

2025-26

IQAC

MEETING

REPORTS



Pune District Education Association's

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



Circular of Meeting of Staff

1st Meeting

Dated – 17.06.2025

Day - Tuesday

NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2025-2026

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on June 20, 2025, at 2:00 PM in I.Q.A.C. 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 of the Meeting is enclosed.

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

Ast. Prof. Sanobar Kazi
I.Q.A.C., 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
LAW COLLEGE
Hadapsar, Pune-28

Name of the Members

1. Dr. Ranjana P. Patil - *R.P. Patil*
2. Asst. Prof. Sanobar Kazi - *Sani*
3. Asst. Prof. Kiran Jadhav - *K. Jadhav*
4. Asst. Prof. Santosh Sutar - *S. Sutar*
5. Dr. Vaishali Kirte - *V. Kirte*
6. Asst. Prof. Anand Bokefode - *A. Bokefode*
7. Asst. Prof. Jitendra Maske - *J. Maske*

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

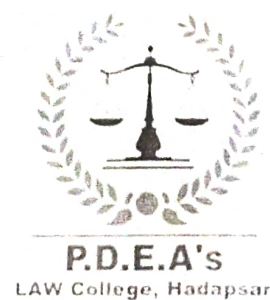
Agenda of the Meeting

1. IQAC Constitution and Responsibilities.
2. Reading and approval of the previous Minutes of Meeting held in 01st January 2025 -26.
3. To prepare the Academic Calendar for the year 2025-2026.
4. Planning of quality enhancement initiatives.
5. Introduction of Add-on and Certificate Courses.
6. Planning of Academic Visit for academic year 2025-26
7. Plan to sign new M.O.U.
8. Student Support and Mentoring System.
9. To discuss regarding purchasing new books, updating The law Juris software.
10. Any other subject 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 2025-26

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

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 20, 2025, at 02:00 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. 01, 2025 meeting. Seconded and carried without dissent.

4. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Outcome of Discussion	Resolution
1	To prepare the Academic Calendar for the year 2025-2026	Dr. Ranjana P. Patil (Chairperson)	The committee reviewed and approved the Academic Calendar for the academic year, including teaching schedules, examinations, co-curricular and extension activities. The In-Charge,	The Academic Calendar was approved and circulated to all departments.



			faculties of LL.B. and B.A.LL.B presented the tentative schedule for the year 2025-26.	
2	Quality Enhancement Initiatives	Dr. Ranjana P. Patil (Chairperson)	The members discussed quality measures to be implemented during the year, including: • Academic and Administrative Audit. • Green Campus initiatives. • Digitalization of administrative processes. • Strengthening Outcome-Based Education and CO-PO attainment.	Teachers were instructed to prepare action plans accordingly.
3	Add-on and Certificate Courses	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The need for skill-based and profession-oriented courses was discussed.	The following courses were approved: 1. Certificate Course in Spoken English 2. Certificate Course in Initiation into Civil and Criminal Practice 3. Certificate

				Course in Land Laws and Revenue Administration : Practical Aspects
4	Planning of Academic Visit for academic year 2025-26	Dr. Ranjana P. Patil (Chairperson)	The Teachers were informed to arrange different academic visits. The responsibility is given to Asst. Prof. Jitendra Maske	The different academic visits organized by college like Jail Visit, Bombay High Court Visit, Police Station, Social Welfare Department
5	Plan to sign new M.O.U.	Dr. Ranjana P. Patil (Chairperson)	It was discussed that there is a need to sign more MOUs with different organisation. Asst. Prof. Anand Bokelode	MOU signed with Hadapsar Police Station, Pratham InfoTech Foundation ,YC Law College, Pune, Shivaji Maratha Law College, Pune.
6	To discuss about	Asst. Prof.	Librarian discussed the need of	Librarian sent the letter for

	purchasing new books, purchasing N List Database and updating of The law Juris S/w.	Sanobar Kazi (Coordinator)	purchasing new books and Law S/w updation for students and staff.	permission for purchasing the books and The Law Juris S/w updation.
7	Student Support and Mentoring	Dr. Vaishali Kirte	The committee reviewed the mentoring system and student support mechanisms.	Each faculty member shall be assigned a group of students for mentoring and guidance.
8	Preparation of LLM Admission	Dr. Ranjana P. Patil (Chairperson)	The IQAC discussed the planning and promotion of LL.M. admissions for the upcoming academic year. Members emphasized publicity to attract eligible law graduates.	It was resolved to organize admission guidance sessions, disseminate LL.M. admission information through various platforms.

Action Taken Report (ATR)

Sr. No	Subject/Issue	Outcome of Discussion	Action to be taken with Timelines
1	To prepare the Academic Calendar for the year 2025-2026	The committee reviewed and approved the Academic Calendar for the academic year, including teaching schedules, examinations, co-curricular and extension activities. The In-Charge, faculties of LL.B. and B.A.LL.B presented the tentative schedule for the year 2025-26.	Academic Calendar prepared, approved, and circulated to all departments. It is published on the College Website.
2	Quality Enhancement Initiatives	Implementation of Quality Enhancement Initiatives	Department-wise quality action plans prepared and submitted to IQAC.
3	Add-on and Certificate Courses	The need for skill-based and profession-oriented courses was discussed.	Syllabi framed and approval obtained from the competent authority.
4	Planning of Academic Visit for academic year 2025-26	The Teachers were informed to arrange different academic visits. The responsibility is given to Asst. Prof. Jitendra Maske	The different academic visits organized by college like Jail Visit, Bombay High Court Visit, Police Station, Social Welfare Department



5	Plan to sign new M.O.U.	It was discussed that there is a need to sign more MOUs with different organisation. Asst. Prof. Anand Bokefode	MOU signed with Hadapsar Police Station, Pratham InfoTech Foundation ,YC Law College, Pune, Shivaji Maratha Law College, Pune.
6	To discuss about purchasing new books, purchasing N List Database and updating of The law Juris S/w.	Librarian discussed the need of purchasing new books and Law S/w updation for students and staff.	Librarian sent the letter for permission for purchasing the books and The law Juris S/w updation.
7	Student Support and Mentoring System.	The committee reviewed the mentoring system and student support mechanisms.	Mentor groups formed and mentoring schedule prepared.
8	Preparation of LLM Admission	The IQAC discussed the planning and promotion of L.L.M. admissions for the upcoming academic year. Members emphasized publicity to attract eligible law graduates.	disseminate LL.M. admission information through newspaper pamphlet, on website, College Facebook Page etc.

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 3:30 pm. The next IQAC meeting for the academic year 202~~5~~⁶ is scheduled for the month of ~~Sept.~~^{June}, 2025.

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

Sau'
IQAC
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-28



R.P. Patil
PRINCIPAL
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-28

Signature of Chairperson and Member

1. Dr. Ranjana P. Patil - R.P. Patil
2. Asst. Prof. Sanobar Kazi -
3. Asst. Prof. Kiran Jadhav - K. Jadhav
4. Asst. Prof. Santosh Sutar - S. Sutar
5. Dr. Vaishali Kirte - V. Kirte
6. Asst. Prof. Anand Bokefode - A. Bokefode
7. Asst. Prof. Jitendra Maske - M. Maske

Submitted by

S. Sutar

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
LAW COLLEGE
Hadapsar, Pune-28



IQAC Meeting Attendance

Date – June 20, 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. Sanobar Kazi	IQAC Coordinator	<u>Sanobar</u>
4.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	<u>Kiran Jadhav</u>
5.	Dr. Vaishali Kirte	Teacher Representative	<u>Vaishali</u>
6.	Asst. Prof. Santosh Sutar	Teacher Representative	<u>Sutar</u>
7.	Mrs. Vaishali Bahirat	Non-Teacher Representative	<u>Bahirat</u>
8.	Hon. Suresh Anna Ghule	Nominees from: Local society	
9.	Miss. Dipti Dhage	Student Representative	<u>Dhage</u>
10.	Mr. Suhas Kangude	Alumni Representative	





Pune District Education Association's

Law College,

Hadapsar, Pune-411028

Circular of Meeting of Staff

2nd Meeting

Dated – 01.09.2025 Day - Monday



NOTICE

Internal Quality Assurance Cell

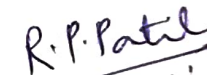
Meeting for the Academic Year 2025-2026

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Sept. 04, 2025, 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.

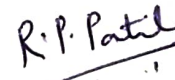
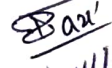

Ast. Prof. Sanobar Kazi
IQAC, Coordinator




Dr. Ranjana P. Patil
Principal.

PRINCIPAL
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-28

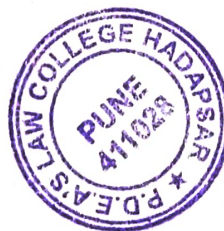
Name of the Members

1. Dr. Ranjana P. Patil - 
2. Asst. Prof. Sanobar Kazi - 
3. Asst. Prof. Kiran Jadhav - 
4. Asst. Prof. Santosh Sutar - 
5. Dr. Vaishali Kirte - 
6. Asst. Prof. Anand Bokfode - 
7. Asst. Prof. Jitendra Maske - 
8. Asst. Prof. Manasi Chavan - 

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

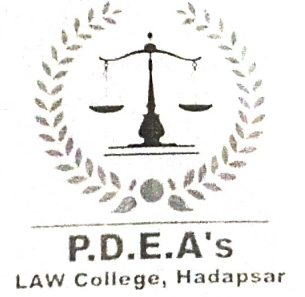
Agenda of the Meeting

1. Reading and approval of previous Minutes of meeting held on 20th June, 2025.
2. Review of Action Taken Report (ATR) of the first IQAC meeting.
3. Academic progress and teaching-learning activities.
4. Planning of Orientation Program for first year students of LLB and BALLB for academic year 2025-26.
5. Organization of seminars, workshops, and guest lectures.
6. Detailed discussion on organizing Mock Parliament.
7. Student mentoring and career guidance initiatives.
8. Research, publication, and extension activities.
9. Preparation for NAAC-related quality initiatives.
10. 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 2025-26

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.	Miss. Dipti Dhage	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

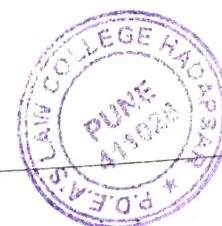
A meeting of Internal Quality Assurance Cell (IQAC) was held on on Sept. 04 , 2025, at 1:30 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. under the Chairpersonship of Dr.Ranjana P. Patil. The IQAC Coordinator Asst. Prof Sanobar Kazi welcomed and briefed about the agenda.

2. Approval of the Agenda

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

3. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Discussion	Resolution
1	Approval of the previous Minutes of the meeting	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The Chairperson moved to approve the minutes of the June 20, 2025 meeting. Seconded and carried without dissent.	
2	Review of Action Taken Report	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The IQAC Coordinator presented the Action Taken Report on the resolutions passed in	



			the previous meeting. Members expressed satisfaction with the progress made.	
3	Academic Progress	Dr. Ranjana P. Patil (Chairman)	The committee reviewed the completion of the syllabus and internal assessment schedule. Faculty members reported satisfactory academic progress and student participation.	Faculty members shall ensure timely completion of syllabus and conduct remedial classes for slow learners
4	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 01.10.2025	The responsibility given to Asst. Prof. Jitendra Maske
5	Organization of seminars, workshops, and guest lectures.	Asst. Prof. Santosh Sutar	The committee discussed organizing	At least two guest lectures and one

			guest lectures on contemporary legal issues, constitutional law, cyber law, and career opportunities in the legal profession.	workshop shall be organized during the semester.
6	Detail discussion on organizing Mock Parliament.	Dr.Ranjana P. Patil (Chairperson)	The committee discussed organizing Mock Parliament .It was informed that Mock Parliament be done on 06.10.2025	Asst. Prof. Jitendra Maske shall be the coordinators of the Mock Parliament event.
7	Student Support and Career Guidance	Asst. Prof. Santosh Sutar	The committee reviewed mentoring activities and discussed conducting career guidance sessions for judicial services, litigation, and higher education.	Career guidance and mentoring programs shall be conducted regularly.



8	Research, publication, and extension activities	Dr. Vaishali Kirte	Faculty members were encouraged to publish research papers and participate in conferences. Legal aid and awareness activities were also discussed.	Faculty and students shall be encouraged to undertake research and community outreach programs.
9	NAAC Quality Initiatives	Asst. Prof. Sanobar Kazi (Coordinator)	The committee reviewed documentation requirements and quality benchmarks for academic and administrative activities.	Faculty shall maintain proper records and submit quality-related documents regularly.

Action Taken Report (ATR)

Sr. No	Subject/Issue	Outcome of Discussion	Action to be taken with Timelines
1	Academic Progress	The committee reviewed the completion of the syllabus and internal assessment schedule. Faculty members reported satisfactory academic progress and student participation.	Academic calendar implemented and classes conducted as scheduled.
2	Planning of Orientation Program for first year students of LLB and	It was informed that	Completed

	BALLB for academic year 2024-25	orientation program for fresher's of LLB I and BALLB I should be conducted on 14.09.2023	
3	Organization of seminars, workshops, and guest lectures	The committee discussed organizing guest lectures on contemporary legal issues, constitutional law, cyber law, and career opportunities in the legal profession.	One guest lecture on Techniques in Conveyancing and BNS organized.
4	Detail discussion on organizing Mock Parliament.	The committee discussed organizing Mock Parliament .It was informed that Mock Parliament be done on 06.10.2025	Completed
5	Student Support and Career Guidance	The committee reviewed mentoring activities and discussed conducting career guidance sessions for judicial services, litigation, and higher education	Career Guidance sessions organized for students on Opportunities for Law students by Ganesh Shirsat.
6	Research, publication, and extension activities	Faculty members were encouraged to publish research papers and participate in conferences. Legal aid and awareness activities were also discussed.	Faculty members participated in seminars, conferences, and published research papers.

7	NAAC Quality Initiatives	The committee reviewed documentation requirements and quality benchmarks for academic and administrative activities.	Committee heads updated records and submitted reports to IQAC.
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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 IQAC Coordinator.
- c) All the members unanimously sanctioned the meeting; no objection was raised.

6. Adjournment

The meeting was adjourned at 2:40 pm. The next IQAC meeting for the academic year 2025-2026 is scheduled for the month of Sept. 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 - Sanobar
3. Asst. Prof. Kiran Jadhav - Kiran Jadhav
4. Asst. Prof. Santosh Sutar - Santar
5. Dr. Vaishali Kirte - Vaishali
6. Asst. Prof. Anand Bokelode - Anand
7. Asst. Prof. Jitendra Maske - Jitendra
8. Asst. Prof. Manasi Chavan - Manasi

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
LAW COLLEGE
Hadapsar, Pune-28



IQAC Meeting Attendance

Date – Sept. 04, 2025

Time - 1:30 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. Sanobar Kazi	IQAC Coordinator	<u>Sani</u>
4.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	<u>K. Jadhav</u>
5.	Dr. Vaishali Kirte	Teacher Representative	<u>V. Kirte</u>
6.	Asst. Prof. Santosh Sutar	Teacher Representative	<u>S. Sutar</u>
7.	Mrs. Vaishali Bahirat	Non- Teacher Representative	<u>V. Bahirat</u>
8.	Hon. Suresh Anna Ghule	Nominees from: Local society	
9.	Miss. Dipti Dhage	Student Representative	<u>D. Dhage</u>
10.	Mr. Suhas Kangude	Alumni Representative	





Pune District Education Association's

Law College,

Hadapsar, Pune-411028

Circular of Meeting of Staff



3rd Meeting

Dated – 08.11.2025

Day - Monday

NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2025-2026

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on ~~Nov~~ 11. 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.

San'

Ast. Prof. Sanobar Kazi
IQAC, Coordinator
**P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-411028**



R.P. Patil

Dr. Ranjana P. Patil
Principal.
**PRINCIPAL
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-28**

Name of the Members

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. Anand Bokefode - *A. Bokefode*
7. Asst. Prof. Jitendra Maske - *J. Maske*
8. Asst. Prof. Manasi Chavan - *M. Chavan*

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

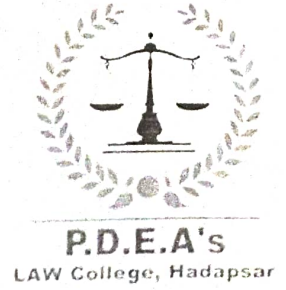
Agenda of the Meeting

- 1 Confirmation of the minutes of the second IQAC meeting held on 04.09.2026.
- 2 Review of Action Taken Report of the second meeting.
- 3 Review of academic performance and internal examinations.
- 4 Research, publication, and faculty development activities.
- 5 Legal Aid Centre and extension activities.
- 6 Educational Visits
- 7 Academic Enrichment Programmes
- 8 Moot Court and Parliamentary Activities
- 9 Sports and Cultural Activities
- 10 Health and Gender Awareness Programmes
- 11 Student progression, placement, and career guidance.
- 12 Preparation for university examinations.
- 13 Review of Academic Quality Initiatives
- 14 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 2025-26

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

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

1. Call to Order

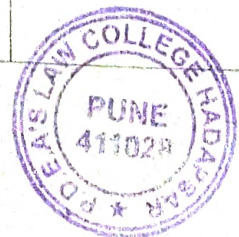
A meeting of Internal Quality Assurance Cell (IQAC) was held on on 04.09.2026, at 1:30 PM in IQAC Hall, P.D.E.A's Law College, Hadapsar, Pune. Under the Chairpersonship of Dr.Ranjana P. Patil. The IQAC Coordinator Asst. Prof Sanobar Kazi welcomed and briefed about the agenda.

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. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Discussion	Resolution
1	Confirmation of Previous Meeting Minutes	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The minutes of the second IQAC meeting were read and confirmed by all members.	



2	Review of Action Taken Report	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The IQAC Coordinator presented the Action Taken Report on the resolutions passed during the previous meeting. The committee appreciated the progress achieved.	
3	Academic Performance and Internal Examination Review	Dr. Ranjana P. Patil (Chairperson)	The committee reviewed the performance of students in internal assessments and attendance records. Faculty members discussed measures to improve the academic performance of slow learners.	Remedial coaching and academic counselling sessions shall be conducted for students requiring additional support. The responsibility is given to Dr. Vaishali Kirte.
4	Research and Faculty Development	Dr. Vaishali Kirte	The committee reviewed research publications,	Faculty members shall be encouraged to publish research

			conference participation, and faculty development activities undertaken during the semester.	papers in reputed journals and participate in FDPs, seminars, and conferences.
5	Legal Aid Centre and extension activities.	Asst. Prof. Kiran Jadhav	The committee reviewed the activities conducted by the Legal Aid Centre and NSS , including legal awareness camps, legal literacy programs, and community outreach initiatives and activities.	More legal awareness programs shall be organized in rural and semi-urban areas to promote legal literacy. NSS unit shall organize cleanliness drives, health awareness programmes, blood donation activities, and community service initiatives, NSS Camp.



6	Educational Visits	Asst. Prof Jitendra Maske	The committee considered educational visits to provide practical exposure to students.	It was resolved to organize educational visits to Yerwada Central Jail, the High Court, the National Green Tribunal and relevant industries.
7	Academic Enrichment Programmes	Dr.Ranjana P. Patil (Chairperson)	The committee discussed organizing conferences, seminars, workshops, and guest lectures.	The institution shall organize: • International Conference • State-Level Seminar • Guest Lecture on Cyber Law • Research and Skill Development Programmes
8	Moot Court and Parliamentary Activities	Asst. Prof. Anand Bokefode	The importance of practical legal training was discussed.	Mock Trial and Mock Parliament , Moot Court competitions shall be conducted to enhance advocacy, drafting and debating skills. Responsibility given to Asst. Prof.

				Anand Bokefode and Asst. Prof. Jitendra Maske
9	Sports and Cultural Activities	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The committee reviewed plans for co-curricular and extracurricular activities.	Sport Carnival, Cultural Week, Traditional Day, and Annual Day celebrations shall be organized to promote holistic development of students. Responsibility given to Asst. Prof. Sanobar Kazi
10	Student Progression and Career Guidance	Asst. Prof. Santosh Sutar	The committee discussed career opportunities for law students, including judicial services, litigation, corporate law, and higher education.	Career counselling sessions and interactions with legal professionals shall be organized.
11	Health and Gender Awareness Programmes	Asst. Prof. Kiran Jadhav	The need for health and gender sensitization programmes was discussed.	Cancer Awareness Programme and International Women's Day celebrations shall be organized with



				expert sessions and awareness activities. Responsibility given to to Asst. Prof. Anand Bokefode.
12	University Examination Preparation	Dr.Ranjana P. Patil (Chairperson)	The committee reviewed the arrangements for the forthcoming university examinations and discussed measures to improve student preparedness.	Revision classes, model question paper discussions, and doubt-solving sessions shall be conducted before examinations.
13	Review of Academic Quality Initiatives	Dr.Ranjana P. Patil (Chairperson)	The committee reviewed quality enhancement measures and student	All departments shall ensure effective implementation and documentation

			participation in academic activities.	of the proposed activities.
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Conclusion

The Chairperson appreciated the suggestions made by the members and directed all committees to implement the resolutions within the stipulated time. The meeting concluded with a vote of thanks by Asst. Prof. Sanobar Kazi, IQAC Coordinator.

Action Taken Report (ATR)

Sr. No	Subject/Issue	Resolution	Action to be taken with Timelines
1	Review of academic performance and internal examinations.	Remedial coaching and academic counselling sessions shall be conducted for students requiring additional support.	Syllabus completion monitored regularly; remedial classes conducted for slow learners.
2	Research, publication, and faculty development activities	Faculty members shall be encouraged to publish research papers in reputed journals and participate in FDPs, seminars, and conferences.	Faculty members participated in seminars, conferences, and published research papers.
3	Legal Aid Centre and extension activities.	More legal awareness programs shall be organized in rural and semi-urban areas to promote legal literacy. NSS unit shall organize cleanliness drives, health awareness programmes, blood donation activities, and community service initiatives, NSS Camp.	Legal Aid Camp, Legal Literacy Camp, 8 days NSS Camp organised in Waghapur villages and Schools. cleanliness drives, Blood Donation Camp, Cancer Awareness Program organised in College campus.
4	Educational Visits	The committee considered educational visits to provide practical exposure to students.	College organized educational visits to Yerwada Central Jail, Bombay High

			Court, The National Green Tribunal and industrial visit to Vishrant Wadi.
5	Academic Enrichment Programmes	The committee discussed organizing conferences, seminars, workshops, and guest lectures.	The institution organized: 1. International Conference on " Law and Its Implementation" collaboration with Pune Municipal Corporation. 2. State-Level Seminar on "Balancing Mobility, Safety and Accountability: The New Era of Motor Vehicles Law" 3. Guest Lecture on Cyber Law
6	Moot Court and Parliamentary Activities	Mock Trial and Mock Parliament , Moot Court competitions shall be conducted to enhance advocacy, drafting and debating skills.	State Level Moot Court Competition, Mock Trial and Mock Parliament organised by College.
7	Sports and Cultural Activities	Sport Carnival, Cultural Week, Traditional Day, and Annual Day celebrations shall be organized to promote holistic development of students.	All the activities completed.
8	Student progression, placement, and career guidance.	The committee discussed career opportunities for law students, including judicial services, litigation, corporate law and higher education.	Career counselling sessions and interactions with legal professionals shall be organized. One Industrial visit organised for students.
9	Health and Gender Awareness Programmes	The need for health and gender sensitization programmes was discussed.	Cancer Awareness Programme and International Women's Day celebrations shall be organized with expert sessions and awareness activities.

10	University Examination Preparation	The committee reviewed the arrangements for the forthcoming university examinations and discussed measures to improve student preparedness.	Revision classes, model question paper discussions, and doubt-solving sessions shall be conducted before examinations. Important questions are given by subject teachers to students.
11	Review of Academic Quality Initiatives	The committee reviewed quality enhancement measures and student participation in academic activities.	Many activities arranged for enhancing students' qualities and encourage them to participate in it actively. Students participated not only in college activities or competitions but also they participated in other state level, National Level competitions, Seminar etc.

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 03:00 pm. The next IQAC meeting for the academic year 2025-2026 is scheduled for the month of May 2026.

The minutes 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 -
3. Asst. Prof. Kiran Jadhav -
4. Asst. Prof. Santosh Sutar - Sutar
5. Dr. Vaishali Kirte - Kirte
6. Asst. Prof. Anand Bokelode - Bokelode
7. Asst. Prof. Jitendra Maske - Maske
8. Asst. Prof. Manasi Chavan - Chavan

Submitted by

Kazi

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

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LAW COLLEGE
Hadapsar, Pune-28



IQAC Meeting Attendance

Date - Dec. 11, 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. Sanobar Kazi	IQAC Coordinator	<u>Sanobar</u>
4.	Asst. Prof. Kiran Jadhav	Asst. Coordinator	
5.	Dr. Vaishali Kirte	Teacher Representative	<u>Vaishali</u>
6.	Asst. Prof. Santosh Sutar	Teacher Representative	<u>Sutar</u>
7.	Mrs. Vaishali Bahirat	Non-Teacher Representative	<u>Bahirat</u>
8.	Hon. Suresh Anna Ghule	Nominees from: Local society	
9.	Mr. Dipti Dhage	Student Representative	<u>Dhage</u>
10.	Mr. Suhas Kangude	Alumni Representative	





Pune District Education Association's

Law College,

Hadapsar, Pune-411028

Circular of Meeting of Staff

4th Meeting Dated – 09.05.2026 Day - Saturday



NOTICE

Internal Quality Assurance Cell

Meeting for the Academic Year 2025-2026

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on May 12, 2026, at 3:00 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
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-411028



R.P. Patil

Dr. Ranjana P. Patil
Principal
PRINCIPAL
P.D.E.A'S
LAW COLLEGE
Hadapsar, Pune-28

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 - *Santar*
5. Dr. Vaishali Kirte - *Vaishali*
6. Asst. Prof. Anand Bokefode - *Anand*
7. Asst. Prof. Jitendra Maske - *Jitendra*
8. Asst. Prof. Manasi Chavan - *Manasi*

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

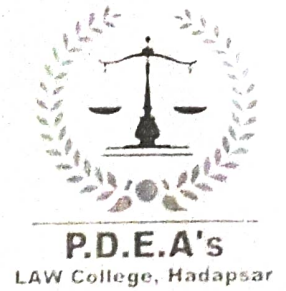
Agenda of the Meeting

1. Confirmation of the minutes of the third IQAC meeting.
2. Review of Action Taken Report (ATR) of the third meeting.
3. Review of academic activities conducted during the academic year.
4. Analysis of students' academic performance and examination results.
5. Review of research, extension, and outreach activities.
6. Feedback analysis from students, teachers, alumni, and employers.
7. Submission of Committee reports to IQAC.
8. Planning quality enhancement initiatives for the next academic year.
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 2025-26

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

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. 11 , 2025, at 03:00 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. Discussions/Comments

Sr. No	Subject/Issue	Matters brought forward by/ Suggestion given by	Outcome of Discussion	Action to be taken with Timelines
1	Confirmation of Previous Meeting Minutes	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The minutes of the second IQAC meeting were read and confirmed by all members.	
2	Review of Action Taken Report	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The IQAC Coordinator presented the Action Taken Report on the resolutions passed during the previous meeting. The committee appreciated the progress achieved.	

Review of Academic Activities	Dr. Ranjana P. Patil (Chairman)	The committee reviewed the academic activities conducted throughout the year, including classroom teaching, internal assessments, seminars, workshops, guest lectures, moot court activities and legal aid programs.	Academic best practices adopted during the year shall be continued and strengthened in the next academic year.
Analysis of Academic Performance	Dr. Ranjana P. Patil (Chairman)	The examination results and student progression data were reviewed. The committee appreciated the overall performance of students and discussed measures for further improvement.	Special academic support programs shall be planned for students requiring additional assistance.
Research, Extension, and Outreach Activities	Dr. Vaishali Kirte	The committee reviewed faculty publications, conference participation, legal literacy camps, and extension activities conducted under the Legal Aid Centre.	Faculty and students shall be encouraged to undertake more research projects and community engagement activities.
Stakeholder Feedback Analysis	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The IQAC Coordinator presented the feedback collected from students, teachers, alumni, and employers. Suggestions regarding skill-based learning,	Feedback recommendations shall be incorporated into the institutional planning process for the next academic year.

			library resources, and career guidance were discussed.	
	Submission of Committee reports to IQAC.	Asst. Prof. Sanobar Kazi (IQAC Coordinator)	The IQAC reviewed the status of committee reports for the academic year 2025–26 and emphasized the importance of timely submission of activity reports, supporting documents, and records for quality assurance and NAAC preparation.	It was resolved that all committees shall submit their annual reports, activity records, photographs, attendance sheets, and supporting documents to IQAC within the stipulated timeframe.
	Planning for Academic Year 2026–27	Dr. Ranjana P. Patil (Chairman)	The committee discussed quality enhancement initiatives such as: • Introduction of value-added and certificate courses. • Strengthening ICT-enabled teaching-learning. • Increasing research and publication activities. • Expanding legal aid and extension programs. • Enhancing placement and career	The proposed initiatives shall be incorporated into the Institutional Quality Enhancement Plan for 2026–27.



			guidance activities.	
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Vote of Thanks

The meeting concluded with a vote of thanks proposed by the IQAC Coordinator.

Action Taken Report (ATR)

Sr. No	Subject/Issue	Resolution	Action to be taken with Timelines
1	Review of Academic Activities	The committee reviewed the academic activities conducted throughout the year, including classroom teaching, internal assessments, seminars, workshops, guest lectures, moot court activities and legal aid programs.	Academic best practices adopted during the year shall be continued and strengthened in the next academic year.
2	Analysis of Academic Performance	Special academic support programs shall be planned for students requiring additional assistance.	Remedial classes and counseling sessions were conducted for academically weak students.
3	Research, Extension, and Outreach Activities	Faculty and students shall be encouraged to undertake more research projects and community engagement activities.	Faculty members participated in FDPs, seminars, conferences, and published research papers.
4	Stakeholder Feedback Analysis	Feedback recommendations shall be incorporated into the institutional planning process for the next academic year.	Stakeholder Feedback were successfully conducted.
5	Submission of Committee	It was resolved that all committees shall submit their	All committees submitted their annual

	reports to IQAC.	annual reports, activity records, photographs, attendance sheets, and supporting documents to IQAC within the stipulated timeframe.	reports and relevant supporting documents to IQAC. The reports were compiled, verified, and maintained for institutional records and NAAC preparation.
6	Planning for Academic Year 2026-27	The committee discussed quality enhancement initiatives such as: • Introduction of value-added and certificate courses. • Strengthening ICT-enabled teaching-learning. • Increasing research and publication activities. • Expanding legal aid and extension programs. • Enhancing placement and career guidance activities.	The proposed initiatives shall be incorporated into the Institutional Quality Enhancement Plan for 2026-27.



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 4:30 pm. The next IQAC meeting for the academic year 2026-2027 is scheduled for the month of July 2026.

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 - Sazi
3. Asst. Prof. Kiran Jadhav - Kiran Jadhav
4. Asst. Prof. Santosh Sutar - Sutar
5. Dr. Vaishali Kirte - Kirte
6. Asst. Prof. Anand Bokelode - Bokelode
7. Asst. Prof. Jitendra Maske - Maske
8. Asst. Prof. Manasi Chavan - Chavan

Submitted by

Sazi

IQAC Coordinator – Asst. Prof Sanobar Kazi

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Hadapsar, Pune-411028

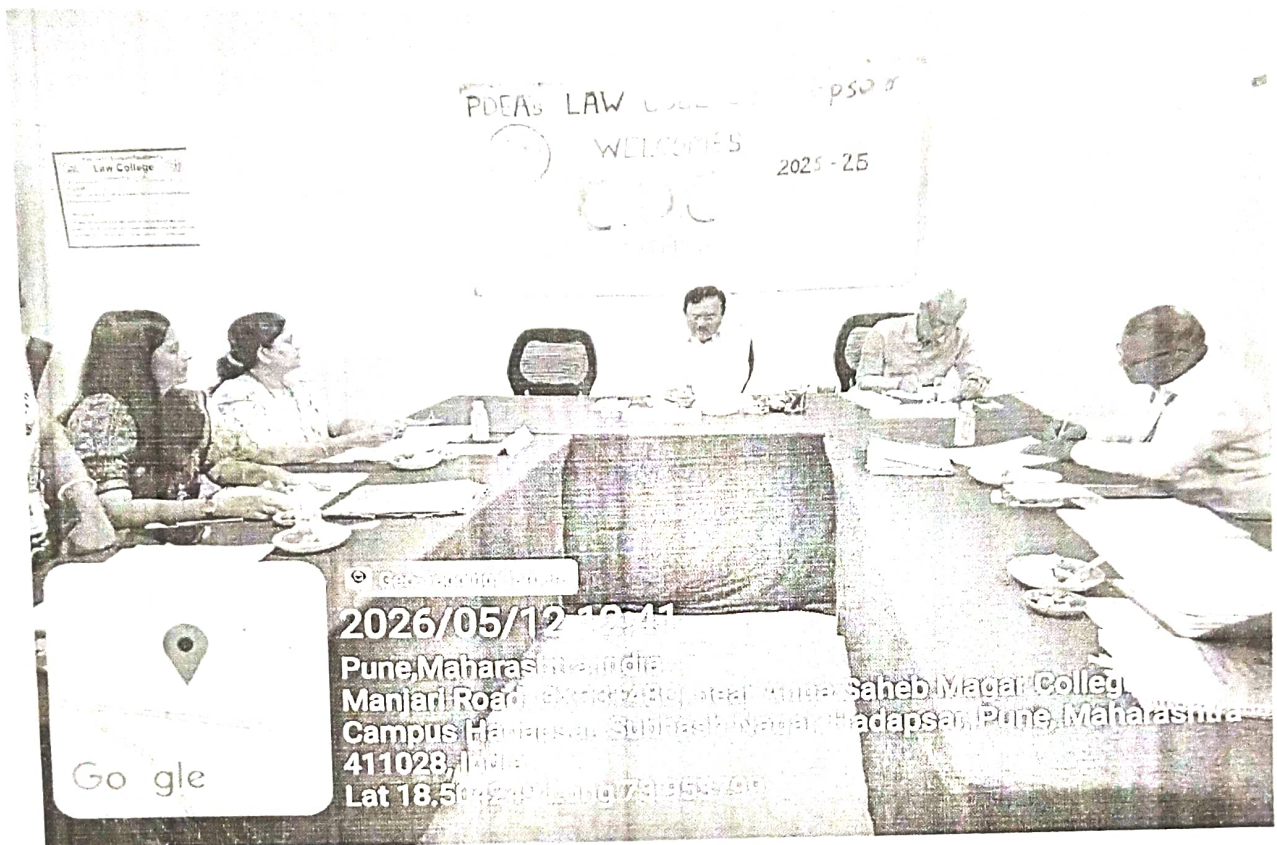
Approved by –

R.P. Patil

Chairperson Dr. Ranjana P. Patil

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Hadapsar, Pune-28





Activities carried out in AY 2025-26

Sr. No.	Activity Name	Date
1	International Yoga Day	21.06.2025
2	REEL-MAKING COMPETITION on "Our Campus, Our Pride"	23.06.2025
3	Gas Safety workshop for staff	24.06.2025
4	Gurupornima	10.07.2025
5	Guest Lecture on "Stages in Civil Trial"	12.07.2025
6	International Justice Day	15.07.2025
7	National Cycle Competition	19.07.2025
8	Debate Competition	21.07.2025
9	Tree Plantation and Plastic Collection Drive	22.07.2025
10	Poster Competition	24.07.2025
11	Blood Donation	26.07.2025
12	Birth Anniversary of Lokshahi Annabau Sathe	1.08.2025
13	Book Exhibition on Birth Anniversary of Dr. S.R. Ranganathan	12.08.2025
14	Independence Day	15.08.2025
15	"Anti - Drugs Awareness" Programme street play	18.08.2025

16	National Sports Day	29.08.2025
17	Cyber security Awareness Program	02.09.2025
18	Campus Cleanliness Drive on Sanstha Vardhapan Din	04.09.2025
19	State-Level Moot Court Competition	09.08.2025
20	Lok Adalat	13.09.2025
21	Onam and Teacher's Day	16.09.2025.
22	Guest lecture on " AI and Career opportunity in Law Field"	23.09.2025
23	Navaratri Celebration Dandiya function	26.09.2025
24	Induction Program 2025-26	01.10.2025
25	Mahatma Gandhi and Lal Bahadur Shastri Jayanti	03.10.2025.
26	Law College Premier League	05.10.2025
27	Library Orientation Program	07.10.2025
28	Guest Lecture organized on Techniques in Conveyancing	04.10.2025.
29	Fresher's Party	11.10.2025
30	Intercollegiate Book Review Competition on Reading Inspiration Day	15.10.2025.
31	Shantata Puneekar Vachay Ahe	09.12.2025.

32	Guest Lecture on BNS	11.12.2025
33	NSS Camp	24 Dec. – 29 Dec. 2025
34	Legal Aid Camp	29.12.2025
35	A Voter Awareness Program	02.01.2025
36	Yerawada Central Jail	27.1.2025
37	High Court Visit	17.12. 2025
38	Sport Carnival 2025–26	12–13 January 2026
39	Republic Day	26.01.2026
40	Mock Trial Competition	11.02.2026
41	Cancer Awareness Program	13.02.2026
42	International Conference	21.02. 2026
43	Mock Parliament	20.02. 2026
44	Cultural Days	26.02.2026- 01.02.2026
45	Shivjayanti	01.03 2026
46	Guest lecture on POSH (Prevention of Sexual Harassment at Workplace)	11.03.2026
47	State Level Seminar	14.03.2026
48	Industrial Visit	13. 03. 2026

49	Annual Prize Distribution	25.03. 2026
50	National Green Tribunal Pune	27.03.2026
51	Farewell party	01.03. 2026
52	Guest lecture on Cyber Law	08.04.2026
53	Sanyukt Jayanti	18.03.2026.
54	Jayanti of Chhatrapati Sambhaji Maharaj	14.05.2026.