



MARATHWADA MITRA MANDAL'S

SHANKARRAO CHAVAN LAW COLLEGE

Accredited with 'A' Grade by NAAC

202/A, DECCAN GYMKHANA, PUNE - 411 004.

Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



Late. Shri. Shankarrao Chavan
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Exe - President

Standard Operating Procedure (S.O.P.)

Meaning, Scope, Application and Limitations

The Standard Operating Procedure (hereinafter S.O.P.) for SCLC is the master policy relied by the institute in day to day governance. This is designed to articulate the fundamental principles which will act as bedrock for taking any decision or making the conscious choice by the institute. This will not have any overriding effect to the statute, rules, regulations, notifications, circulars, Government orders issued from time to time by the Central or State Government, University Grants Commission, Bar Council of India, MH-CET Cell, Savitribai Phule Pune University or any other competent body having the power or authority to regulate the functioning of the institute.

The object of this document is to envision the general and specific situation in which institute has to take certain decisions. Though the decision will be taken in consonance with the general consensus of the stakeholders, but sometime due to paucity of the time, emergency of the situation it becomes highly difficult to seek consensus of all the stakeholders. Sometimes, the complexity of the situation, innovative or unique element involved in the set of facts; the decision making becomes a tough challenge. This is like a roadmap, which will navigate as and when it is required. The main object of the articulation of the S.O.P. is to identify the vision and mission, to maintain coherence in actions and initiatives of the institute. There shall not be dichotomy between the vision and action. This document may have the limitation of not envisioning all the situations which may arise in the future. But candid attempt is made to foresee prominent situations in the governance of the institute. This S.O.P. acts as simulation exercise and try to prepare the institute before the actual occurrence of the situation. When the decision is taken by the institute, it should not come as a surprise. This S.O.P. allows to do the mental exercise before actually handling the situation.

This S.O.P. is subject to modification with the broader objective of achieving best possible result by optimizing its resources and abilities.



Policy Outline Generally Applicable To All the Departmental Activities

- 1) The academic activity of teaching and learning should be at focal point and under no circumstances it should be compromised or diluted. This institute is serious about the academic activities and related endeavours should be the real identity of the institute than any other identity.
- 2) Every curricular, co-curricular, extra-curricular or any other programme should be organized well in advance and students should be informed about the same through formal and informal ways of communication.
- 3) There should be effective mechanism of taking feedback of every such programme and what was the outcome of that programme? There should be objective evaluation that whether the programme and deliberations were up to the mark? What betterment would have made that event even more meaningful than the existing format? This form of inquiry shall be carried out after execution of the programme.
- 4) There should be wide publicity to the programmes and activities scheduled and conducted in the college. Electronic, print, web etc. All these resources should be exploited to reach out to the maximum persons.
- 5) The website of the college should be the mirror of the college activities. There should be a policy that within two working days from the conclusion of the event, the photograph and short write-up should be uploaded on the college website.
- 6) When there is any programme scheduled, as soon as the soft copy of the invite is ready it should be uploaded on the website within two working days from the finalization of the soft copy. The website design should be more lively and attractive.
- 7) There should be continuous review of the website of the National Law Schools and other Premier Law Institutes.



8) All the important notices should be uploaded on the college website. Within a reasonable time soft copy of the notice should be uploaded on college website. It will avoid the inconvenience or loss towards the students who may have missed the notice because of their absentee or any other reason.

Teaching Activity

- 1) Teaching should be the utmost important activity in the institute. It should be taken extremely seriously, thoroughly and sensitively.
- 2) Maximum attempt should be made to conduct all the scheduled sessions for each subject.
- 3) Teacher may also circulate the supportive reading material or literature on the subject matter. But this activity is supplementary to the teaching activity and not the supplant to the teaching.
- 4) There should be an independent method which should be adopted to take the feedback of teaching like Google Forms so that it is more handy, easy to store, process, analyse and verify.
- 6) There should be proper mechanism to convey the feedback of teaching to the concerned teacher at after the fifteen days from the beginning of the session and in the end of the academic session. The conveying of feedback includes appreciation of teaching as well as improvements required on part of the concerned subject teacher.
- 7) There should be a broad policy framed to develop an objective mechanism to take and evaluate the feedback. The attendance, sincerity, efforts on the part of the student shall also be taken into account while giving weightage to the feedback given by the student. These criterions will not disentitle him or her from giving the feedback, but there should be objective evaluation of the serious activity of teaching and same should be set into motion by someone who is casual or not very genuine.



- 8) The feedback should be the navigator for planning the FDP on part of the college. The prioritization can be done on that basis.
- 9) The areas of improvements or areas of concerns can be addressed through FDP.
- 10) FDP resource persons may be requested to take into account the requirements based on the feedback rather than going for the normative sessions.
- 11) Faculty members shall be encouraged to undertake research activities on regular basis which will culminate in giving benefits to the students in the classroom teaching. There can be seed money for the research activities of the faculty members allocated in the budget.

Library

- 1) Library is very essential in imparting legal education. Hence the culture developed by library holds a lasting impact on the students.
- 2) The library administration should not be taken in mechanical sense. It should be considered an opportunity of Human Resource Development.
- 3) An attempt should be made to provide all the requisite books, reference books, journals, e-resources, general reading material. The candid attempt should be made to optimize the available resources to yield the best results.
- 4) For effective use of e-resources, training sessions for the students and teachers should be organized on regular basis. At least there should be one training session in every academic session i.e. twice in an academic year.
- 5) Culture of optimal use of reading hall of the college should be developed. Students should be encouraged to use reading hall to the maximum extent.



- 6) There shall be certain initiatives like book exhibition; lecture on reading techniques, inviting prominent authors will provide inputs to the library staff as well besides the students. These activities will act as a catalyst for promoting a reading culture.
- 7) There should be a goal setting of having library and reading hall open for 24 x7. It may not be achieved immediately. But gradually the culture should be developed so that it becomes the demand of the students and not mere a facility provided by the college.
- 8) There should be a planning of next 20 years for undertaking the various activities for developing this culture.
- 9) There should be short-term and long term planning of next 20 years to make the library of college at par with the National Law Schools or the libraries of the Premier Law Institutes.
- 9) There can be visits of library staff to the libraries of the National Law Schools and other Premier Law Institutes in the country to know the activities undertaken by the library to hone the skill-set of the students.

Admission Procedure

- 1) Admission Procedure will be mainly governed by the MH-CET rules. The circular, notifications, directives, instructions, orders will govern the admission procedure.
- 2) In-charge Faculty for the three year course and five year course should be separate. There should be at least one co-in charge faculty for each course for the assistance of In-charge Faculty. This is minimum requirement. Principal can depute additional persons from the teaching faculty for assisting the Admission In-charge for the course.
- 3) There should be two in-charge from the administrative staff besides accountant i.e. total three persons from administrative staff for the admission procedure.



- 4) Principal should constitute admission committee at institute level for smooth conduct of admission procedure. Principal shall be the Chairman of Admission Committee.
- 5) Faculty In-charge for each course, Co-incharge and other faculty members appointed by the Principal shall be the members of the Admission Committee.
- 6) This committee will keep track of all the communication from MH-CET Cell in relation with admission.
- 5) Committee shall conduct its meetings with the frequency determined by the chairman to deal with the developments, progressions, and changes in the admission procedure.
- 6) The committee will consider the issues arising out of changes in the rules of MH-CET, transfer, cancellation, verification of documents, floating, institutional and other rounds.
- 7) Admission Committee will consider what content needs to be put in minimum disclosure on the College Website? What needs to be displayed on the college notice board ? What needs to be communicated on phone to the candidates to avoid confusion? This will avoid multiplicity in the versions of information disseminated from the college.

Orientation of First Year Students

- 1) Orientation of first year students is an important phenomenon as it is the first formal interaction of the college authorities, teachers with the students.
- 2) The design of the Orientation Programme needs to be thoughtful. What techniques can have better impact in communication that can be considered for this purpose.
- 3) Senior students who have worked for each department may introduce the departmental activities. Teachers role in the orientation can be kept as minimal. Bonding of the students with their junior, upcoming batches can be developed through this occasion.



- 4) The use of audio video aids will be more effective than just oral presentation or PPT. Students participation can make this activity more lively and meaningful. It will be monitored by the teachers.
- 5) After proper training to the last year students and after reviewing the capacity of the last year students, there can be introduction of mentorship programme for the first year students. Last year students will guide them in academics, internships, extra-curricular activities, co-curricular activities. Though informally students can acquaint themselves in this regard, still college can act as catalyst and to have ice-breaking session.
- 6) If it is feasible, try to organize alumni association meeting on the day of orientation programme. The felicitation of achievers in this programme can give encouragement to the alumni. The fresher's can get to know what all are the achievements of our alumni and they can develop a bonding with the alumni. This will help in creating platforms for the internships, placement and networking of the existing college students with the alumni. Instead of taking these events in the isolation, it will be better to optimize the institutional capacity.
- 7) Various departments can collect data from the fresher students regarding their skill-set, achievements till the higher secondary or graduation level. This will help to co-ordinate for the various activities. To tap the talent at the nascent stage will help to hone the skill-set.
- 8) Academic planner can be shared with the students in this orientation programme, this will help the fresh students to plan their own activities in tune with college activities. Sometimes the students are also the best source of information and can be helpful in co-ordination of the planned activities with more vigor and enthusiasm.

Moot Court Department

- 1) Mooting is a premier activity in the law college. Hence it should be grand enough to attract the existing students of the college as well as prospective students of the college.



- 2) Selection of the members of the Moot Court Society should be a rigorous process. It should be serious enough, so that students will take pains to become members of the prestigious Moot Court Society. It may consist of oral round of argumentation, written submission of memorials which can showcase the research skills.
- 3) Besides argumentation round there can be a written test to evaluate the conceptual clarity of the basic and advanced level concepts in the substantive and procedural law. This process will unleash the analytical capacity of the students.
- 4) The foundation of the students should be robust so that they will be able to handle the pressure of representing college in various competitions.
- 5) The Moot Court Society should also take into account the new type of competitions like client counseling, negotiations, Alternative Dispute Resolution through various new techniques along with traditional argumentation and trial advocacy.
- 6) The entry should not be very casual and easy. It will take away the incentive to work hard and become the part of the Moot Court Society.
- 7) Judging of the internal selection rounds should be by outside judges. Internal full-time or part-time faculty teaching in SCLC should not evaluate the selection round.
- 8) The judging will be on gradation, it will be considered for ranking these students in the international, national, state level competition. It should be scrupulously followed while considering the names of the students for the competitions. The benchmarking will be done for the evaluation to avoid the disparity in the marking scaling.
- 9) The Internal Selection process shall be completed prior to 15 August of every academic year. First year students can be accommodated in through separate process conducted after the one month from the completion of final round of admission.



10) As far as possible, the team should consist of one students from the junior class i.e. first or second year, middle class i.e. third or fourth year and senior student i.e. last year student. This will provide students an opportunity of peer learning. Heterogeneousness in the composition of the team will help to build the rapport and provide them informal training of working with the counterpart who may not be a person from your comfort zone.

11) The Justice P.B. Sawant National Moot Court Competition problem should be out at least six months prior to the scheduled date so that it will be feasible for the teams coming from the National Law School and other teams from outside the Maharashtra to plan their journey and book their tickets accordingly.

12) The college team can participate only as buffer team or non-competing team but under no circumstances college team should be permitted to take part in the Justice P.B. Sawant National Moot Court Competition. Though the anonymity of the participants is maintained, but being host institute in-house students are always at dominant position to have access to certain information like nature of problem, background of the judges coming for the may raise doubt about the fairness on part of the institute as organizing institute. Hence the temptation of giving exposure to our in-house students should be avoided to keep our integrity intact. .

13) If possible, the range of the date or occurrence of Justice P.B. Sawant National Moot Court Competition can be fixed e.g. last Friday, Saturday and Sunday of January or February of every academic year. This gives certainty to the prospective participants to remember and we can convey it to other law colleges as far as it is possible, not to have their competitions on these dates. In reciprocation, our institute can also take into account not to host any competition which is requested by these institutes on a particular date. Though scrupulous observance may not be feasible to follow in pragmatic sense. But it will bring to some amount of co-ordination in organization of the activities or programmes.

14) The guests should be practicing lawyers and Judges (Sitting and retired) from the various High Courts, Supreme Court, and authors of important subjects on substantive and procedural laws.



15) An attempt should be made to invite Chief Justice (Sitting and retired) of various High Courts, Chief Justice of India. If personal visit is not feasible, video conferencing can be organized with these office bearers. This gives the required exposure to the students and participants. This helps to build rapport with these office bearers and our sincerity as an institute to have discourse with the important personalities.

16) The orientation of the judges for the internal selection, as well as P.B. Sawant National Moot Court Competition shall be there on the scaling criteria to avoid discrepancies in the latitude of marks. An attempt should be made to the maximum extent to avoid subjectivity and to bring objectivity in the evaluation. The exhibition of result of evaluation will boost the confidence in the evaluation process.

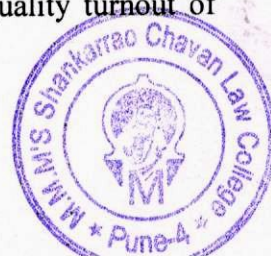
Socrates Club and Debate Competition

1) Debating is an equally important activity in law college. This shall be taken complimentary to mooting skills.

2) There shall be weekly activities of the Socrates Club and two workshops in public speaking in every academic year.

3) Important personalities from the literature, drama, performing arts, cinema, public speaking, officers, and motivational speakers should be called to interact with the students.

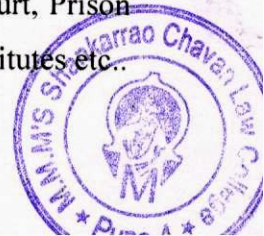
4) The subjects for the debate Shankarrao Chavan Memorial State Level Intercollegiate Debate Competition should be of contemporary relevance. The selections of topics can be from the following topics; national security, contemporary developments in legal field, water conservation, political arena, agriculture, agricultural economy, peasants, economic policies, changing social values. The pamphlet/ invites of the competition shall be circulated at least 45 days prior to the scheduled event. It gives an opportunity to prepare properly and to get good quality turnout of participants as well.



- 5) The selection of the members of the Socrates club should be based on oral presentation and personal Interviews.
- 6) The Selection process shall be completed prior to 15 August of every academic year. First year students can be accommodated in through separate process conducted after the one month from the completion of final round of admission.
- 7) There should be a special lecture series for the members of the Socrates club. At least there should be five special lectures arranged for the members of Socrates club. Persons from the public speaking, literature, law, motivational speaking, officers, journalists, editors, social workers, personality development trainers, language or linguistic trainers can be invited as resource persons. Non-members can also be permitted to attend these programmes. This will provide impetus to prospective members to become the members of the Socrates club in next academic year. There shall be separate time of at least 20 minutes reserved for the interaction of the guests with the participants.

CARPEL (Legal Research Cell)

- 1) Research is an integral activity of the legal profession. This activity should not only be viewed from task based perspectives but it should be continuous activity.
- 2) The students having research aptitude shall be selected as members of the CARPEL. The selection process shall be rigorous. The main aim of the process should be to spot the best students with excellent research skills.
- 3) The selection process may consist of written examination, research paper on contemporary legal issues, presentation on research proposal, personal interview etc.
- 4) An attempt should be made to have association with statutory and Constitutional bodies like Human Rights Commission, Law Commission, Supreme Court, High Court, District Court, Prison authorities, Legal Services Authorities, Lok-Adalat, Judicial Academy, other research institutes etc.



- 5) Attempt should be made to publish research activities of the students in the college research journal.
- 6) There should be extensive training sessions conducted by experts in the legal and social researchers for the members of the CARPEL.
- 7) CARPEL will act as research wing for the content and policies designing for the various programmes like seminar, conference, moot, debate, etc.

Seminar & Conferences

- 1) The seminar and conferences will be organized on important legal issue of contemporary and aesthetic value on the subjects like International Law and Principles, Human Rights, Constitutional Law, Jurisprudence, Civil and Criminal Law, Science and Technology, Social and Ethical Dimensions of Law, socio-politico issues etc.
- 2) CARPEL will do the groundwork for the seminar and conference.
- 4) The guests should be distinctive persons of international and national repute who will be invited for the inauguration or valedictory session. An attempt should be made to invite members of the National and State Human Rights Commission, Law Commission, Judges and Lawyers from apex Judiciary, Faculty members of Judicial Academy, National Law University, State University, Private University, International or National Institutes working dedicatedly in the subject matter on which seminar of conference is organized.
- 5) The invites, pamphlets, brochures should be ready at least six months prior to the scheduled date.
- 6) Rapporteurs for the seminar and conference may be selected for the reporting of contents of the various sessions who are members of CARPEL.



7) An attempt should be made to keep the subject which is interdisciplinary. This gives opportunity to interact with the experts and delegates from the other fields. This helps to better appreciation of law from interdisciplinary point of view.

8) The delegates should be permitted to interact after presentation or talk of the resource person is over. This boosts the engagement of the participants in the subject matter.

Family Counseling Centre

1) It is an important centre which is having a potential of showcasing clinical legal education which will give us edge over other educational institutes which may not be doing such activities at this quantum or scale. The uniqueness of the centre needs to be safeguarded.

2) In coming years the institute of marriage, family, interpersonal relationship is going to witness metamorphic changes. Hence the master plan should be prepared by the Centre to map the activities in next ten years.

3) Centre should ponder upon the very important issue that besides seminar or conference what new activities can be organized? so that the purpose of the centre can be furthered.

4) An attempt should be made to increase the involvement of the important components stakeholders in Family Law like counselors, lawyers, Judges, MSW students working in the family law domain for enhancing the working style of the centre.

5) The centre can take research projects in co-ordination with the CARPEL on the issues related to family law domain.

6) The centre should increase the involvement of the police officers, protection officers, appropriate Government officers and NGO workers will make working of the centre more pragmatic.

7) The Centre should take initiative to publish the research work in the relevant subject in association with the CARPEL.



8) Sister concern of the SCLC should be informed about the existence and working of the centre so that the beneficiary base can be expanded.

National Service Scheme (N.S.S.)

- 1) While designing the programmes for N.S.S. U.G.C. guidelines, NAAC Criteria, Government Schemes and SPPU Guidelines should be taken into account to get the optimal benefit out of its implementation of the scheme.
- 2) Broad policy should be formulated to optimize the resources with the institute. For example, the sister concern institute and their expertise shall be taken into account so that our resources can yield optimal result.
- 3) One day Legal Aid Camp can be organized in the village where N.S.S. seven days residential camp may be scheduled.
- 4) A separate survey should be conducted from the point of view of the legal aid which can be extended through awareness camp, compliances, documentation, and follow-up for particular scheme.
- 5) College should always keep in mind that ours is a professional college and not traditional degree college. Hence more emphasis should be to emancipate that village through the knowledge of law rather than just manual and cleaning work which is usually done by most of the institute. College should always think beyond those dogmatic thinking of this scheme.
- 6) N.S.S. should become the stronghold of the extension activity besides Legal Aid which is a regular activity in any law college. The programme Officer should always try to optimize the benefits earned by the college through the residential camp and other activities.



7) While planning for the daily activities, reserve time in every day schedule to disseminate the knowledge of law through entertainment, awareness, speeches, street play, drama, poetry, discussion, or any other method which will prove to be effective in that village.

Legal Aid Cell

- 1) It is an integral activity being a law college. College should design new methods to spread awareness and enlighten the layperson with the knowledge of law.
- 2) There should be prior review of the village or place and its requirements at least 15 days prior to the scheduled date for the Legal Aid Camp.
- 3) Speeches, street play, drama, poetry or any other method of spreading awareness should be in tune with the requirements of that village or place.
- 4) There should be utmost care taken on part of the college to design the Legal Aid Camp as tailor-made and there should not be any straight jacket formulas relied by the institute.
- 5) There should be on meeting with the practicing lawyers on the panel of SCLC Legal Aid Cell at least 7 days prior to the scheduled date of the Legal Aid Camp. The Legal issues and probable solutions should be discussed in advance to avoid any inconvenience which may occur on the spot if there is no proper home work on the important issues of that village or place where the camp is scheduled.
- 6) If feasible, use audio-visual aids for spreading awareness. It will have great impact to reach out to the villagers.
- 7) If feasible, try to have video recording of the camp and activities. This real time recording has great authenticity than just reports and photographs of the programmes. This can be uploaded on the college website as well. It will attract the prospective students as well.



CALRT

- 1) There shall be thorough analysis of the courses offered by the institute, it's desired outcome, the goal setting and course outcome.
- 2) There should be regular review of these courses offered by the institute.
- 3) After stabilizing these courses in next five academic year, there can be external expert from the practice, industry, firm, company, professionals, retired judges who are having experience of ground reality for the evaluation of the working of these courses. These persons should be different than those who are coming as resource persons for various courses. So there will be no bias or conflict of interest in the evaluation. A detailed report can be sought from this evaluating panel on the status and suggestions for the future operation of those courses.
- 3) The library should be equipped with the text books, reference books, reading material, magazines, Law Journals, Special Reports required to bridge the gap between the normative teaching materials and specialized literature consciously developed for the efficient running of these courses.
- 4) In every academic year, if it is feasible, try to start at least one course to bridge the gap between theory and practice.
- 5) There should be periodic review of the short and long term courses offered by reputed international Universities, National Law Schools, Central and State Universities, Private Universities, Specialized institutes, SPPU and try to design courses not offered by all these agencies.
- 6) Institute shall make arrangement for the practical work like drafting, pleadings, argumentation, evidence, court visits, and expert agencies like forensic lab.



Placement Cell

- 1) Placement is the very important concern while choosing college for their law study. Hence strategies should include consistent attempts to increase acceptability of the students of SCLC in the legal fraternity.
- 2) Placement cell cannot work in isolation; it should work in association with Alumni cell, Guest Lecture, Seminar Conference, Moot, CLART etc. While interacting with the guest and invitees, care should be taken to introduce the placement cell in-charge to them so that it will start the interaction of college placement cell with these professionals.
- 3) The long term strategic planning is required for the flourishing of the placement cell. It will take sink-in period for the development of rapport with these professionals. All of a sudden institute may not get positive result. But the patience and sincerity is required to be maintained and consistent and regular follow-up of few years will culminate in gradually building the confidence of the market with the brand of SCLC.
- 4) The placement cell in this transition period should work on the soft skills, drafting skills, advanced level inputs of the students so that it will enhance the acceptability of the students of SCLC in the market.
- 5) The expert advice of the management institutes of our parent body should be taken in branding and presenting ourselves in front of the professionals.
- 6) There should be a master-strategy of the entire sister institutes of SCLC so that their placement cell in-charge shall have regular interaction for tapping the opportunity of expanding the base of the placement cell.
- 7) Sister institute having good track record of the placement cell may adopt a policy of introducing recruiting team so that the Legal Department of that enterprise. This will positively work in favour of recruiting SCLC students.



8) First five years from the adoption of the policy the budget for the stationary, hospitality and training should be at higher side. It may not give immediate result, but persistent attempts will culminate in building positive atmosphere for the acceptability.

Faculty Development Programme

- 1) The quality of academic activity is really an important concern for the upcoming students. It plays dominant role in selection of the institutes for the law study. Conscious and persistent efforts are required to enhance the teaching abilities of the faculty members.
- 2) The language aspects should be given due weightage in the FDP.
- 3) There should be certain sessions on effective use of available and upcoming technology in the teaching to keep pace with the changing scenario of the legal academia.
- 4) There should be separate sessions for updating teachers about the Government Policies relating to teachers.
- 5) There shall be certain sessions on teaching pedagogy. This will enhance the teaching ability of the teachers.
- 6) There shall be certain field visits of National Law Schools, Judicial Academy, Central and State Universities to observe certain sessions in these reputed institutes.
- 7) The FDP shall contain certain sessions on generating and delivering innovative content through lecture.
- 8) The FDP is in addition to the compulsory FDP, Orientation or Refresher Courses, hence attempt shall be made to give innovative inputs in this FDP which may not be given in these compulsory courses.



Guest Lectures

- 1) The main object of organizing guest lecture is to provide additional inputs or innovative inputs from the resource person who is eminent in the field of law and social science. This is with the goal of providing high level inputs which may not possible to give in a stipulated time frame of class lecture.
- 2) The appropriateness of the resource person can be judged on the parameters like specialization in the subject, experience, research publications, frequency of invitations on similar or identical subject, overall feedback of such interactions from the institutes which invited such persons in the past etc.
- 3) An institute should request the resource person the scheme of the speech, presentation, outline of the interaction at least one week prior to the scheduled date of the lecture.
- 4) This outline or skeleton of the lecture will allow the students to read available literature on that subject matter and will also try to learn from their subject teacher.
- 5) Such kind of exercise will allow the students to learn the subject matter at their own or with the help and guidance of their subject teacher. When the students will attend the Guest Lecture then they will not start from the scratch but there will be some amount of preparation on part of the students.. This makes that Guest Lecture more meaningful.
- 6) Such activity of previous studying the subject matter avoids the basic, normative or rudimentary questions on the part of students. Because of good quality of questions and receptiveness on part of audience sends a very positive message.
- 7) This goodwill of serious efforts on part of the institute to have a ground work prior to the Guest Lecture provides impetus to the Resource Person to take creative efforts to make his or her session more meaningful.



Film Club

- 1) Film club should not be perceived as just additional activity but in fact an integral activity of the legal education.
- 2) The selection of the movies or documentaries should be wide enough to take into it's fold regional, national, international movies and documentaries of all possible genre.
- 3) The theme, plot, related literature can be circulated amongst the students at least one week prior to the scheduled screening of the movie of documentary. It will allow the students to acquaint themselves with the subject matter and hence will help them to appreciate the screening in more meaningful way.
- 4) There shall be introductory session of expert in the film appreciation in the beginning of the academic session. This will allow students to learn the techniques to appreciate the movie.
- 5) There should be systematic discussion session in the next week of the screening so that it will permit students to ponder upon the experience of the screening and come up with more concrete pointers rather than just instinctive discussion.
- 6) There should be an appeal to the students to suggest the movies or documentaries which may not be there in the list of selected movies or documentaries.
- 7) The screening should not only be limited for court-room dramas but it should be wide enough to take in it's fold the movie or documentary which will be helpful to brainstorm on that issue from legal sense or to sensitize the minds of the students on that issue.
- 8) There can be a goal setting of training students through this activity for making short films or documentaries in the future. The artistic perspectives and it's appreciation will definitely culminate in building the capacity of the students to deal with the situation not only in stereotypical sense but in multidimensional way.



9) There shall be membership of National Film Archive, Film And Television Institute of India (FTII), British Library or any other institute from where borrowing authentic and genuine copies and to get inputs will become feasible.

Important Note:- This SOP is prepared for the quality improvement in the institutes working. If it can be achieved in any other way than the way mentioned in this document, same should be brought to the notice of the Principal. After it's scrutiny same can be adopted in the document. Ultimate goal is the empowerment and welfare of the students. It is not the tool but result is more important. Tool is just to ensure that scale is held equal and high too.

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