

2024-25

IQAC

MEETING

REPORTS



Pune District Education Association's

**Law College,
Hadapsar, Pune-411028**



Circular of Meeting of Staff

1st Meeting

Dated – 03.06.2024 Day - Monday

NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2024-2025

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on June 03, 2024, at 1:00 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. All the members are requested to kindly make it convenient to attend the meeting. The detailed agenda is enclosed.

We look forward to your presence and meaningful contributions to ensure continuous improvement and excellence in our institution.

Sanobar
Ast. Prof. Sanobar Kazi
IQAC, Coordinator

IQAC
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-411028

R.P. Patil
Dr. Ranjana P. Patil
Principal.
Principal
P.D.E.A'S
w College, Hadapsar
Pune 411 028.

Name of the Members

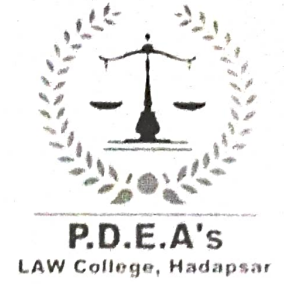
1. Dr. Ranjana P. Patil - *Sanobar*
2. Asst. Prof. Sanobar Kazi - *Sanobar*
3. Asst. Prof. Kiran Jadhav - *Kiran*
4. Asst. Prof. Santosh Sutar - *Santar*
5. Dr. Vaishali Kirte - *Vaishali*
6. Asst. Prof. Shital Gaikwad - *Shital*
7. Asst. Prof. Jitendra Maske - *Jitendra*
8. Asst. Prof. Shradha Bhate - *Shradha*
9. Mrs. Vaishali Bahirat - *Bahirat*
10. Mr. Rajkumar Kote - *Rajkumar*

Kirte V.B.



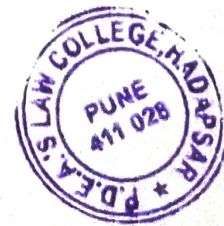


Pune District Education Association's
Law College,
Hadapsar , Pune-411028



Internal Quality Assurance Cell (IQAC)
For the Academic Year 2024-25

Sr. No.	Name of Member	Designation
1.	Dr. Ranjana P.Patil	Chairman
2.	Hon. Adv. Sandeep Kadam	Management Representative
3.	Asst. Prof. Kiran Jadhav	Asst. I.Q.A.C. Coordinator
4.	Dr. Vaishali Kirte	Teacher Representative
5.	Asst. Prof. Santosh Sutar	Teacher Representative
6.	Mrs. Vaishali Bahirat	Teacher Representative
7.	Hon. Suresh Anna Ghule	Nominee: Local Society
8.	Mr.Rajkumar Kate	Student Representative
9.	Mr. Suhas Kangude	Alumni Representative
10.	Asst. Prof. Sanobar Kazi	I.Q.A.C. Coordinator



P.D.E.A's Law College, Hadapsar

Agenda of the Meeting

1. Call to order by the I.Q.A.C. Coordinator
2. Reading and approval of the previous Minutes of Meeting held in January 2024-25.
3. To prepare the Academic Calendar for the year 2023-2024.
4. Planning of Academic Visit for academic year 2024-25
5. Detailed discussion on Guest lecture series on different subjects.
6. Plan to sign new M.O.U.
7. Allotment of work to all staff
8. To discuss regarding purchasing new books, purchasing N-List Database and updating The law Juris software.
9. Any other subject with the permission of the Chair.

P.D.E.A's Law College, Hadapsar, Pune.
Minutes of the Meeting

1. Call to Order

A meeting of the Internal Quality Assurance Cell (I.Q.A.C.) was held on June 03, 2024, at 1:00 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune, under the Chairpersonship of Dr. Ranjana P. Patil. The IQAC Coordinator welcomed and briefed about the agenda.

2. Approval of the Agenda

MOTION: The Chairperson moved to approve the agenda for the meeting. The agenda was Seconded and carried without dissent.

3. Approval of the previous Minutes of the meeting

MOTION: The Chairperson moved to approve the minutes of the Jan. 24, 2024 meeting. Seconded and carried without dissent.

4. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Outcome of Discussion	Action to be taken with Timelines
1	To prepare the Academic Calendar for the year 2024-2025	Dr. Ranjana P. Patil (Chairperson)	The In-Charge, faculties of LL.B. and B.A.LL.B presented the tentative schedule for the year 2024-25.	After review the academic calendar is approved by the I.Q.A.C. and it is published on the College Website.
2	Planning of Academic Visit for	Dr. Ranjana P. Patil (Chairperson)	The Teachers were informed to arrange	The different academic visits

	academic year 2024-25		different academic visits. The responsibility is given to Dr. Vaishali Kirte	organized by college like Jail Visit, Bombay High Court Visit, Police Station, Social Welfare Department
3	Detailed discussion on guest lecture series on different subject	Asst. Prof. Santosh Sutar	It was discussed that a) Asst. Prof. Jitendra Maske shall be the coordinators of the Soft Skill committee and it is suggested that some resource person in different subject must be invited.	With immediate effect
4	Plan to sign new M.O.U.	Dr. Ranjana P. Patil (Chairperson)	It was discussed that there is a need to sign more MOUs	MOU signed with Rise in Society, YC Law College.

			with different organisation. Asst. Prof. Shital Gaikwad	Pune, Shivaji Maratha Law College, Pune.
5	Allotment of work to all staff	Dr. Ranjana P. Patil (Chairperson)	It was informed by the Principal that the work allotment sheet has been shared with all the faculty members, and everyone must abide by the allotted work.	Completed - Suggestions are to be incorporated with immediate effect.
6	To discuss about purchasing new books, purchasing N List Database and updating of The law Juris S/w.	Asst. Prof. Sanobar Kazi (Coordinator)	Librarian discussed the need of purchasing new books and N list Database for students and staff.	Librarian sent the letter for permission for purchasing the books and N List Database.
7.	Preparation for LLM Proposal	Dr. Ranjana P. Patil (Chairperson)	All the teachers are informed by Principal to start preparation for LLM Proposal. After	With immediate effect

			detailed discussion the responsibility of application and follow up taken from SPPU university is given to Asst. Prof Santosh Sutar and Mrs. Vaishali Bahirat.	
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5. Recommendation/Suggestions by the IQAC members

- a) All the faculty & staff members must follow the timelines regarding the work allotment.
- b) The relevant data must be compiled and submitted in soft and hard copies to I.Q.A.C. Coordinator.
- c) All the members unanimously sanctioned the meeting; no objection was raised.

6. Adjournment

- ✱ The meeting was adjourned at 3:00 pm. The next IQAC meeting for the academic year 2024-2025 is scheduled for the month of Sept. 2024.

The minutes of meeting were submitted by Asst. Prof. Sanobar Kazi-
IQAC Coordinator.



Signature of Chairperson and Member

1. Dr. Ranjana P. Patil - R.P. Patil
2. Asst. Prof. Sanobar Kazi - San.
3. Asst. Prof. Kiran Jadhav - K. Jadhav
4. Asst. Prof. Santosh Sutar - S. Sutar
5. Dr. Vaishali Kirte - V. Kirte
6. Asst. Prof. Shital Gaikwad - Shital G.
7. Asst. Prof. Jitendra Maske - J. Maske
8. Asst. Prof. Shradha Bhate - S. Bhate
9. Mrs. Vaishali Bahirat - V. Bahirat
10. Mr. Rajkumar Kade - R. Kade

Date 1.8.10/r

Submitted by

San.

IQAC Coordinator – Asst. Prof Sanobar Kazi

IQAC
P.D.E.A.'S
LAW COLLEGE
Hadapsa, Pune-411 028

Approved by –

R.P. Patil

Chairperson Dr. Ranjana P. Patil

Principal
P.D.E.A.'S.
w College, Hadapsa
Pune 411 028.



IQAC Meeting Attendance

Date – June 3, 2024

Time - 1:00 PM

Sr. No.	Name of Member	Designation	Sign
1.	Dr. Ranjana P.Patil	Chairman	R.P. Patil
2.	Hon. Adv. Sandeep Kadam	Management Representative	
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	K. Jadhav
4.	Dr. Vaishali Kirte	Teacher Representative (A)	V. Kirte
5.	Asst. Prof. Santosh Sutar	Teacher Representative	S. Sutar
6.	Mrs. Vaishali Bahirat	Teacher Representative (Admin)	V. Bahirat
7.	Hon. Suresh Anna Ghule	Nominees from: Local society	
8.	Mr. Rajkumar Kate	Student Representative	R. Kate
9.	Mr. Suhas Kangude	Alumni Representative	S. Kangude
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator	S. Kazi



Pune District Education Association's

Law College,

Hadapsar, Pune-411028

Circular of Meeting of Staff

2nd Meeting

Dated – 11.09.2024 Day - Wednesday



NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2024-2025

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Sept. 11, 2024, at 1:30 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. All the members are requested to kindly make it convenient to attend the meeting. The detailed agenda is enclosed.

We look forward to your presence and meaningful contributions to ensure continuous improvement and excellence in our institution.

R.P. Patil
Ast. Prof. Sanobar Kazi
IQAC Coordinator
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-411028
Name of the Members

1. Dr. Ranjana P. Patil - *R.P. Patil*
2. Asst. Prof. Sanobar Kazi - *Sanobar*
3. Asst. Prof. Kiran Jadhav - *Kiran Jadhav*
4. Asst. Prof. Santosh Sutar - *Santosh Sutar*
5. Dr. Vaishali Kirte - *Vaishali Kirte*
6. Asst. Prof. Shital Gaikwad - *Shital Gaikwad*
7. Asst. Prof. Jitendra Maske - *Jitendra Maske*
8. Asst. Prof. Shradha Bhate - *Shradha Bhate*
9. Mrs. Vaishali Bahirat - *Vaishali Bahirat*
10. Mr. Rajkumar Kate - *Rajkumar Kate*

R.P. Patil
Dr. Ranjana P. Patil
Principal.
Principal
P.D.E.A.'S
w College, Hadapsar
Pune 411 028.



P.D.E.A's Law College, Hadapsar

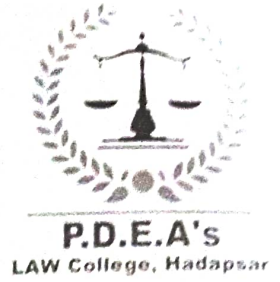
Agenda of the Meeting

1. Call to order by the IQAC Coordinator
2. Reading and approval of previous Minutes of meeting held on 3 June, 2024.
3. To prepare the AQAR for the year 2023-2024.
4. Planning of Orientation Program for first year students of LLB and BALLB for academic year 2024-25
5. Detailed discussion on organizing Mock Parliament.
6. Plan to organize Fresher's Party for first year students.
7. Total number of Certificate Courses introduced and the status of the present running Certificate Courses.
8. Discussion on new certificate course
9. Any other matter with the permission of the Chair.





Pune District Education Association's
Law College,
Hadapsar , Pune-411028



Internal Quality Assurance Cell (IQAC)
For the Academic Year 2024-25

Sr. No.	Name of Member	Designation
1.	Dr. Ranjana P.Patil	Chairman
2.	Hon. Adv. Sandeep Kadam	Management Representative
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator
4.	Dr. Vaishali Kirte	Teacher Representative
5.	Asst. Prof. Santosh Sutar	Teacher Representative
6.	Mrs. Vaishali Bahirat	Teacher Representative
7.	Hon. Suresh Anna Ghule	Nominees from: Local society
8.	Mr.Rajkumar Kate	Student Representative
9.	Mr. Suhas Kangude	Alumni Representative
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator

P.D.E.A's Law College, Hadapsar, Pune.
Minutes of the Meeting

1. Call to Order

A meeting of Internal Quality Assurance Cell (IQAC) was held on on Sept. 11, 2024, at 1:30 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. under the Chairpersonship of Dr.Ranjana P. Patil. The IQAC Coordinator Asst. Prof Sanobar Kazi welcomed and briefed about the agenda.

2. Approval of the Agenda

MOTION: The Chairperson moved to approve the agenda for the meeting. The agenda was agreed and carried out without dissent.

3. Approval of the previous Minutes of the meeting

MOTION: The Chairperson moved to approve the minutes of the June 3, 2024 meeting. Seconded and carried without dissent.

4. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Outcome of Discussion	Action to be taken with Timelines
1	To prepare the AQAR for the year 2023-2024.	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	All the Criteria Heads must send the data template with supporting documents/pdf. etc. to IQAC Coordinator. The submission of all Committee reports must be done before 23 Sept., 2024.	With immediate effect.

2	Planning of Orientation Program for first year students of LLB and BALLB for academic year 2024-25	Asst. Prof. Jitendra Maske	It was informed that orientation program for fresher's of LLB I and BALLB I should be conducted on 14.09.2023	Completed
3	Detail discussion on organizing Mock Parliament.	Dr.Ranjana P. Patil (Chairperson)	It was discussed that a) Asst. Prof. . Shital Gaikwad shall be the coordinators of the Mock Parliament event. b)It was informed that Mock Parliament be done on 22.10.2023	Completed
4	Plan to organize Fresher's Party for first year students.	Asst. Prof. Shital Gaikwad	It was informed that orientation of all the new fresher's of LLB I and BALLB I	Completed

			be done on 23.10.2023	
5	Total number of the Certificate Courses introduced and the status of the present running Certificate Courses.	Dr.Ranjana P. Patil (Chairperson)	It was informed that 02 Certificate Courses are introduced for the academic session of 2024-2025. The allotment of faculty members is also done for the newly introduced certificate courses. The Certificate courses are parallel functioning for the session. Total 2 Certificate Courses are scheduled for the academic	Completed - Suggestio ns are to be incorporated with immediate effect.

			session of 2024-2025.	
6	Discussion on new certificate course	Asst. Prof. Sanobar Kazi (Coordinator)	Proposal has been given for Gender and Culture free certificate course.	To identify the faculty in charge to plan syllabus and make a draft of proposal for the upcoming session.
7.	Orientation regarding Research funding proposals, publications, patents etc. of faculty members and students.	Asst. Prof. Vaishali Kirte	It was reiterated that faculty members and students must accelerate the research work. Each faculty should publish a research paper in UGC/Peer reviewed /Scopus journal. Faculties must guide and motivate the students to publish their work.	With immediate effect
8.	Any other matter with the permission of the chair.		No matter discussed.	

5. Recommendation/Suggestions by the IQAC members

- a) All the faculty & staff members must follow the timelines regarding the work allotment.
- b) The relevant data must be compiled and submitted in soft and hard copies to IQAC Co-Ordinator.

c) All the members unanimously sanctioned the meeting; no objection was raised.

6. Adjournment

The meeting was adjourned at 3:10 pm. The next IQAC meeting for the academic year 2024-2025 is scheduled for the month of Nov. 2024.

The minutes was submitted by Asst. Prof. Sanobar Kazi- IQAC Coordinator.



Signature of Chairperson and Member

1. Dr. Ranjana P. Patil - R.P. Patil
2. Asst. Prof. Sanobar Kazi - Sanobar
3. Asst. Prof. Kiran Jadhav - Kiran Jadhav
4. Asst. Prof. Santosh Sutar - Santosh Sutar
5. Dr. Vaishali Kirte - Vaishali Kirte
6. Asst. Prof. Shital Gaikwad - Shital Gaikwad
7. Asst. Prof. Jitendra Maske - Jitendra Maske
8. Asst. Prof. Shradha Bhate - Shradha Bhate
9. Mrs. Vaishali Bahirat - Vaishali Bahirat
10. Mr. Rajkumar Kate - Rajkumar Kate

Submitted by

Sanobar
IQAC Coordinator – Asst. Prof Sanobar Kazi

IQAC
P.D.E.A.'S
COLLEGE
Hadapsa, Pune-411029

Approved by –

R.P. Patil
Chairperson Dr. Ranjana P. Patil

Principal
P.D.E.A.'S
w College, Hadapsa
Pune 411 028.



IQAC Meeting Attendance

Date – Sept. 11, 2024

Time - 1:30 PM

Sr. No.	Name of Member	Designation	Sign
1.	Dr. Ranjana P.Patil	Chairman	R.P.Patil
2.	Hon. Adv. Sandeep Kadam	Management Representative	
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	K.Jadhav
4.	Dr. Vaishali Kirte	Teacher Representative	V.Kirte
5.	Asst. Prof. Santosh Sutar	Teacher Representative	S.Sutar
6.	Mrs. Vaishali Bahirat	Teacher Representative (Admin)	V.Bahirat
7.	Hon. Suresh Anna Ghule	Nominees from: Local society	
8.	Mr. Rajkumar Kate	Student Representative	R.Kate
9.	Mr. Suhas Kangude	Alumni Representative	S.Kangude
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator	



Pune District Education Association's

Law College,

Hadapsar, Pune-411028

Circular of Meeting of Staff



3rd Meeting

Dated – 19.11.2024 Day - Tuesday

NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2024-2025

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Nov. 19, 2024, at 1:00 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. All the members are requested to kindly make it convenient to attend the meeting. The detailed agenda is enclosed.

We look forward to your presence and meaningful contributions to ensure continuous improvement and excellence in our institution.

Patil
Ast. Prof. Sanobar Kazi
IQAC, Coordinator

P.D.E.A'S
LAW COLLEGE

Hadapsar, Pune-411028

Name of the Members

1. Dr. Ranjana P. Patil - *R.P. Patil*
2. Asst. Prof. Sanobar Kazi - *Sanobar*
3. Asst. Prof. Kiran Jadhav - *K. Jadhav*
4. Asst. Prof. Santosh Sutar - *S. Sutar*
5. Dr. Vaishali Kirte - *V. Kirte*
6. Asst. Prof. Shital Gaikwad - *S. Gaikwad*
7. Asst. Prof. Jitendra Maske - *J. Maske*
8. Asst. Prof. Shradha Bhate - *S. Bhate*
9. Mrs. Vaishali Bahirat - *V. Bahirat*
10. Mr. Rajkumar Kate - *R. Kate*

R.P. Patil
Dr. Ranjana P. Patil
Principal.
Principal
P.D.E.A.'S.
w College, Hadapsar
Pune 411 028.



P.D.E.A's Law College, Hadapsar

Agenda of the Meeting

1. Call to order by the IQAC Coordinator
2. Reading and approval of the previous Minutes of Meeting held on 11 Sept., 2024.
3. AQAR (2023-24) submission Status.
4. To prepare for the LLM Committee visit.
5. Follow up on the scheduled timetable
6. Planning of Supreme Court Visit Delhi.
7. Planning and detailed discussion on Lokadalat Visit.
8. Plan to organize a Health Checkup Camp for staff and students.
9. Use of LMS and LMS Training Program for staff.
10. Orientation regarding Research funding proposals, publications, patents etc. of faculty members, research scholars and students.
11. Discussion on the upcoming academic events.
12. Any other matter with the permission of the chair.

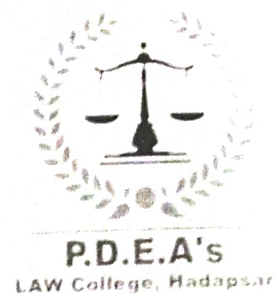




Pune District Education Association's

Law College,

Hadapsar , Pune-411028



Internal Quality Assurance Cell (IQAC)

For the Academic Year 2024-25

Sr. No.	Name of Member	Designation
1.	Dr. Ranjana P.Patil	Chairman
2.	Hon. Adv. Sandeep Kadam	Management Representative
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator
4.	Dr. Vaishali Kirte	Teacher Representative
5.	Asst. Prof. Santosh Sutar	Teacher Representative
6.	Mrs. Vaishali Bahirat	Teacher Representative
7.	Hon. Suresh Anna Ghule	Nominees from: Local society
8.	Mr. Rajkumar Kate	Student Representative
9.	Mr. Suhas Kangude	Alumni Representative
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator

P.D.E.A's Law College, Hadapsar, Pune.
Minutes of the Meeting

1. Call to Order

A meeting of Internal Quality Assurance Cell (IQAC) was held on on Nov. 19 , 2024, at 1:00 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. Under the Chairpersonship of Dr.Ranjana P. Patil. The IQAC Coordinator Asst. Prof Sanobar Kazi welcomed and briefed about the agenda.

2. Approval of the Agenda

MOTION: The Chairperson moved to approve the agenda for the meeting. The agenda was Seconded and carried without dissent.

3. Approval of the previous Minutes of the meeting

MOTION: The Chairperson moved to approve the minutes of the Sept.11, 2024 meeting. Seconded and carried without dissent.

4. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Outcome of Discussion	Action to be taken with Timelines
1	AQAR (2023-24) submission Status.	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	All the data pertaining to all the Criteria I to VII is submitted to IQAC Coordinator.	With immediate effect.
2	To prepare for the LLM Committee visit.	Dr.Ranjana P. Patil (Chairperson)	It was informed to the concerned staff to	With immediate effect.

			apply to the University for the LLM Course. A detailed discussion was done on the requirement for it. All the teachers were instructed to check and update the requirement given by UGC.	
3	Follow up on the scheduled timetable	Dr.Ranjana P. Patil (Chairperson)	The Principal informed that the workload of all the faculty members is 18 lectures per week. In addition to this 1 lecture of library is allotted per week. Commencement of classes for BALLB IV & V year was finalized from 15 July, 2024. Time table execution	Completed

			was important for students for the purpose of placement and internship. National Lokadalat visit done on 14.12.2024	
6	Plan to organize Health Checkup Camp for staff and students.	Asst. Prof. Vaishali Kirte	It was discussed that the Health check-up camp be organised with the help of Ayurved Medical College Akurdi. The responsibility was given to Ass. Prof. Sanobar Kazi and Asst. Prof. Shradha Bhate.	The coordinator contacted the Ayurved College and organised the camp for students and Staff on 19.12.2024. Completed
7	Use of LMS and LMS Training Program for staff.	Asst. Prof. Shital Gaikwad	The teachers were informed to update and upload all the teaching material on the LMS for each semester. It is suggested to organise one session of LMS training.	Uploading of all the teaching material is in progress. LMS Training Programme was organised on 31.12.2024.
8	Orientation regarding Research funding proposals, publications, patents etc. of faculty members, research	Dr.Ranjana P. Patil (Chairperson)	It was reiterated that faculty members and students must accelerate research work. Each faculty should publish a research paper in U.G.C./ Peer reviewed / Scopus journal. Faculties must guide and motivate the	With immediate effect

			report is also being maintained and checked by the HODs.	
4	Planning of Supreme Court Visit Delhi.	Asst. Prof. Santosh Sutar abd Asst. Prof. Shradha Bhate	A detailed discussion was carried out about organizing the Supreme Court Visit for students. The responsibility was given to Asst. Prof. Santosh Sutar and Asst. Prof. Shradha Bhate . Supreme Court Visit was scheduled on 28 Jan – 5 Feb. 2025.	Completed
5	Planning and detailed discussion on National Lokadalat Visit.	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	It was suggested that the National Lokadalat visit must be organized for students to enhance their practical knowledge. Also, it	Completed – Suggestions are to be incorporated with immediate effect and Completed.

	scholars and students.		students to publish their work	
9	Discussion on the upcoming academic events		It was discussed that the Annual Gathering and the Conference must be scheduled in the upcoming months. Also, the themes, dates & other prerequisites must be planned and allotted to the faculty members.	With immediate effect.

5. Recommendation/Suggestions by the IQAC members

a) All the faculty and staff members must adhere to the timelines given to them for completion of the task for the smooth functioning of the institute. If any faculty is availing any leave, the allotment of his/her work must be assigned to some other faculty to avoid procrastination.

b) All the faculty members must be diligent and punctual related to the documentation of the work allotted to them. The relevant Data must be prepared in soft & hard copies.

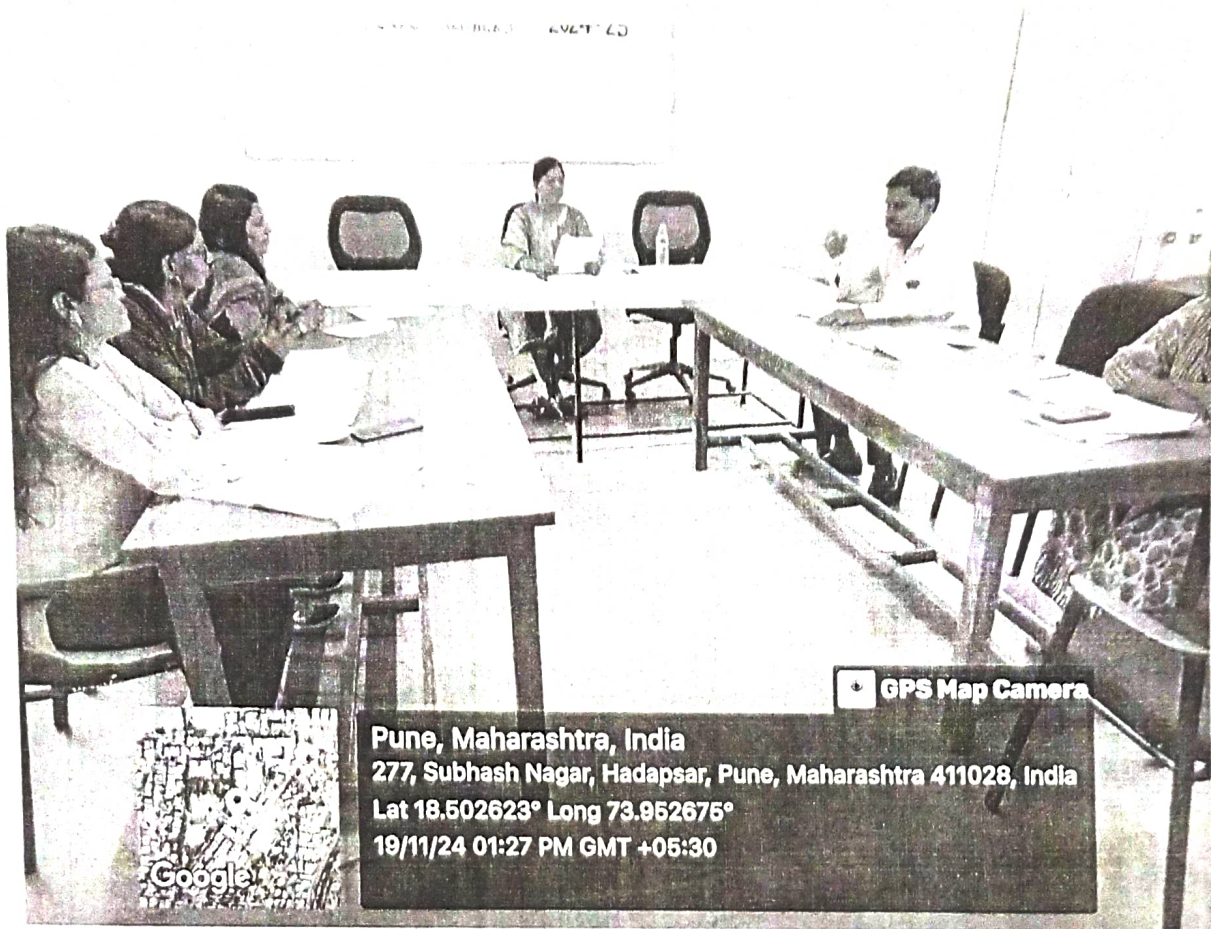
c) All the members unanimously sanctioned the meeting; no objection was raised.

6. Adjournment

The meeting was adjourned at 2:30 pm. The next IQAC meeting for the academic year 2024-2025 is scheduled for the month of Jan. 2025.

The minutes of meeting were submitted by Asst. Prof. Sanobar Kazi-IQAC Coordinator.





Signature of Chairperson and Member

1. Dr. Ranjana P. Patil - R.P. Patil
2. Asst. Prof. Sanobar Kazi - Sanobar
3. Asst. Prof. Kiran Jadhav - Kiran Jadhav
4. Asst. Prof. Santosh Sutar - Sutar
5. Dr. Vaishali Kirte - Vaishali Kirte
6. Asst. Prof. Shital Gaikwad - Shital Gaikwad
7. Asst. Prof. Jitendra Maske - Jitendra Maske
8. Asst. Prof. Shradha Bhate - Shradha Bhate
9. Mrs. Vaishali Bahirat - Vaishali Bahirat
10. Mr. Rajkumar Kate - Rajkumar Kate

Submitted by

Sanobar

IQAC Coordinator – Asst. Prof Sanobar Kazi

IQAC
P.D.E.A.'S
LAW COLLEGE
Hadapsar, Pune-411028

Approved by –

R.P. Patil

Chairperson Dr. Ranjana P. Patil

Principal
P.D.E.A.'S.
w College, Hadapsa
Pune 411 028.



IQAC Meeting Attendance

Date – Nov. 11, 2024

Time - 1:00 PM

Sr. No.	Name of Member	Designation	Sign
1.	Dr. Ranjana P.Patil	Chairman	<u>R.P.Patil</u>
2.	Hon. Adv. Sandeep Kadam	Management Representative	
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	<u>K.Jadhav</u>
4.	Dr. Vaishali Kirte	Teacher Representative	<u>Vaishali</u>
5.	Asst. Prof. Santosh Sutar	Teacher Representative	<u>Sutar</u>
6.	Mrs. Vaishali Bahirat	Teacher Representative (Admin)	<u>Bahirat</u>
7.	Hon. Suresh Anna Ghule	Nominees from: Local society	
8.	Mr.Rajkumar Kate	Student Representative	<u>Kate</u>
9.	Mr. Suhas Kangude	Alumni Representative	<u>Suhas</u>
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator	<u>Sanobar</u>



Pune District Education Association's

Law College,

Hadapsar, Pune-411028

Circular of Meeting of Staff



4th Meeting

Dated – 01.01.2025 Day - Wednesday

NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2024-2025

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Jan. 1, 2025, at 2:00 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. All the members are requested to kindly make it convenient to attend the meeting. The detailed agenda is enclosed.

We look forward to your presence and meaningful contributions to ensure continuous improvement and excellence in our institution.

Patil
Ast. Prof. Sanobar Kazi
IQAC, Coordinator
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-411028
Name of the Members

1. Dr. Ranjana P. Patil - *R.P. Patil*
2. Asst. Prof. Sanobar Kazi - *Sanobar*
3. Asst. Prof. Kiran Jadhav - *Kiran Jadhav*
4. Asst. Prof. Santosh Sutar - *Santosh Sutar*
5. Dr. Vaishali Kirte - *Vaishali Kirte*
6. Asst. Prof. Shital Gaikwad - *Shital Gaikwad*
7. Asst. Prof. Jitendra Maske - *Jitendra Maske*
8. Asst. Prof. Shradha Bhate - *Shradha Bhate*
9. Mrs. Vaishali Bahirat - *Vaishali Bahirat*
10. Mr. Rajkumar Kate - *Rajkumar Kate*

R.P. Patil
Dr. Ranjana P. Patil
Principal.
Principal
P.D.E.A.'S.
w College, Hadapsar
Pune 411 028.



P.D.E.A's Law College, Hadapsar

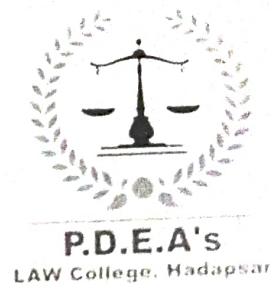
Agenda of the Meeting

1. Call to order by the IQAC Coordinator
2. Reading and approval of previous Minutes of meeting held on 19 Nov., 2024.
3. Follow up on the academic events.
4. Review of CAP and Examination Status.
5. Planning of the annual events of "Prarambh - 2024-25".
6. Planning of NSS camp, Mock Trial.
7. Preparation of LLM Committee visit.
8. Work allotment of admission procedure of MH CET III year LLB and V year BALLB year courses.
9. Planning of free guidance session on Law CET exam 2024.
10. Planning for Sport Carnival. 13-20jan
11. Planning for second academic semester 2024-25
12. To organize the extra/co-curricular activities like quiz, panel discussion.
13. Any other matter with the permission of the chair.





**Pune District Education Association's
Law College,
Hadapsar , Pune-411028**



Internal Quality Assurance Cell (IQAC)

For the Academic Year 2024-25

Sr. No.	Name of Member	Designation
1.	Dr. Ranjana P.Patil	Chairman
2.	Hon. Adv. Sandeep Kadam	Management Representative
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator
4.	Dr. Vaishali Kirte	Teacher Representative
5.	Asst. Prof. Santosh Sutar	Teacher Representative
6.	Mrs. Vaishali Bahirat	Teacher Representative
7.	Hon. Suresh Anna Ghule	Nominees from: Local society
8.	Mr.Rajkumar Kate	Student Representative
9.	Mr. Suhas Kangude	Alumni Representative
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator



P.D.E.A's Law College, Hadapsar, Pune.
Minutes of the Meeting

1. Call to Order

A meeting of Internal Quality Assurance Cell (IQAC) was held on Jan. 1, 2025, at 1:30 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune under the Chairpersonship of Dr.Ranjana P. Patil. The IQAC Coordinator Asst. Prof Sanobar Kazi welcomed and briefed about the agenda.

2. Approval of the Agenda

MOTION: The Chairperson moved to approve the agenda for the meeting. The agenda was Seconded and carried without dissent.

3. Approval of the previous Minutes of the meeting

MOTION: The Chairperson moved to approve the minutes of the Nov 19, 2024 meeting. Seconded and carried without dissent.

4. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Outcome of Discussion	Action to be taken with Timelines
1	Follow up on the academic events.	Dr.Ranjana P. Patil (Chairperson)	It was informed that the Seminar is scheduled for the month of March 2025. The Convener for the Seminar will be Asst.Prof. Shradha Bhate.	Work allotment is done on 1 Jan. November, 2025. The IQAC coordinator must do the follow up on a regular basis.



2	Review of CAP and Examination Status.	Asst. Prof. Santosh Sutar	The Principal informed that all the faculty members are instructed to complete the CAP work as early as possible. Also, to submit the marks list within the first week of Jan.	With immediate effect.
3	Planning of the annual events and Days of "Prarambh - 2024".	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	It was discussed that Ass. Prof. Shital Gaikwad will be the coordinators of the 8 days event- Cultural Week and Annual Gathering – Prarambh 2024.	With immediate effect.
4	Planning of NSS camp, Mock Trial.	Asst. Prof. Kiran Jadhav	It was discussed that i) NSS camp must be scheduled from 2	The faculty In-charges must take action with the

			to 8 Jan, 2025 at Waghapur, Purandar, Maharashtra. The responsibility was given to NSS Officer Asst. Prof Kiran Jadhav	mentioned datelines. Work allotment is done. Follow-up must be taken by IQAC Coordinator.
			ii) Mock Trial Competition is scheduled for 14th February, 2025. The responsibility was given to Asst. Prof. Jitendra Maske	
5	Preparation of LLM Committee visit.	Dr.Ranjana P. Patil (Chairperson)	Tentatively, the Committee will be scheduled in January. So It is suggested to all staff prepare the files and	With immediate effect.

			arrange the required documents for committee.	
6	Work allotment of admission procedure of MH CET III year LLB and V year BALLB year courses.	Asst. Prof. Santosh Sutar	It was discussed as and when the result shall be declared the allotment for admission procedure must be done.	As per the directions of the SPPU
7	Planning of free guidance session on Law CET exam 2024.	Asst. Prof. Kiran Jadhav	It shall be scheduled according to the admission dates after declaration of result.	As per the directions of the SPPU and Mah.CET Cell.
8	Planning for Sport Carnival. 13-20jan	Asst. Prof Jitendra Maske	It was discussed that Ass. Prof. Jitendra Maske will be the coordinators of the 6 days Sport event-Sport Carnival-Prarabh 2024. It must be scheduled from 13 to 20 Jan, 2025	The faculty In-charges must take action with the mentioned datelines.
9	Planning for second academic semester 2024-25	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	It was discussed that all the HODs with their faculty members must start planning the academic semester (subject allotment, teaching plan etc.)	With immediate effect.
10	To organize the extra/co-curricular activities like	Asst. Prof. Shital Gaikwad	It was discussed that some quiz or debate or any other activity must be conducted	With immediate effect

	quiz, panel discussion, Debate etc.		under interdisciplinary cell Scheduled for the upcoming month – February ,March	
11	Planning for National Conference		Detailed discussion was carried out on organizing National Conference for academic year 2024-25. The responsibility was given to Asst. Prof. Shradha Bhate as a co-ordinator. The duties of different responsibilities was allotted to all staff.	Work allotment is done. Follow up must be taken by Coordinator.

5. Recommendation/Suggestions by the IQAC members

a) All the faculty and staff members must adhere to the timelines given to them for completion of the task for the smooth functioning of the institute. If any faculty is availing any leave, the allotment of his/her work must be assigned to some other faculty to avoid procrastination.

b) All the faculty members must be diligent and punctual related to the documentation of the work allotted to them. The relevant Data must be prepared in soft & hard copies.

c) All the members unanimously sanctioned the meeting; no objection was raised.

6. Adjournment

The meeting was adjourned at 3:30 pm. The next IQAC meeting for the academic year 2024-2025 is scheduled for the month of Jan. 2025.

The minutes was submitted by Asst. Prof. Sanobar Kazi- IQAC Coordinator.



Signature of Chairperson and Member

1. Dr. Ranjana P. Patil - R.P. Patil
2. Asst. Prof. Sanobar Kazi - Sau.
3. Asst. Prof. Kiran Jadhav - K. Jadhav
4. Asst. Prof. Santosh Sutar - S. Sutar
5. Dr. Vaishali Kirte - V. Kirte
6. Asst. Prof. Shital Gaikwad - S. Gaikwad
7. Asst. Prof. Jitendra Maske - J. Maske
8. Asst. Prof. Shradha Bhate - S. Bhate
9. Asst. Prof. Anand Bokehphode - A. Bokehphode
10. Mrs. Vaishali Bahirat - V. Bahirat
11. Mr. Rajkumar Kate - R. Kate

Submitted by

Sau.

IQAC Coordinator – Asst. Prof Sanobar Kazi

IQAC
P.D.E.A.'S
LAW COLLEGE
Hadapsar, Pune-411028



Approved by –

R.P. Patil

Chairperson Dr. Ranjana P. Patil

Principal
P.D.E.A.'S.
w College, Hadapsa
Pune 411 028.

IQAC Meeting Attendance

Date – Jan. 1, 2025

Time - 2:00 PM

Sr. No.	Name of Member	Designation	Sign
1.	Dr. Ranjana P.Patil	Chairman	<u>R.P.Patil</u>
2.	Hon. Adv. Sandeep Kadam	Management Representative	
3.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	<u>K.Jadhav</u>
4.	Dr. Vaishali Kirte	Teacher Representative	<u>Vaishali</u>
5.	Asst. Prof. Santosh Sutar	Teacher Representative	<u>Sutar</u>
6.	Mrs. Vaishali Bahirat	Teacher Representative (CA Admin)	<u>Bahirat</u>
7.	Hon. Suresh Anna Ghule	Nominees from: Local society	
8.	Mr. Rajkumar Kate	Student Representative	<u>Kate</u>
9.	Mr. Suhas Kangude	Alumni Representative	<u>Suhas</u>
10.	Asst. Prof. Sanobar Kazi	IQAC Coordinator	<u>Sanobar</u>



Pune District Education Association's

Law College,

Hadapsar , Pune-411028



Action Taken Report

2024-25

Sr. No.	Plan of Action	Action Taken
1	To submit the AQAR data of 2023-24 on the NAAC website	All the data related to Criteria I to VII has been compiled, submitted to IQAC Coordinator and the submission was done on the NAAC website.
2	Planning of Orientation Program for first year students of LLB and BALLB for academic year 2024-25	The Orientation Program for first year students of LLB and BALLB for academic year 2024-25 organised on 14.09.2024
3	Plan to sign New MOU	The College has signed total 06 MOUs in 2024-25.
4	Preparation of LLM Committee visit.	LLM LIC committee of SPPU visited the college on 28.01.2025

5	To plan the academic event Seminars	National Level Conference organised by college on 22.03.2024
6	To Plan the i)State Level Moot Court Competition ii)NSS Camp, iii) Mock Trial iv) Legal Aid	i)State Level Moot Court Competition Organised on 12.03.2025. ii) NSS Camp organised on 2-8 Jan. 2025 iii) Mock Trail organised on 14.02.2025 iv) Legal Aid Camp organised
7	To Plan the annual event i)Sport Carnival ii)Cultural Week iii) Annual Gathering	i) Sport Carnival organised on 13-20 Jan. 2025. ii) Cultural week celebrated on 10-15 Feb. 2025. iii) Annual Gathering organised on 28.02.2025
8	To conduct various In-house activities under various Clubs & Cells.	The college has organized various academics, non- academic activities for the year 2024-25 which are documented under

		various clubs & cells (Tree plantation drive Blood Donation Drive, Lecture Series, Celebration of various National/International days, Elocution competition. NSS Camp, Book Talk, Visits, Awareness Programs etc.)
9	To plan LMS program for teaching and non-teaching staff members	LMS Training Programe organised on 31.12.2024.
10	Planning of Academic Visit for academic year 2024-25	Academic visits carried out as following i) Police station visit- 26.08.2024 ii) Social Welfare Department at Pune – 4.10.2024 iii) Central Jail Yerwada Pune – 26.10.2024 iv) National Lokadalat- 14.12.2024 v) Supreme Court Visit- 28.02.2025- 05.02.2025

		vi) Bombay High Court- 9.10.2024
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