioneer in the use of online learning. The assessment system was altered during the epidemic at the university's suggestion. Internal assessments had to be submitted by students in handwriting, which were then scanned and delivered to the appropriate faculty. The subject in charge evaluates the assessments. The faculty member in charge then held a viva using the Zoom App.

**Innovation-** The subject teacher designs the questions. In order to do so, they take help of various innovative pedagogy

1. Case study method
2. Problem based questions
3. Comparative approach
4. Critical analysis
5. Discussion based topics
6. Legal logic and legal reasoning
7. Quote based questions
8. Multiple choice questions

File Description	Document
Any additional information	<a href="#">View Document</a>

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

To handle complaints on examination-related issues, the Institute has developed a successful three-tiered redressal procedure. 1. Department Level 2. Institute Level 3. University Level

**At Department Level:****Transparency -**

- Faculty members brief the students about the many aspects of the assessment process during the orientation ceremony at the start of the semester.
- The internal assessment is clearly carried out by the subject instructor. The individual class instructor keeps an accurate mark sheet per year for each topic.
- The notice board and WhatsApp group are updated with a preview, and students are given opportunity to discuss any concerns or discrepancies with their specific class teacher and topic instructor.

**Efficiency-** Students failing to submit their assignment in time are given a fair hearing to understand the reason behind their non-compliance with the deadline. A hearing Committee is held, which consists of two Faculty members. Genuine cases such as Medical illness, if any, the death of a close Family member, or any other justifiable ground are given a chance to reappear for the viva after being given a fair hearing.

When the university opens its portal for submission of internal assignment marks, a preview is displayed on the notice board, and students are given time to raise any discrepancies again.

When discrepancies are resolved, the marks are uploaded on the Savitribai Phule Pune University website. Marks are manually entered by the subject-in-charge through the university-provided link. This is done to ensure transparency.

**Time Bound** – Two faculty coordinators have been assigned the task of conducting internal exams. These faculty members chalk out in advance the entire schedule for the internal examination (semester-wise). On the decided days, the subject teachers submit their assignment topics to their respective class teachers. The class teacher, in turn, compiles all the questions and displays them on the college notice board. Assignments are given well in advance so that students have a minimum of 15 days to complete their assignments. The viva schedule is fixed, and students are supposed to submit their assignments on the day of their respective Vivas. The faculty strictly adheres to the timeline provided by the faculty coordinators.

**At Institute level:**

- The student can speak with the college's principal if he or she is still unhappy with the results of

the internal assessment.

- The principal settles the issue by asking the Institute's University and Exam Cell (U&E) to look into it.
- If there is a problem with the final internal marks that were sent to the university, the student should contact the U&E Cell. The Cell alerts the HoD of the relevant department about the issue, who then updates the Batch Coordinator and fixes it appropriately.
- Students who have concerns about their final university grades can submit an application form and the necessary paperwork to the U&E Cell. The principal is informed by the U&E Cell, and he or she then sends the application to the Exam Controller.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:**

**Mechanism of Communication:**

The course objectives, which are necessary for the course results, are stated in the syllabi of all courses are available on the College Website and in the College Library. Due to its affiliation with the S.P.P.U., the Institute adheres to the Course Outcomes (Cos) that the University's Board of Studies (Law) has established. The assigned COs are listed in the first paragraph of each course's syllabus. The syllabuses are posted online on the college website which is also available in hard copy form in the library. The prospectus and guidebook also inform the students about the syllabi. Each faculty member provides an introduction session for each subject during which they explain to the students what they may expect to learn. For optional courses, orientation meetings are held for the students, during which the course's objectives are described.

The College has adopted an outcome-based educational approach and has made the learning objectives for its programmes and courses very clear. To inform instructors and students on the learning outcomes, the institution uses the following mechanism: At the start of the curriculum, graduate criteria are explained to first-year students. Teachers spend a few hours explaining the topic to the students. Periodically, the programmes and courses' learning outcomes are monitored and assessed.

1. For the convenience of the instructors and students, hard copies of the curriculum and Learning Outcomes are readily available in the departments.
2. In each IQAC and College Committee meeting, the instructors have been informed of the significance of the learning outcomes.
3. Additionally, this is communicated to the pupils through tutorial meetings.

4. The program's educational objectives and learning goals at the college level have also been developed through workshops.

5. Following the achievement of consensus, the ideas are broadly disseminated and made public as described below using a variety of media, such as notices posted on the website, declarations in the classrooms, displays on the department notice boards, the laboratories, discussions in the Parent meeting, Faculty meetings, Alumni meetings, Professional Body meetings, Workshops, Meetings with employers or interactions with them, and Libraries.

6. The Course Outcomes are communicated to the students by the respective faculty. In addition to this, the course outcomes of all subjects and the lesson plan of a course contain COs, and each class is marked according to the Cos.

- The learning outcomes of the courses are stated in the vision and mission statements of the college.
- By using physical infrastructure and the active involvement of faculty members in teaching and learning processes and in extension and co-curricular activities, these outcomes are sought to be accomplished.

We at PDEA's Law College focus on the following points:

1. Law and society interface
2. Democratisation of knowledge of the law
3. Practical learning by focusing on internships
4. Inter-disciplinary knowledge of law
5. Value-Added courses and co-curricular activities

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 2.6.2

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

### **Response:**

Our Institute is affiliated with Savitribai Phule Pune University. We offered undergraduate and Graduate

courses under the Faculty of Law. For these programmes and courses, the institute followed the curriculum designed by our affiliated university. The programme outcomes, programme-specific outcomes, and course outcomes are evaluated by the institution, and the same are communicated to the students in a formal way through the discussion in the classroom and the departmental notice board.

### **Method of Measuring attainment of POs and Cos:**

One measure of a student's success is how well she or he does in written and practical exams. The following factors are taken into account when assessing students' learning outcomes performance:

- Results Evaluation Feedback
- Placements.
- The organisation of Moot Court Competitions (internal, state, and national) and Judgement Writing Competitions may be a sign of how well they are learning.
- Students take part in co-curricular and extracurricular activities at the institute.

Successful students get honours, awards, and endowments. The Best Student Award is presented based on a number of evaluation criteria.

**The following are some of the disciplines and positions in which our students have excelled and which they have currently held:**

- Judiciary
- Litigation
- Academicians: Professors Heads of Departments/ Institutions Research Scholars Authors.
- Civil Services Central and State Civil Services.
- Corporate Partners in Reputed Law Firms and Legal Advisor.
- Legal Counsels.
- Banks, NGOs.

The strength of the students and their passing rate have been observed to be steadily rising after assessing their achievement of POs, PSOs, and COs. In addition, it appears that during the past five years, students' progression to higher education, or from undergrad to grad, has been expanding steadily and quickly. The percentage of student placement is also rising in a similar manner. We took the utmost care while assessing the degree of achievement of POs, PSOs, and COs and used both official and informal mechanisms to gauge success. We also tried to take the appropriate actions in accordance with the comments we received from all the stakeholders.

The College then took care of evaluating the POs, PSOs, and COs and put the following procedure in underway:

- The institute adhered to the academic calendar of our associated university.

- Semester-Wise assessment reports were generated by all topic teachers.
- The outcomes of evaluation reports were examined by the internal examination committee.
- The examination of the students' progression to higher studies and their placement was done by the placement committee.

**The programme outcomes for B.ALL.B are as follows:**

The critical and creative thinking of the students has been developed. Students developed their communication skills. Ethical values are inculcated among the students.

**The programme outcomes of the LL. B are as follows:**

- Students received knowledge of the application of basic Advocacy skills, which are necessary for the analysis of the law.
- The students understood the fundamentals of law education.
- The students' knowledge of all basic laws is enriched.

**The programme outcomes of Diploma Courses:**

- A sense of legal responsibilities and social and environmental awareness have been inculcated among the student.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**2.6.3****Average pass percentage of Students during last five years**

**Response:** 75.8

**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
89	91	144	108	63

**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
154	158	151	116	74



File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 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)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 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
00	00	00	00	00

#### 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:** 8

**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
01	02	01	02	02

#### 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
00	00	00	00	00

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>

**3.2 Research Publications and Awards****3.2.1***Percentage of teachers recognized as research guides***Response:** 8.33

3.3.1.1 Number of teachers recognized as research guides

Response: 01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.2.2****Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response:** 0.23

3.3.2.1 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
00	01	01	00	00

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 0.91

**3.3.3.1 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
02	00	01	00	05

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Content page and first page of the article/research paper	<a href="#">View Document</a>

**3.3 Extension Activities****3.4.1**

**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:**

The college offers free legal advice to the villagers or needy people for the legal issues or problems faced by them. The camps also involve awareness rallies on various socio-legal issues, lectures of students and advocates (mostly alumni) and street plays on various laws relating to the camp. College has collaboration with various organization and NGOs from few years

With formal education, there is a need for other activities. Students need to be given the opportunity to work for their society to understand it better. The college runs the NSS unit to engage in social activities.

The extension activities are divided into two parts, viz., regular activities and special camps. The students of their regular activities have gotten involved in activities such as cleanliness campaigns, plastic-free campus, human rights rallies, blood donation camps, and tree plantations in the vicinity of the college campus in Pune. A special NSS camp was organized at Tulapur Tal. Haveli, District of Pune, and the inauguration was done by Shastra.

The NSS camps also involve activities like cleaning the roads of the school, the school grounds, the premises of the school, and temples in villages. This leads to creating a sense of social responsibility among the students. The college runs a legal aid center in the college, which extends legal advice to the needy people coming to college. In addition, the Centre organizes legal aid camps regularly with the aim of providing access to justice and preparing law students to discharge their social responsibilities. All the volunteering and coordination of the camp is done by the college with the help of the students. Legal Aid Camp is organized by the college in neighborhood communities or villages. The college also has a Legal Aid Clinic, which actively provides free legal advice to the poor and needy. The camps also involve awareness rallies on various socio-legal issues, lectures by students and advocates (mostly alumni), and street plays on various laws relating to the camp.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.4.2

***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: 5**

***3.4.2.1 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
02	02	00	00	01

File Description	Document
List of innovation and award details (Data Template)	<a href="#">View Document</a>
e- copies of award letters	<a href="#">View Document</a>

**3.4.3**

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

**Response:** 91

**3.4.3.1 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
21	19	13	19	19

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)	<a href="#">View Document</a>

**3.4.4**

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

**Response:** 77.61

**3.4.4.1 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
520	525	337	565	532

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Average percentage of students who participated in extension activities with Govt. or NGOs etc.,	<a href="#">View Document</a>

### 3.4 Collaboration

#### 3.5.1

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: 13

##### 3.5.1.1 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
05	04	01	00	03

#### 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](#)

#### 3.5.2

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

Response: 19

##### 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
06	06	04	03	00

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>



## 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:

The Institute has adequate infrastructural facilities for teaching-learning as per the norms of Savitribai Phule Pune University and the Bar Council of India (BCI). The Institute has a separate building having 2062.75 sq. mt. built-up area. The college campus is full of greenery, has a play-ground, Gymnasium and parking available for both staff and students.

#### Physical Facilities:

**Principal's Office:** Being an academic and administrative head of the institute, the Principal's Office is well equipped with all the facilities to help her in discharging her duties and responsibilities.

**IQAC Coordinator's Cabin:** A separate Cabin is provided to IQAC Coordinator with all required facilities.

**Class Rooms:** The College has 16 well equipped, ventilated and spacious classrooms with platforms, podium, and adequate electrical appliances, out of which 4 classrooms are ICT enabled.

**Computer Facility:** The College has a computer facility connected to the library, with internet and Local Area Connection for 69 computers with 200 Mbps internet speed.

**Moot Court Hall:** As per the norms of Bar Council of India, the College has a separate Moot Court Hall located on the second floor of the building, equipped with ICT.

**Library and Reading Room:** The College has a rich library with a collection of over 7573 volumes of Text Books, Reference Books, Journals, Magazines, Newspapers, etc. The Library has the membership of INFLIBNET and OPAC is available in the Library. Library has a spacious and well-ventilated Reading Room with 100 seating capacity.

**Seminal Hall:** The College has a well-equipped auditorium with sitting capacity of 300 students.

**Examination Hall:** There is a separate Examination Hall on the First floor equipped with facilities such as Chief Examination Officer's (CEO) Cabin, Photocopying machine, Computer with internet facility, Printers, CCTV, etc.

**Legal Aid Clinic:** A separate room is allotted to Legal Aid Clinic that provides guidance and counselling to the public free of cost.

**Canteen:** A centralized canteen facility is available at college campus for staff and students.

**NSS, SWO Room:** The College has provided separate room on the third floor to N.S.S. and S.W.O with adequate furniture for smooth and speedy conduct of their activities.

**Ladies and Boys Common Room:** Separate Ladies and boys Common Room rooms is available for Students.

**Safe Drinking water:** RO water purifier system is installed for students and staff.

**Water Harvesting:** In order to increase the water level and to conserve water, the management has employed rainwater harvesting system in the campus.

**Solar System:** The College has installed Solar Powered Energy System with a view to save electricity.

**Security:** To ensure security and safety on the campus. Security personnel is employed in the campus 24x7 and 30 CCTV cameras are installed inside and outside the premises.

**The Fire extinguishers** are installed in the library, office and on every floor of the building.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2

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

#### Response:

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff.

#### Sports

##### Outdoor Games:

The institution has a playground measuring 26,520 sq. ft. located in the front side of college building, which is used for Volley Ball, Kho-Kho, Kabaddi, Ball – Badminton, Hand Ball, etc.

##### Indoor Games:

Indoor games like Chess and Carom are available in the college building. The college Sport Room is situated on the third floor of the building.

The college also provides all the necessary sports equipment and refreshments during the sports events. All the winners are felicitated and mementos are given at the time of Prize Distribution Ceremony.

### Auditorium for Cultural Activities

The college has a state-of-the-art auditorium with the seating capacity of 300. It is used for Cultural Events, Formal Functions, Seminars, Guest Lectures, Debate Competitions, Elocution Competitions, Annual Social Gathering and other programs. It is equipped with Ceiling fans, smart board panel, Public Address System and a restroom adjoining it. Students participate in various cultural activities throughout the year and win prizes at inter-collegiate and State level competitions. The College provides space, funds and administrative support to help students participate in such cultural activities.

### Cultural Activities

	General description	Area
1.	Seminar Hall	4210 Sq. ft.
1.	Ground Floor Passage	1265 sq. ft.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 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:** 50

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 8

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

**4.1.4**

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

**Response:** 24

**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
39.72283	12.99094	0.11800	1.77213	2.26664

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited statements of accounts highlighting spending towards infrastructure augmentation	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

**4.2.1**

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

**Response:**

The library is partially automated and data entry work is completed. The library has a collection of over 7573 volumes of Textbooks, Reference Books, Bare Acts, Commission Reports, Dictionaries and 850 Bound Volumes of Reports & Journals, Lexicons, etc. Till date bar coding of all books has been done. At present, circulation of books is done by scanning the barcode as well as the books are issued manually by

making entries in Issue – Return registers also.

**OPAC:** The library has developed the database of its own collection through the library software. OPAC facility is made available in the central library. which is used by students and faculty member for searching books by Title, Author, Subject name etc.

**Library Management System:** The library is the knowledge resource center of the college and is computerized through Integrated Library Management System with the help of Tech Divinity Digital education system, ERP software version number techd-v 2018.8.11. The LMS has modules Viz. Library Category Master, Item Management, Subscription Management, Library Membership, Issue Item, Return Item, News Paper entry etc. This software provides facility to create, view and print records of accession register, bill report, and membership reports etc. The software has facility to generate identity card for students and staff. At present, circulation of books is done by scanning the barcode as well as the books are issued manually by making entries in Issue – Return registers also. Till date bar coding of all books has been done.

**Institutional Membership -** Library has MOU with other libraries for library loan such as Subhash Baburao Kul Arts, Commerce and Science College, Kedagaon, Shri Shivaji Maratha Society's Law College, Pune, Anna Saheb Magar Arts, Commerce and Science College, Pune.

### **Library Portal:**

A library portal is designed on college website ([www.pdealawcollege.edu.in](http://www.pdealawcollege.edu.in)) to act as a one stop solution for different services for user such as collection and facilities. Important links are provided on portal for Syllabus designed by affiliating University, Question papers, Shodhganga, Shodhsindhu (Union Catalogue of Books/Journals/Theses), Jaykar Library, National Library, Directory of Open Access Journals (DOAJ), Directory of Open Access Books (DOAB), National Digital Library.

### **User Tracking System:**

User tracking system is made available for all users. For this purpose, Identity cards with barcodes are provided to the students and staff. Daily, monthly and category wise analysis reports are generated in this system.

### **The Law Juris:**

Institute keeps on renewing the Law Juris database membership annually. It provides the access of legal articles, 1986-todays dated all case reports i.e., AIR, SCC, MLJ, High court Reports, Bare Acts, Drafts, etc. This is beneficial for the staff and students in research work. This helps students in studying different cases for Moot Court Competition.

**The College has subscribed the following databases:** The Law Juris (Legal Database)

**e-Resources:** The library provides internet services to students and faculty to easily access e-books and e-journals provided under **UGC N-LIST facility**. The library is a member of N-list consortia of information library network (INFLIBNET).

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

**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:** 2.66

**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
3.42821	3.25468	1.93436	2.81872	1.87001

File Description	Document
• Details of annual expenditure for purchase of books and journals during the last five years (Data Template )	<a href="#">View Document</a>
Audited statements of income expenditure highlighting the expenditure towards purchase of books, journals and databases	<a href="#">View Document</a>

**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:** 2.78

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

Response: 22

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1**

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

**Response:**

IT facilities have been updated on regular basis. Also, new IT equipment has been purchased as per the requirements. To maintain computer laboratories, regular purchasing of mouse/RAM and other hardware components were also done.

College makes budgetary provisions every year for an increasing number of computers, laptops, software, printers, scanners, LCD projectors, Xerox machines, Audio-Aids, internet, etc., and are purchased according to procedures.

A committee is constituted and technician has been appointed to upkeep all IT and related facilities for

efficient functioning academic and administrative activities. Administrative services including the admission process are fully integrated with IT facilities to ensure the efficiency and transparency.

All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device. These efforts reflected in terms of strengthened Teaching-Learning Process that has been evidenced from the COVID19 pandemic. During lockdown, education system took a paradigm shift from offline to online, college reviewed the IT facilities, upgraded as per the need of time, and not only adopted an online education system but also made it learner friendly. During 2020-21, all educational activities including teaching learning and evaluation were carried out online using various software and platforms like Google classroom, Zoom, YouTube, OBS, video editor and google quiz using ICT enabled classrooms and IT laboratories.

The College has 89 Computers with latest updated software, hardware and internet security. The College Campus is Wi-Fi enabled which can be accessed by staff members and students. Wi-fi network is available and accessible with a login ID and password.

Free internet facility is provided for the staff and the students in the library. The administrative office, Principal's office, Exam Room, IQAC Room, Moot Court Hall are connected with internet through LAN.

Out of 16 classrooms /Lecture Halls, 6 are ICT enabled. Computers are protected with quick heal antivirus software.

The Institute upgrades its IT facilities from time to time. Following are the details of up-gradation made during the last 5 years:

- The whole College is **Wi-Fi** enabled.
- **Internet Connection** - The institute has internet lease line bandwidth of 200 mbps.
- 6 Classrooms and 2 Halls (Moot Court & Seminar Hall) have updated with ICT facilities.
- **Quick heal anti-virus** system for Computers in the College.
- The college has purchased ERP Library Management Software for automation of library in the year 2019
- The **College Website is updated** and most of the information relating to admission, exams, and other activities is available online.
- **I/O Devices:** The institute has adequate number of printers as per requirements.
- **CCTV** – CCTV cameras have been installed on each floor of the institute as well as outside the building for Campus surveillance. Total 30 CCTV Cameras are available in College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.3.2



**Student - Computer/laptop ratio (Data for the latest completed academic year)****Response:** 8.74

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>

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

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**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:** 76

**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
25.27685	20.49973	6.46003	24.24420	17.43771

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 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 institute has established systems and procedure for maintaining and utilizing physical, academic and support facilities. For such maintenance and utilization of facilities every year the college constitutes various committees viz. Library Advisory Committee, Maintenance Committee, Course Coordinators, Sports Committees, etc. The committees so constituted conduct regular meetings and submit the requirements if any to the Establishment Department of Society (our parent body) for the effective maintenance and utilization of physical, academic and other facilities.

The college has adequate facilities of physical, academic and support facilities. All the facilities are regularly updated and maintained through Annual Maintenance Contracts (AMC)

The following are the major committees which ensure the need for update and maintenance required and get the things done. The institute's management, IQAC and CDC plays an important role in monitoring and approving the update and maintenance work.

#### Important Committees

CDC: College Development Committee

IQAC: International Quality Assurance Cell

LAC: Library Advisory Committee

Building Committee

Sports Committee

Cultural Committee

Apart from this there are unit wise procedures for maintaining and utilizing physical, academic, and support facilities.

Following are the Physical, Academic and Support Facilities:

**1. Academic Facilities:****Classrooms, Moot Court Hall and Seminar Hall :**

**Classrooms** with ICT facilities are used as per the Time- Table prepared by the respective committee for B.A. LL.B, LL.B. and Diploma courses. Classrooms are used accordingly as per the Time Table and also for other co-curricular activities and extracurricular activities in coordination with the different committees.

**Seminar hall** is used for conducting various academic co-curricular and extracurricular programs such as seminars, conferences, workshops, competitions and cultural activities.

**Library:**

The College has set up a Library Advisory Committee (Composition- Principal, Librarian and faculty members). The Committee monitors effective and optimal use of library services, recommends purchasing of the new books (text and reference), updating and maintenance of the library. Regular maintenance and cleaning of library facilities and equipment is done to ensure the safety of books along with e-resources. New editions of text and reference books are purchased every year and national and international journals are subscribed.

Book bank facility is made available for SC/ST/OBC and Open Category students, which students are financially weak. Cataloguing and shelving of books and other materials is done for proper handling and circulation of library materials, including check-out and return procedures. Regular inventory and the library collection is evaluated to ensure relevance and update. Access to online databases and other electronic resources is given to the students. Reading room, computer lab, reprographic and Print out facilities are major components of the teaching-learning process. Book exhibitions are held on various occasions like Vachan Prerana Din, Marathi Bhasha Din etc. for extending reading habits of students and teachers. Daily footfalls of students and teachers in the library are recorded by user tracking software. The library is well equipped with updated textbooks, reference books, journals, magazines, e-journals, e-books, internet connectivity, etc.

**Computers and IT Facilities: Computer Software, Hardware, and Laboratory, Wi-Fi**

Every year a separate budget is earmarked for the maintenance of infrastructure facilities and up-gradation of computers. Before the commencement of each semester, all the classrooms are checked and necessary repairing of benches, electrical appliances, other physical facilities, and computers is undertaken by the college in consultation with the Establishment Department. The IT team takes care of regular maintenance and updates to hardware and software. Regular backup and storage of data is done to prevent loss of data.

**Administrative Office:**

College follows standards for prompt and effective service to students. Audits are done by the internal auditors and external auditors periodically. The Office Superintendent who is in charge of administrative office in consultation with other non-teaching staff submits the requirements of Office to the Management through Principal.

## 1.Support Facilities

### Cultural, Sports and Gymnasium

#### Sports:

The college has a separate Sports Unit. Every year a separate budget is fixed for sports and accordingly, sports equipment is purchased. The record of Sports equipment is maintained. College provide full support to students to participate in various competitions viz., Cricket, Badminton, Carom, Chess, etc. at Inter-collegiate level, District, State & University level. Every year the College also organizes Annual Sports Events at the playground provided by the Society. Winners and participants of various tournaments and the deserving students are felicitated at Annual Prize Distribution Ceremony conducted at the end of every academic year.

#### Cultural :

Cultural Department of Law College strives for developing an overall the personality its students by providing various ex-tracurricular activities Along with academic excellence, the cultural department provides a platform to nurture hidden talents of the students. The college has a separate Cultural Committee. The seminar hall as well as some classrooms are given for practice. Every year the College also organizes Annual Gathering.

#### Gymnasium –

Students of our college use gymnasium facility of parent institute i.e. Anna Saheb Magar College.

#### Canteen Facility:

The canteen facility is provided to the students and faculties and the contract is assigned by the parent institute.

#### 1.Physical and Other Units

#### 2.CCTV surveillance system –

Security of Campus: For the security of the campus, the institute has appointed security guards. The entire college and college premises are under 30 CCTV surveillance. The institute allocates a separate budget for the same.

1.**Solar Panel system** – It is used for reducing electricity bills and becoming energy independent.

2.**Generator Facility** - College has additional backup provision and inverter for uninterrupted electric supply.

#### 3. Campus Supervisor:

##### a ) Annual Maintenance Contract with various agencies:

Institution has outsourced the maintenance of infrastructure and other facilities like campus premises, water purification units, Housekeeping, Fire extinguishers, Security agency, Parking lot, CCTV camera, Electricity, Computers, Generator, Solar system, etc. from external agencies.

**b) Cleanliness of Campus:**

Housekeeping staff is appointed to clean the classrooms, washrooms and other premises of the institution. A separate budget is allocated for the cleanliness of campus every year.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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:** 22.5

**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
224	203	143	108	88

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 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:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 26.24

**5.1.4.1 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
146	28	650	24	24

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

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

**Response:** 6.8

**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
09	14	20	16	09

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2

***Percentage of Students enrolled with State Bar council***

**Response:** 14.98

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

**Response:** 31



File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Any Additional Information	<a href="#">View Document</a>

**5.2.3****Average percentage of students progressing to higher education during the last five years****Response:** 0.87**5.2.3.1 Number of outgoing students progressing to higher education**

2022-23	2021-22	2020-21	2019-20	2018-19
04	01	02	02	00

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 40

**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
06	01	00	00	00

**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
06	01	00	00	00

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 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: 44**

**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
24	14	01	04	01

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)	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 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:**

Students of each class representative play a vital role in offering suggestions and assistance to administration by being part of various academic and administrative committees, as follows:

IQAC

Library committee

Sports committee

Cultural committee

Anti-ragging committee

NSS Unit

Alumni Committee

Equal Opportunity Cell

Students can be nominated for the Internal Quality Assurance Cell (IQAC), a significant college body. They take an active part in the discussions and provide insightful recommendations for the institution's academic expansion. Since its creation, the class representative has been charged with collecting student feedback on academics by assembling groups for each class that include faculty members and the department head along with asks students about their thoughts on academic issues and requests their input.

The Class Representative Teacher encourages faculty to address student issues, which will be communicated to the principal so that they can be informed and take the appropriate action. By taking part in the college's yearly festival, which combines technical, cultural, and sporting events, the Class Representative also gives students the chance to develop leadership skills. Even students from other colleges are invited to participate and show their talent in the above-mentioned events. In this way,

students are actively involved in the planning and execution of various events under the guidance of faculty. In the institute, every department has its own student association, whose aim is to conduct curricular, co-curricular, and extracurricular activities every week. In order to promote interpersonal skills, communication ability, and organization all behavior, they are given the opportunity to participate in various events, which helps them overcome certain inhibitions, fear of being ridiculed, stage fright, etc. They are also active in the discipline and anti-ragging committees to inculcate discipline among them and to make the campus a ragging-free one. Through active involvement in extension activities, they experience real-life problems that are faced by the rural masses, and they get an opportunity to offer solutions to the identified problems.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 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:** 20.8

*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
45	17	16	15	11

File Description	Document
Report of the event	<a href="#">View Document</a>
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)	<a href="#">View Document</a>

## 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 have an Alumni Association but it is not registered. The entire Alumni Association act for the growth and development of the nation, institute and other students. The Institution provides a platform for interaction between alumni, present students, faculty of the institute, and institute administration. With the support of the alumni's active participation, it has made a major financial and non-financial contribution during the past five years to enhancing the college's facilities and infrastructure.

**Contribution of the Alumni Association:**

Every year, the college conducts an alumni meet and tries to get feedback from students about their present positions and working culture. Many alumni students passed out. Students of this college are working in district courts and high courts. Every year, colleges take the opportunity to felicitate students who have achieved noteworthy positions in their professional lives.

An alumnus of PDEA's Law College is always helping the college by conducting guest lectures and providing internships to students. We feel proud to invite alumni of PDEA's to conduct guest lectures in our law college, and at the same time, their presence motivates our students when they listen to their professional journeys and struggles. Alumni of PDEA's also extend their help by guiding our students in elocution, cultural, and drama activities. Every year during alumni meetings, the college organizes cultural programmes and various fun games to make their visit memorable. Now they are very much contributing to their work by joining various positions in the Bar Association. A network of alumni of PDEA's is spread over the courts of Maharashtra and the High Court of Bombay. This strong network is working with us to take the college to a high level.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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:**

"Bahujan Hitay; Bahujan Sukhay" is the motto of the parent organisation Pune District Education Association, and the Principal of Law College, who serves as the institution's leader, has been given authority by the PDEA's management to carry out this aim. In accordance with the authority granted, the principal works through several committees established for the students' general, academic, cultural, and athletic development. At the start of each academic session, preparation for extracurricular, curricular, and curricular activities begins. The academic calendar is created by the principal with the help of the staff and includes a detailed schedule of all events. The principal picks faculty members to oversee the activity, and if necessary, committees are created to efficiently carry out that activity.

Prior to the start of the class, the Principal assigns subjects to faculty members based on their areas of competence and specialization. All teaching staff, including visiting faculties, must submit a teaching plan in advance to the principal in accordance with the university's authorized syllabus. After the actual teaching session has started, the principal solicits pupil feedback regarding the calibre, scope, and sequence of instruction. If the feedback is average, corrective action is performed. Principal fosters friendly relationships with all institution stakeholders, including instructors, students, parents, alumni, guests and visitors, and recruiters, with an eye towards the overall growth of the college and students.

The principal is accessible to the staff and students around-the-clock through personal visits, phone calls, and letters. Principal and faculty members organise several seminars, workshops, field excursions, guest lectures, group discussions, cultural events, sports, moot courts, client counselling sessions, mock trials, and sessions for value-based education for the benefit of students' overall growth. Programmes for developing students' soft skills and personalities are organised by the placement cell. By hosting an annual alumnus gathering, the institution takes every effort to stay in touch with its graduates. Financial assistance is offered to students from low-income homes so they can finish their education. The college has established committees such as the Admission Committee, Disciplinary Committee, Time-Table Committee, Anti-Ragging Committee, Students Development (Welfare) Committee, Sports Committee, Cultural Committee, NSS Committee, Library Committee, Anti-Sexual Harassment Committee Cells, Internal Quality Assurance Cell, NSS Cell, Legal Aid Cell, Equal Opportunity Cell, etc. to boost career opportunities and overall development of students. The college has an anti-ragging committee, a cell to prevent sexual harassment, and a cell to address student complaints in order to preserve student discipline. The college stimulates and incorporates current methodologies including e-governance, modern infrastructure, e-resources, and innovative pedagogies of teaching and learning methods in order to keep up with the changing requirements of the legal profession. Students are more at ease, more vocal, and more motivated to participate in all college activities in an informal setting. To make PDEA's Law College the greatest venue in globally for learning law, top management, the institution's head, and both teaching and non-teaching staff have worked collaboratively.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.1.2

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

##### **Response:**

The institution implements participative management and decentralisation. The management encourages a culture of collaborative management. The College operates democratically and supports the decentralisation of labour theory. The Principal is appointed as the institution's leader by the management of the Pune District Education Association, together with the teaching and non-teaching personnel needed to run the college. The Local Management Committee (LMC), established in accordance with the Maharashtra Universities Act 1994, serves as a mediator between management and the principal, as well as the teaching and non-teaching staff (Note: As of this writing, the LMC has been replaced by the College Development Committee, in accordance with the Maharashtra Universities Act 2016). Participatory management is promoted at the college. The college establishes committees for overall and academic growth that incorporate involvement from teachers, non-teaching staffs, and students as well as everyone else in the decision-making process. These committees, which are constituted in the College in accordance with the Managing Body's instructions, are crucial to many institutional activities. These committees have regular meetings in order to ensure the efficient operation of the college. Innovative suggestions made by various committee members are valued, and care is taken to put them into practise. The organisational structure of PDEA'S Law College combines administrative clarity, personal responsibility, and professional liberty. Faculty members have complete professional operational autonomy in how they execute their teaching, research, training, and consulting activities within this overarching framework.

The involvement of faculty members in all academic and administrative functions is ensured by the principal. Decentralisation has been done at all levels for good governance. Considering the activities, the Principal constitutes various committees headed by the faculty members, like the Moot Court Committee, Sports Committee, Cultural Committee, NSS, Legal Aid Centre, Human Rights Cell, Placement Cell, etc.

Each faculty member is appointed as the leader of the committee or Cell during an open meeting that typically takes place at the start of the academic year. The committee's chairman is given all authority and responsibility to ensure efficient operation. The principal also appoints senior faculty members to serve as Heads of Course. The course head assists the principle in ensuring that the course runs well, which involves keeping an eye on scheduled lectures, maintaining order, catering to students' requirements, and resolving conflicts involving students.

The following is how the institute develops leadership:

##### **Student level:**

- Encouraging the pupils to organise different activities for them. granting individuals, the flexibility and accountability to create their own plan of action for various tasks.
- Boosting confidence while carrying out specified duties, as well as improving their communication, soft skills, and personality development.

**Faculty level:**

- Opportunities to lead specific committees while conducting various activities at the institute level.
- Freedom is given to express their thoughts, new ideas, and novel approaches.
- Inspiring them to lead the student community during classes, Jail, Court, and parliament visits and to guide the students while acquiring knowledge Encouragement to lead the faculty while organising various seminars, workshops, and other Activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

#### The institutional Strategic / Perspective plan is effectively deployed

##### Response:

The institution's development strategies align with its mission and vision statements. The PDEA's governing body creates a prospective growth plan for the PDEA'S Law College in accordance with growing societal demands. Society is dynamic and always evolving. Laws regulate society, thus perspective plans for legal education must reflect this. The management is devoted to providing top-notch services to all its stakeholders, including the community, students, alumni, staff members, and employers. The institute's quality policy strives to grow the institution by:

- Hiring qualified professors with solid expertise in the fields of law and social sciences.
- Increasing human capital through fostering the abilities, initiatives, and initiatives of exceptional people.
- Improving the teaching-learning process through forming strong bonds between staff and students.
- Create a disciplined, healthy environment.
- Using E-sources, current technology, environmentally sustainable practises, and value-based teaching.

The quality policy of the institute is deployed and reviewed based on the information collected from various stakeholders like students, parents, faculty, and staff. The institution strives to improve the quality of its programmes through feedback mechanisms.



**The following factors are considered in the institute's development plan:**

- The institute wants to advance in all directions towards its objective of being a recognised institution for law.
- The goal of PDEA's Law College is to develop students so that they would perform admirably in international competitions.
- PDEA's Law College is committed to giving aspiring attorneys the practical, hands-on training they need to effectively enter, hold, and continue in this honourable profession of law.
- Our Law College wants to broaden its scope by delivering a variety of certificate programmes for the most exposure to real-world experience.
- Our institute wish to establish renowned Legal Centre for quality education in law.
- PDEA's Law College is looking forward to having link-ups with global intellectuals, academicians, and recruiters to upgrade career advancement opportunities for students.
- The goal of PDEA's Law College is to break down obstacles created by conventional teaching-learning approaches and provide students with the necessary amount of experience.
- PDEA's Law College Courses intend to provide means for students to enhance their basic knowledge and skills for effective advocacy.
- Our institute are keen to provide opportunities for the overall development of students and make them acquainted with skills and practises that are required in this profession, like sharp research skills, oratory, communication skills, English grammar, body language, mannerisms, etc.
- PDEA's Law College are planning to increase the number of faculties with Ph.D. degrees. So, the faculty Members from the institute are encouraged to pursue higher education, and they are deputed for Doctoral Programmes.

File Description	Document
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**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:**

PDEA's Law College, Hadapsar is governed by the Pune District Education Association, Pune, under the rules and regulations framed by Savitribai Phule Pune University, Bar Council of India. The Governing Body of Mandal has appointed the Principal as Head of the College, along with teaching and nonteaching staff. The College Development Committee plays a crucial role and acts as a bridge between Management and the principal of the College. All policy decisions are discussed and deliberated in meetings of the College Development Committee, and accordingly, the governing body of Management takes the decision and communicates it to the principal for further course of action. In June 2020, Law

College also constituted an Internal Quality Assurance cell to check the quality measures of the college and make suggestions to improve them. Apart from this, the principal appoints class teachers as mentors for every class. In the administration department, the college has an office superintendent, Accountant, senior clerks, and junior clerks, along with supporting staff. The College has various committees coordinated by faculty members and monitored by the principal to keep a check on academics and the effective and efficient performance of the college in all aspects of internal coordination and monitoring.

### Recruitment Strategies:

1. The institution calculates the requirement for faculty as per the University and BCI norms.
2. As per requirement, advertisements are placed in reputed newspapers. Qualified candidates are selected. A list of selected candidates is submitted to the University for Approval.
3. In cases of necessity, to cater to the needs of the curriculum, institutions organise 'Walk-in Interviews'. Through demo lectures and personal interviews with the shortlisted candidates, candidates are appointed on an ad-hoc basis.
4. The Institution makes efforts to identify qualified senior and experienced professionals.

### Retention Strategies:

The institution has promotional policies to retain the faculty, such as:

1. The institution is always keen on giving regular salary and keeping increments updated.
2. The institution follows norms laid down by BCI, DHE, or the university for the welfare of Staff.
3. Regular Practise of conducting programmes like Seminars, conferences, and workshops gives opportunities to adopt changing requirements of the curriculum and recent advances in particular areas of Law.
4. The faculty members have winter and summer vacations, Casual leave, and Earned Leave.
5. Annual performance analysis is done considering student feedback, peer feedback, subject results, qualification up-gradation, and contributions to administrative work at the departmental and institutional levels.

### Grievance Redressed mechanism

1. For any grievances, a staff member can make an application to the principal. The principal will initiate the necessary action and communicate with management members if required. If it is not resolved in time, staff members can make an application to management as well.
2. The unique nature of the Institution and homely atmosphere ensure that grievances and complaints are attended to in an informal manner and are timely resolved.
3. The women's grievance cell and the anti-ragging cell work actively to resolve the issues.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**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

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1****The institution has effective welfare measures for teaching and non-teaching staff****Response:**

Effective welfare measures for Teaching and Nonteaching staff: The Institute constantly strives to enhance the professional skills of its teaching and nonteaching staff.

**Teaching Staff**

The Institute:

- 1.motivates the faculties to attend workshops, conferences, seminars, short-term courses, etc.
- 2.encourages the faculties to take refresher and orientation courses.
- 3.grants faculty duty leaves for necessary purposes.
- 4.encourages faculty to write research papers.
- 5.Provides all the infrastructure and facilities for promoting such research activities.
- 6.Allows them to deliver lectures as guest lecturers or resource persons at different institutions.
- 7.invites experts from various fields to guide the students and faculty members.
- 8.provides funds to the teachers for promoting the publication of research papers, FDP, and workshops to promote research culture among teachers.

**Non-Teaching Staff**

The institute:

1. Encouraged non-teaching staffs to take part in technical event planning.
2. Pushed them to pursue further education, and their workload is changed as necessary.
3. Sent them to different training sessions and seminars that the Institute and the University have planned.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 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

**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
00	00	00	00	00

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Details of the teachers provided with financial support to attend conferences, workshops etc., during the last five years (Data Template)	<a href="#">View Document</a>

### 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:** 0.4

**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
01	01	00	00	00

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### 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:** 23.14

**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
00	03	04	02	00

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

#### 6.3.5

**Institutions Performance Appraisal System for teaching and non-teaching staff**

**Response:**

Performance appraisal system at PDEA's Law College is summarised as follows:

- Student Feedback
- Self-Appraisal
- University Result
- Assessment
- Principal's Feedback

**Feedback of Students:**

Every semester, subject feedback is obtained from students. Feedback forms are distributed to students and taken back. Student feedback is analysed, and a report is prepared. The principal personally discusses the feedback with the respective faculty members, and if required, suggestions are made.

**Self-Appraisal:**

At the end of the year, full-time faculty members submit a self-Appraisal report to the Principal. Firstly, the faculty members are required to evaluate their performance on their own by filling out the Self-Appraisal Forms annually. These forms are then scrutinised by the Head of the course, and accordingly, the performance of the staff members is evaluated by the Principal. The performance appraisal reports are used for reviewing the manual progress of staff and for promotion to the next scale or designation.

The Performance appraisal reports are initially submitted to the Principal. She then submits it to the management along with his remarks and evaluation for regular increments. The performance appraisal system enables each faculty member or staff member to become aware of their own weaknesses and gives them an opportunity to improve in those areas so that they can score better in the next year. The remarks obtained in the Performance appraisal report contribute to the decision about faculty appreciation. Appropriate steps like warnings, etc. are taken in cases of poor performance by the faculty, and also, based on their performance, appreciation letters are issued.

**University Result:**

An overview of the university results of students in the subject taught by faculty members is taken into consideration while doing assessments of faculty.

**Assessment:**

At the beginning of the year, certain departments, committees, and projects are allotted to faculty members by the principal. All faculty members are evaluated on the basis of completion of work on time, success of work, punctuality, and submission of reports. Faculty members are aware that it is one of the criteria for their assessment.

**Principal Feedback:**

After evaluating all criteria, finally the principal made their remarks about faculty performance. Finally,

the principal submits his report to LMC (Now CDC) and IQAC as well. Necessary actions are initiated in cases of poor performance.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

#### **Institution conducts internal and external financial audits regularly**

#### **Response:**

#### **Institution has following procedures for utilisation of financial resources effectively:**

- Institution has proper budgeting system which includes regular expenses like salary, maintenance and expenses on other facilities like library, hostel, canteen, sports, gym etc.
- Departmental annual budget is formulated in line with revised syllabus requirements, planned co-curricular activities, research work etc. in the month of January every year. Principal reviews the budget of all departments and forwards it to the management.
- Then finance committee of management takes a review and allots sufficient finance to carry out activities in the Institution.
- At the time of actual purchase, minimum three quotations are collected from vendors. Comparative statement is prepared with the cost, quality, and specification details of the product. Principal puts remark on it. Purchase Order is placed with the due consent of the Management.
- There is a systematic mechanism for the release of payments for day-to-day expenses like payments to vendors, salaries, and payments to various bodies.
- Provision is also made for emergency expenditures.
- The principal takes regular reviews for effective utilisation of the budget.
- The institution prepares its budget well in advance for the forthcoming financial year.
- different heads like salaries, expenses related to students, consumables, furniture, and fixtures, general, miscellaneous, or any other items.
- The institution conducts an internal audit in every financial year. During the audit, it is verified that actual expenses have not exceeded the budgeted amount.
- Proper procedure and permission from the management are sought from time to time. An external audit is conducted in every financial year.
- Proper procedure and permission from Management are sought from time to time for incurring expenses.
- The allocation of funds in the budget is made keeping in mind the developmental strategy.
- Every purchase is done as per the requirement of staff, which is reviewed by the Purchase Committee. A minimum of three quotations are called from vendors or service providers above the cost or price of Rs. 5000/-, and a comparative statement is prepared with the cost, quality, and particulars of the product or service. After final approval of the Principal, the purchase order is placed with the consent of Management. An internal audit gives information on Institutional

funding available to meet the budgeted yearly expenses and any deficits arising (if any) for running the system. The major source of income is tuition and development fees from the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 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
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

#### 6.4.3

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

**Response:**

The institution is a self-funded institution. All funds received through fees are utilised mainly for developmental activities and for upgrading academic standards and infrastructure. Every year, considering new requirements and based on previous years' experience, the principal of the Law college submits a budget to the management for approval. Principally, the annual budget gets its approval from the local management committee (College Development Committee). Still, before every activity and event budget is prepared by the principal, it will be forwarded to the management for approval.

Once approved by management, the funds will be used accordingly. If the budget exceeds its limit by more than the sanctioned budget, the principal submits an additional budget. Considering the necessity, management gives its sanction to it. While preparing the budget, due consideration is given to the



academic activities to be conducted during that academic year, the funds required for staff payments, seminars, workshops, guest lectures, sports, cultural, and extracurricular activities, student participation in various competitions, and the fees of various professional bodies and affiliating institutes. After utilising funds for the above-mentioned purposes, the next slot of funds is utilised for infrastructural developments, upgradation of ICT-based facilities, payments and expenses to be made for faculty development, recruitment of supporting staff, computer labs, additional subscriptions in the library, and any other requirements of staff and students. While allocating funds, preference is given to activities related to students and the essential requirements of staff members. A budget is prepared considering all requirements, and accordingly, funds are allocated. The college is conducting various diploma and certificate courses. Various resources of the colleges are used to the optimum. For utilisation of the computer lab, slots are made for each class and displayed on the notice board. Hence, every class will get an opportunity to utilise the computer lab, which is occupied the whole day. For every class, guest lectures are arranged in the seminar hall according to the available slots.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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:**

The Management of Pune District Education Association, Pune, has herewith constituted the Internal Quality Assurance Cell in accordance with the guidelines issued by the U.G.C.

**Objectives of the IQAC are: -**

To ensure that institute's academic and administrative performance meets minimal quality standards:

- Through internalising a quality culture and institutionalising best practises, the institute continuously strives to improve quality.
- The institute creates a system and processes for it that will help to increase the quality of the institution's overall performance. IQAC shall evolve mechanisms and procedures for ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks;
- It Arranges the relevance and quality of academic and research programmes;
- Offers equitable access to and affordability of academic programmes for various sections of society; optimises and integrates modern methods of teaching and learning.
- It Increases the credibility of evaluation procedures by ensuring the adequacy, maintenance, and proper allocation of support structures and services.
- It Shares research findings and networks with other institutions in India and abroad.
- The IQAC evaluates institutional practises related to quality improvements and provides

suggestions for better quality. These suggestions are discussed and finalised in IQAC meetings, thereafter presented to the members of the College Development Committee by the Principal, and after extensive review, the same has been implemented.

- The internal quality assurance cell looks after the development of the college from all points of view, i.e., students, teachers, staff, and all other stakeholders of the college. IQAC helps inculcate quality contents in academics as per the new requirements and needs of students.
- IQAC creates a culture of research amongst staff and students.
- IQAC provides a platform for discussions related to new pedagogies of teaching and learning methods, and those methods get introduced and implemented in the college.
- It takes a periodic review of the existing teaching and learning processes and infrastructure-related issues.
- IQAC takes the initiative to arrange quality lectures, seminars, and field trips for students.
- It suggests and promotes faculty members and students to attend relevant seminars, guest lectures, and soft-skill development programmes and schemes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 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:**

IQAC principally conducted two meetings during one academic year. Faculty members are continuously involved in developing innovative teaching methodologies such as:

- Recently, the smart classroom concept was introduced through the use of a digital library, online journals, and the internet.
- Recent developments in the legal profession and curriculum are explained through the case study method, PowerPoint presentations, computer simulations, and animations.
- Techniques like case studies and group discussion are frequently used for a better understanding of the subject.
- Student-centric learning focuses on skills and practises that enable lifelong learning and independent problem-solving. The following efforts are being made to groom the students in this direction:
- Subject teachers plan the lectures and tutorials considering the difficulty level of the subject and

available time. They also provide individual guidance as and when required.

- Based on the complexity and result analysis of the subject, extra tutorials and lectures are scheduled in the timetable.
- Remedial classes are provided to academically weak students.
- The class teacher regularly counsels and encourages students. Regular meetings with the students are conducted to understand and resolve their problems.
- During the exam period, reading room facilities are available more than regular hour.
- A Wi-Fi facility is provided on campus, which enables students to learn independently and promotes self-learning.
- Expert lectures by senior academicians or research organisations are conducted for each subject. Visits to various courts are organised, which helps the student's correlate theory with practise.
- Additional courses are conducted to bridge the gap between the curriculum and industry requirements and to enrich students with content beyond the syllabus.
- The quality assurance of academic and administrative activities is monitored by the IQAC committee in consultation with the principal and Governing Council.

The Quality assurance in different categories is as follows:

#### **Quality Assurance in HR**

- HR/Leave policy revision
- Staff appraisal: Appraisal as per the performance-based Appraisal System for the Academic Performance Index (API).

#### **Quality Assurance in Academics.**

- Regular tests, group discussions, and presentations
- Remedial Classes for weak students
- Students are provided training in soft skills, personality development programmes, research, and litigation through IQAC.

#### **Quality Assurance in Feedback System**

- The institution considers the feedback of various stakeholders for overall improvement.
- Student feedback, Teacher feedback, and alumni feedback

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

### **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 e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution(Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 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:**

The Law College of Pune District Education Association has been working tirelessly to promote the values of gender equality in its students from the very beginning. The college runs programmes on a regular basis to teach the students about the significance of upholding the values of gender equality. Over the past few years, the college has offered a variety of educational programmes at the college and university levels. College recognises our shared commitment to certain ideals and values, including justice, fairness, respect for human dignity, and equality. We also appreciate the encouragement of a variety of talents. We reaffirm our dedication to mentoring younger generations and serving as role models. We also promise to address any current disparities. The advantages of having an inclusive environment are established. More engaged, motivated, and productive students are produced in cultures that value and include all students. Children who grow up in diverse and inclusive environments are also more creative because they have access to a wider variety of experiences, methods, and tools. It is self-evident that individuals with education that reflects the diversity of its students will be better able to identify and foresee their needs. The government's initiatives to empower and promote women, among the staff and the students, were aided by the college's mission of promoting gender equity.

We organise various programmes to inculcate in student's gender sensitivity and equality. A poster-making competition was also organised under the Department of Legal Aid. We also organised special lectures on the POCSO Act of 2012 and women's security in society, as well as one lecture on women's security in cyberspace. INTERNATIONAL Women's Day and Girl Child Day are also celebrated by the institute through organising seminars on current issues and promoting gender equality and constitutional values among students and society at large. The institution organises various event days and competitions—indoor and outdoor games—separately for girls. Women conciliators are also invited to interact with female students.

#### **Safety and Security**

The Institution gives utmost priority to the safety and security of all students and other stakeholders. For this, we have an entry register on the gate for entry into the college premises, and the security guard also checks the I-cards of every student on the gate. The college also has an internal complaint box and suggestion box to hear and approach the students to understand and solve their problems. The whole college campus, including classrooms, is under CCTV surveillance.

#### **Counselling**

The Institute organises various programmes under various departments and also organises a guest lecture by inviting respectable individuals like doctors, advocates, or faculties to counsel girls and women in respect of their doubts.

**Girls Common Room**

The institution has a separate common room for girls and boys attached to a washroom on both floors.

**Women Grievance Committee**

The committee is established and its members are listed on the college wall in order to address the complaints of female students, secure their safety, and create a positive atmosphere both within and outside of the institution.

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	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

**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:** A. 4 or All of the above

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**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:**

**PDEA Law College, Hadapsar, Pune, came into existence in 2002 with the objective of imparting legal education as a part of the fundamental duty of every citizen. The college has realised the importance of a holistic waste management approach, which is essential in reducing our environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.**

The college has a responsibility to make sure that any waste generated on campus is disposed of prudently, preferably by turning it into a value-added, environmentally friendly product. Additionally, only licenced, registered waste contractors should dispose of or manage solid, liquid, and 1-waste. The policy's goal is to make it easier to carry out the action plan outlined in the National Environment Policy of 2006.

When providing waste management services, the college adheres to the "Best Practical Environmental Option" standards. Instead of dumping garbage in landfills, the Institute and the College try to minimise, reuse, recycle, and recover waste products. To guarantee compliance with all waste laws, the college expects all teaching and non-teaching employees, students, visitors, and anyone else using the facilities to abide by this policy.

#### **Policy Objectives:**

##### **The objectives of the waste management policy are:**

- **To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of the CA to plan for future legislative changes and mitigate their effects:**
- **To minimise waste generation at source and facilitate repair, reuse, and recycling over the disposal of waste in a cost-effective manner.**
- **To increase and support trash minimization, reuse, and recycling in order to increase environmental consciousness and also ensure the secure management and the garbage storage system on the college campus.**

#### **Management and Organisation:**

There are many different college employees who are responsible for carrying out the duties and organisational structures outlined in the waste management policy such as Advisory Council, Principal Director, Coordinator, Member Secretary of IQAC, One senior participant etc.

Along with other institutions on the 5-acre campus, the Law institution is managed by the Society of Pune District Education Association. The organisation and the university continue to work in that direction and have taken measures over the past five years to keep the campus eco-friendly.

**The College has segregated waste into two parts:**

All of the college's normal activities generate trash, which includes paper, plastics, glass, metals, edibles, and so on. Waste is separated and collected at regular periods. Garbage is collected and sorted in the green and blue dustbins located on each floor. The floor dustbins are emptied into the moveable containers provided for each block and carried to the college's disposal yard.

**The college generates two categories of liquid waste:**

- a. Waste sewage
- b. Waste from cafeterias
- c. Managing E-Waste:

Flip-flops, memory chips, motherboards, compact discs, cartridges, and other electronic waste generated by computers, radios, TVs, phones, printers, fax machines, and photocopiers are appropriately recycled. Instead of purchasing a new machine, the buyback option is used to upgrade technology.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Geotagged photographs of the facilities	<a href="#">View Document</a>

**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)	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>



**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:** A. Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

**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

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**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:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**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:**

India is a country with a variety of regional, linguistic, religious, and cultural diversity. India is a unique ideal for the concept of 'unity in diversity'. PDEA Law College always tries to promote and preserve the Indian identity of unity in cultural, regional, linguistic, communal, socio-economic, and other diversities. The process of admission is fairly carried out according to the rules of the state government, the affiliated university, and the Bar Council of India. Students from each and every religion, caste, and locality get admission as per the reservation policy of the state. Every student gets here the education of respecting the values of each religion, the education of equality, fraternity, and brotherhood, and it is taught here to respect every religion.

**Conduct of Cultural activities:**

One day is designated as a cultural day in the annual calendar. On that day, individuals from many cultures dress up and showcase India's religious and regional diversity. It encourages harmony towards variety. Under the cultural department, the institute also offers numerous cultural programmes, such as traditional day, in which students wear various cultural clothing, and retro day, Ramp Walk. On the occasion of all national and local festivals such as Dasehra, Diwali, Holi, Gudi Padwa, Eid, and Christmas, all participant welcome each other directly or through electronic media. This greeting ritual is an important way of promoting unity and respect for one another, as well as preserving feelings of thankfulness for one another's religion. We have students from a variety of religions and backgrounds enrolled in our college. Our college provides a professional programme that promotes tolerance, harmony, and a sense of oneness among students of all religions, languages, gender, castes, and other

aspects. Staff and students participate actively in the conduct and organisation of numerous activities and events at our college with pride and honour in order to prioritise the ideals of tolerance and honesty. The activities are carried out at the college level in collaboration with the relevant committee in order to create an environment among the students in which they can cooperate and work together without discrimination. Our college invites students to participate alongside all other students, regardless of dharma, religion, caste, or gender. All are connected, and the spirit of fraternity portrayed in the constitution's preamble is preserved. We stand together, and we break apart. Tolerance and fraternity are the primary goals of legal education—to safeguard the principles contained in our Preamble.

- National Voter's Day
- National Youth Day
- Marathi Bhasha Gaurav Din
- International Women's Day
- Earth Day/Vasundhara Diwas
- Maharashtra Din
- International Yoga Day
- World Environment Day
- International Plastic Bag Free Day
- Constitution Day
- Teacher's Day
- Vachan Prerana Din
- Human Rights Day
- Rangoli/ Mehendi making Competition
- Poster making Competition
- Traditional Day
- Annual Cultural Fest
- Inter-Collegiate Debate Competition
- Inter collegiate / Inter class cultural and sports competition

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 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:**

For protecting the constitutional values, the institution has been displayed on its walls as well as in every

department the Preamble of the constitution. College has been organizing the constitutional day on every 26 November and on this occasion also organizes various quiz competitions and other related activities, students are also taken the enthusiastic participation in such type of activities. The Constitution of India is the fundamental Law of the Land. Since, the College is imparting legal education; it asserts the importance of Sensitization of students and employees of the institution to the Constitutional Obligations: Values, Rights, duties and responsibilities of citizens. Keeping this view in mind, it has displayed the board of 'Preamble of the Constitution of India' at the very entrance of the college. It constantly reminds employees, students of their constitutional responsibilities and obligations. In memory of the adoption of Indian Constitution college celebrates Constitution Day on 26th November, Constitution Week in which Preamble read over with great respect and honour and the teacher addresses the gathering and sensitizes students on various aspects of Indian Constitution. On this occasion College organizes lecture series of eminent Lawyers and Speakers to highlight the importance of constitutional values. It promotes the feeling of harmony, respect and responsibility for the preservation of Constitutional values among all. It also helps to inculcate the feeling of equality, fraternity and humanity towards each and every citizen. College also celebrates International Human Rights Day, on 10th of December. By celebrating National Voters Day on 25th January, we encourage our students to participate in political process and make them aware about their Right to Vote and Obligation to Vote. To sensitize our students and all staff members as to their duties towards the Nation and its culture college celebrates Independence and Republic Day. On 8th March International Women's Day is celebrated. In this celebration not only all the college staff and students get participated but women from the society also get benefitted. It helps to promote the principles of equality, gender justice and fraternity among all. Efforts have been made to make them aware about their rights and duties towards the Nation and also in preserving Constitutional values. In which in the year of 2022 the seminar was on "Cyber Crime: Issues & Challenges" in the year of 2019 the seminar was on "EWS Reservation" and also in the year of 2018 two days' National level seminar was there on "Health Law" Human right week was celebrated under the NSS Department. Various lectures have been organized under the department of "SDO & NSS" and "Department of Extramural activities" "Guest lecture series is also there for protecting and inculcating values in students.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 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:** B. 3 of the above

File Description	Document
Institutional data in prescribed format (Data Template)	<a href="#">View Document</a>
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	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>

**7.1.11**

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

**Response:**

From the establishment of Institution, we are celebrating and organizing national and international commemorative days, events and festivals every year; like All the *Jayantis* and *Punyatith* is of idols. Under National Service Scheme & Cultural department also we celebrate all of the activities for commemorative days. The College every year celebrates Independence Day, Republic Day and Maharashtra Day-15th August, 26th January and 1st May respectively in College Campus. The institution celebrates the birth and observes the death anniversaries of great personalities as a tribute and homage to their principles and contributions and remembering their ideologies to be carried forward to the next generation. We involve all stakeholders to celebrate birth anniversaries of Mahatma Gandhi, Mahatma Phule, The College organizes guest lecture on 15th October and celebrates it as *Vachan Prerna Divas* in the memory of *Dr. A.P.J Abdul Kalam* through which the College tries to inculcate the values of reading books among its students., *Dr. Sarvapalli Radhakrishnan*, *Lokmanya Tilak*, *Karmvir Bhaurav Patil*, *Chhatrapati Shivaji*, *Savitribai Phule* and *Rajmata Jijaumata*. And 6th December *Mahaparinirvan* Din of *Dr. Babasaheb Ambedkar* is also observed in the College. On this occasion College is used to organize guest lecture of eminent persons etc. We also commemorate the birth and death anniversaries of many other national heroes and great social reformers to convey their thoughts and contributions. The intention of celebrating national festivals is to keep alive our culture, customs, traditions, for the betterment of humanity and brotherhood. The festivals like, *Guru Pournima*, etc are celebrated with great joy, happiness and enthusiasm. On 10th December, we celebrate International Human Rights Day in the College by organizing the guest lectures and various events of eminent and expert speaker from the field of Social Work, etc. On 8th March, *International Women's Day* is celebrated widely in the College. On this occasion speech of eminent lawyers and judges on various issues and laws relating to women are conducted.

The following is the list of national and international commemorative days, events and festivals the Institute celebrates every year and make the students and faculty to participate.

**International Youth Day: 12 August**

International Youth Day gives an opportunity to celebrate and mainstream young peoples' voices, actions and initiatives, as well as their meaningful, universal and equitable engagement.

**Independence Day-15 August**

Institution and college celebrates the Independence Day every year. Dignitaries hoists the flag and deliver speeches highlighting about the significance of republic day to the students and staff.

**National Sports Day: 29 August**

The National Sports Day is observed every year to spread awareness about the importance of sports and games in the life of every individual.

**Teachers Day: 05 September**

Teacher's Day is celebrated to acknowledge the challenges, hardships, and the special role that teachers play in our lives.

**Gandhi Jayanthi: 02 October**

Honours Mahatma Gandhi's role in Indian Independence. Community, historical celebrations. Gandhi Jayanti is an event celebrated in India to mark the birthday of Mahatma Gandhi. **International Human Rights Day: 10 December**

**International Human Rights Day:****Republic Day: 26 January**

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

**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:**

Since 2002, our institute has run departments such as the NATIONAL SERVICE SCHEME (NSS), the LEGAL AID CENTRE, and the STUDENTS DEVELOPMENT DEPARTMENT (SDO) 2021, as well as guest lecture series, socio-legal seminars, academic tours, and so on.

**Best Exercises:**

1. DEPARTMENT OF NATIONAL SERVICE SCHEDULE (NSS)
2. FREE LEGAL ASSISTANCE CENTRE

**Practice No. 1****Department of National Service Schedule (NSS)****Objectives of the Practice**

The major goal of this camp is to approach society and assist them in their everyday work because the NSS slogan is "NOT ME BUT YOU," which indicates your obligation to society at large. This programme inspires in youngsters the importance of volunteering and lending a helpful hand to the community. It is our responsibility to serve society, and we must do so by assisting them in their work and informing them about their rights.

**Practice No. 2****FREE LEGAL AID CENTER**

Our institute has run the Free Legal Aid Centre since 2002. As a legal institute, the members of the college believed that it was our personal and institutional responsibility to educate our society about their human rights as well as their fundamental rights and duties. The best practises are legal aid and legal literacy camps, which are followed by the Pune District Education Association's Law College Law as part of clinical legal education. Students learn about social responsibility through the legal aid and literacy camps.

**Objectives of the Practice**

The main objective behind this practise is the slogan of NALSA, "Access to Justice for All," so as per this, the institute tries best to make society aware of the legal provisions and how individuals can easily access justice. In accordance with the objective, the institute established this Free Legal Aid Centre, and through this, the institution organises free legal aid camps every year in different villages. Apart from the camp, the college also organises some other events to provide free legal aid to society. Our paralegal volunteers help in court's work, like in the counselling process of court and in the slam area.

**Notes**

Fee-legal aid is not a matter of law; it is a matter of the social and legal rights of every citizen who fulfils the criteria provided by law to get these services for free. These are the provisions that are provided by the Indian Constitution and also in some other laws like the Legal Services Authorities Act and some other enactments, but the strategy is that no person is aware of these laws, and the needy and poor people who are entitled to get these services are not educated, mostly poor people. Poor people are only in search of a two-time meal for their livelihood, and they fight for that every day; hence, they can't approach these facilities. No doubt, it is our responsibility to do so, but the liability also lies with the government to educate them about their rights.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**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:**

The college's distinguishing feature is that it has been solely imparting legal education in urban, socially, and economically marginalised areas since 2002, overcoming all odds with the mission of achieving excellence in legal education and catering to the needs of society's legal services. It has produced a lot of subordinate and higher judiciary lawyers, judges, legal officers serving in India, and law professors. Furthermore, its alumni work in the executive and legislative branches. Though this is standard for other law schools, it is a huge accomplishment for this college, which operates in a tribal, social, and economic hinterland. The institution has demonstrated its uniqueness in the field in which it conducts various legal and socio-legal activities with the active participation of all students, teachers, and administrative personnel at the college. It involves sharing legal knowledge in society and raising awareness in a way that the people of the area can understand. In light of the slogan, our student-centric policies and programmes have assured that the best practises are implemented. Rather than being located in a hilly area as well as a rural area that is underdeveloped, the college takes steps to approach society for law awareness and as a centre for offering free legal aid and help to needy individuals. The institute learners also go to jails, police stations, Lok Adalat courts, and go on academic tours to high courts and Supreme Court.

**Induction programme:**

At the commencement of every academic year college conducts Induction Programme for First year



students of LL. B and B.A.LL. B course. In the induction program, the students learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed. Purpose of Student Induction Programme is to help new students adjust and feel comfortable in the new environment. Induction programme helps them to get acquainted with each other students and faculty members. The students are made aware about various activities to be conducted as per academic calendar, information about different committees like Internal Complaint Committee, Anti ragging Committee, Disciplinary Committee, Grievance Redressal Committee etc. is provided by the Principal of the college.

**Fresher's party**, is organized by senior students for newly admitted students to make them familiar and comfortable with college. Hostel: Hostel facility is provided for both girls and boys students by the institution.

**Student Counselling Centre:** College has appointed a counsellor for personal counselling of the students facing problems like inferiority complex, exam fear anxiety, home sickness etc. Counselling sessions are conducted twice in a month at the centre without any charges.

#### **National Service Scheme:**

NSS Unit conducts regular activities where all the students of the college take part with lot of enthusiasm. The activities like Street plays and rallies, celebration of National and International Days, Cleanliness Drives, Celebration of Birth and Death Anniversary of freedom fighters like Mahatma Gandhi, Dr. Ambedkar, Sardar Vallabhbhai Patel, Lal bahadur Shastri etc.

#### **Legal Aid Camp:**

#### **Legal Awareness through Role Plays/ Street Plays and Participation in other activities:**

Under the Legal Aid Centre, our students assist the court in its work and also attend the programmes of the court. Learners also do various street plays on social issues and provide legal awareness to society. Awareness of these welfare laws is very essential for achieving the goal of a welfare state. Giving information about or delivering lectures on this legislation has not proved an effective method of raising awareness among these people. It is known that the visual method is more effective than the audio method. Hence, the college has adopted the method of *role plays and street plays* to create legal awareness among the people in general and particularly in rural and tribal areas. The honest and methodical efforts of the college and management have jointly conceptualised and administered certain welfare initiatives for the progressiveness of society and the upliftment of the poor under the NSS department, etc. Students are one of the college's unique initiatives to grant fee reduction instalments.

**Hostel:** Hostel facility is provided for both girls and boys students by the institution.

**Mentoring:** To establish healthy relationship between the students and the faculty. Faculties work as mentors of the respective class. Class wise list of the mentors is displayed on the notice board for the academic and career counselling of the students.

#### **Scholarships & concessions:**

As the College admits wide and mixed variety of students having different socio economic backgrounds.

Students having poor and lesser exposure to the academic world. As per the norms of the state Government and the University college provides concessions to students from reserved categories in the fee structure. The students from weak economic background can pay admission fee in two to three instalments, economically weaker sections are encouraged by giving some financial assistance through Earn & Learn Scheme, Scholarships, and free-ships.

**Sports Activities:** For the physical wellbeing of the student's college provides Gymkhana Facility for girls and boys. To develop sportsman spirit among the student's sports department of the college conducts various indoor and outdoor sport activities and competitions. Winners are felicitated at the time of the Annual Prize distribution ceremony. College encourages students who have performed well in the national and international competitions by providing travelling allowances, registration fees and exemption in attending classes.

#### **Cultural Activities:**

Annual cultural programme is conducted by college to develop overall personality of the students where they get to showcase their talents in different programmes and competitions like dance, singing, ramp walk, rangoli making, poster making etc. Students celebrate different days like traditional day, Rose day, Chocolate Day, Miss-match etc. Prize distribution ceremony is conducted at the end of the cultural activity week to encourage and facilitate students.

#### **Student Development Office:**

Economically weaker sections are encouraged by giving some financial assistance through Earn & Learn Scheme.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Our College caters to rural and semi-urban area students. We believe that it is our prime duty to provide education service to the masses from all sections of society to live up to the motto of our Organisation: Bahun Hitay, Bahun Sukhay”.

The Institution and students inculcate the Constitutional principles, ethos, philosophy among the community. We intend to transform our students into Global World Citizens and are making efforts to do so. We are making extra efforts towards making our students aware of the world around them and ensuring their participation in activities to create legal awareness, social awareness and environmental awareness. We are mindful of the fact that the need to create socially responsible law-abiding legal graduates rests on our shoulders as we interact with the young dynamic Indian Youth.

A healthy mind can perform mental work efficiently. It works similarly to a healthy body that performs more physical work. Therefore, we ensure to include the spectrum of curricular, co-curricular activities for the overall development of the students as we understand that a healthy mind rests in a healthy body.

### **Concluding Remarks :**

Pune District Education Association's Law College was established in July 2002. Completing more than 2 decades, the college boasts of a green campus with state-of-the-art amenities. We endeavor to provide education to the thresholds of socially and economically deprived students. It was the first law college in the eastern suburb of the Pune district.

Our Institution is on a steady progress path in terms of student progression, infrastructure, and administering societal welfare. We are in alignment with our goal, vision, and mission.

We are offering quality legal education by adopting a practical approach because What I hear, I forget. What I see, I remember. What I do, I understand."

We as a legal Institution imbibe social values by conducting social awareness generation programmes such as Bike rallies and street plays for creating awareness against social menaces in society such as drug abuse, sexual harassment, voter rights, electoral registration, and so on.

We understand that Legal education in India, while fraught with challenges, has the potential to produce competent and ethical legal professionals. We believe by embracing change and innovation, we can equip future lawyers with the necessary skills and knowledge to navigate the complexities of the legal profession. We, the management, faculty, staff, and students strive to continually help produce lawyers, academicians, and Judges with social vision. That is our promise to this Nation.