



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
Founder President

Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb Jadhav
Exe - President

Academic Planner – 2023-2024

Academic Administration

Sr.No.	Plan	Tentative Schedule	Action Plan	Faculty In-Charge
1	Commencement of Admission Procedure for the Academic Year 2023-2024	1 st B.A.LL.B., BB.A.LL.B., & 1 st LL.B.	Admission Committee & CET Schedule	As per schedule
2		2 nd B.A.LL.B., BB.A.LL.B., & 2 nd LL.B.	15 th , 16 th & 18 th September 2023	Admission Committee
3		3 rd B.A.LL.B., BB.A.LL.B., & 3 rd LL.B.	17 th , 18 th & 19 th August 2023	Admission Committee
4		4 th B.A.LL.B. & 5 th B.A.LL.B.	20 th , 21 st & 22 nd July 2023	Admission Committee
5	Timetable Preparation	As per notification to commence classes by SPPU for regular classes	Timetable Committee	Dr. Revati Naik, Dr. Bhagwan Gawali & Mrs. Krishna Badade
Commencement of Classes				
6		1 st B.A.LL.B. & 1 st BB.A.LL.B.	01.09.2023	
7		1 st LL.B.	01.09.2023	



8		2 nd B.A.LL.B., BB.A.LL.B. & 2 nd LL.B.	20.09.2023	
9		3 rd B.A.LL.B., BB.A.LL.B. & 3 rd LL.B.	21.08.2023	
10		4 th B.A.LL.B. & 5 th B.A.LL.B.	24.07.2023	
11		LL.M. 1 st Year	21.08.2023	
12		LL.M. 2 nd Year	24.07.2023	
13		Diploma Courses	21.08.2023	
Induction Program				
14		1 st B.A.LL.B., 1 st BB.A.LL.B. & 1 st LL.B.	08.09.2023 & 09.09.2023	
15		2 nd B.A.LL.B., BB.A.LL.B. & 2 nd LL.B.	20.09.2023	Department wise induction to be arranged for each class-schedule to be published (Notice-Attendance- Feedback-Report)
16		3 rd B.A.LL.B., BB.A.LL.B. & 3 rd LL.B.	22.08.2023	Department wise induction to be arranged for each class-schedule to be published (Notice-Attendance- Feedback-Report)
17		4 th B.A.LL.B. & 5 th B.A.LL.B.	25.07.2023	Department wise induction to be arranged for each class-schedule to be published (Notice-Attendance- Feedback-Report)
18	Disha Test to be conducted for ,		Notice-Test- Individual Analysis-	Class Teacher of respective classes



	B.B.A.LL.B., B.A.LL.B. 1 st and LL.B. 1 st		Report (In collaboration with Expert Agency)	
19	Career Guidance Program for students FINAL YEAR	1 st August 2023 to 5 th August 2023	Notice and Report	Dr. Revati Naik
20	Competitive Exam Guidance Program in association with Centre for Advanced Legal research and Training	For all classes	Notice and Report	Dr. Revati Naik
21	Parent-Teachers meeting of all classes	Within one month from the Commencement of the Lectures	Notice-Meeting- Feedback-Report	Class Teacher
22	Mentor-Mentee Meeting	Within one month from the Commencement of the Lectures	Notice-Meeting- Feedback-Report	Class Teacher
23	Defaulter's List and Action	After each month from the commencement of Lectures	Notice-Display of List-Report of Action Taken-	Class Teacher (end of the semester)
24	Collection of Teaching Feedback of each subject and Report	After 15 days from the commencement of the Lectures	Distribution of Feedback-Collection -Report	Ms. Arti pande
25	Compulsory Field Visits	After one month of the commencement of lectures	Notice-Field Visit- Report	Class Teacher, Legal Aid Cell and NSS& concerned subject teachers
26	Revision lectures	After the completion of syllabus and before end of session	Notice-Attendance of the student-Report	Class Teacher
27	Remedial Lectures	After declaration of result for backlog students	Notice-Attendance of the student-Report	Class Teacher



28	Semester End Examination	As per the Circular by SPPU	Notice-Display of Timetable-Conduct of Examination Meeting- Report	Examination Committee
29	Result Analysis	After the declaration of result for each subject	Subject wise result analysis excluding Repeaters	Examination Department and class teachers
Even Semester				
30	Commencement of Second Term	05/02/2024	Arrangement of Classrooms & Time Table	
31	Timetable Preparation	As per notification to commence classes by SPPU for regular classes	Timetable Committee	Dr. Pradip Tambe, Dr. Revati Naik and Dr. Bhagwan Gawali
32	Parent-Teachers meeting of all classes	Within one month from the Commencement of the Lectures	Notice-Meeting-Feedback-Report	Class Teacher
33	Mentor-Mentee Meeting	Within one month from the Commencement of the Lectures	Notice-Meeting-Feedback-Report	Class Teacher
34	Defaulter's List and Action	After each month from the commencement of Lectures	Notice-Display of List-Report of Action Taken-	Class Teacher
35	Collection of Teaching Feedback of each subject and Report	After 15 days from the commencement of the Lectures	Distribution of Feedback-Collection-Report	Aarati Pandey
36	Compulsory Field Visits	After one month of the commencement of lectures	Notice-Field Visit-Report	NSS, Legal Aid Cell and Class Teachers (please refer part B)



37	Revision lectures	After the completion of syllabus and before end of session	Notice-Attendance of the student-Report	Revision lectures
38	Remedial Lectures	After declaration of result for backlog students	Notice-Attendance of the student-Report	Remedial Lectures
39	Semester End Examination	As per the Circular by SPPU	Notice-Display of Timetable-Conduct of Examination Meeting- Report	Examination Committee
40	Result Analysis	After the declaration of result for each subject	Subject wise result analysis excluding Repeaters	Examination Department and class teachers.

Event Administration

Please note:- The person in-charge of event should maintain the file in the format specified by the IQAC. After completion of the event, detail report of the event/activity should be submitted to the IQAC within seven working days.

Sr.No.	Plan	Tentative Schedule	Action Plan	Faculty In-Charge
1	Law and Alternative Sexualities	August, 2023	Brochure-Lectures- Feedback	Dr. Renu Naidu
2	National Seminar on UCC	05.08.2023	Broucher-Lecture Feedback	Dr. Revati Naik & Dr. Nalini Ambad
3	Independence Week (NSS Dept)	11 th , 12 th & 14 th August 2023	Various activities such as lectures, cleanliness drive, quiz etc.	Mrs. Sanghpriya Shere, Mrs. Rutuja Purohit & Mr. Chandramani Bhalerao
4	Induction Program 2023-2024	8 th & 9 th September 2023	Brochure-Lectures- Feedback	Dr. Sourabh Ubale & Asst. Prof. Chandramani Bhalerao



5	Ek Savanda 3 rd Edition	September 2023	Notice-Feedback	Dr. Pratik Salgar
6	Jidnyasa (Bridge Course on Law and Ramayana)	October 2023		Dr. Pratik Salgar
7	Alumni Meet	Last Week of September, 2023	Notice-Invitation-Program-Feedback Report	Dr. Vikas Bhatnagar & Mrs. Rutuja Purohit
8	Inter college Moot Court competition (CME)	7 th & 9 th October 2023	Moot Problem- Guests-Result Declaration	Dr. Sudhir Tarote
9	Late. Shri Shankarrao Chavan Memorial State Level Elocution Competition-2021-22	14 th October, 2023	High Court Judge will be invited for Inauguration	Dr. Vikas Bhatnagar
10	Guest Lectures	As per requirement in accordance with CIEP	UG and PG	To be arranged by subject teacher
11	NSS Camp	As per SPPU Circular	Maximum student participation with more activities should be planned	Asst. prof. Gajendra Dhamal
12	Celebration of Constitutional Day 'Constitutional Day'	26 th November, 2023	Notice-Brochure-Feedback Report prepared	Dr. Bhagwan Gawali
13	International Conference	December, 2023	International collaboration needs to be worked out and maximum participation of students and faculties should be achieved	Dr. Sourabh Ubale



Commencement of Second Term

14	Educational Visits (Prison visit, High Court visit etc)	Within a month from the commencement of lectures	Finalization of place and transport arrangements should be made in advance	Respective Faculties
	Visits to N.G.O			Dr. Renu Naidu
	Visit to Family Court			Dr. Vikas Bhatnagar
	Visit to Jail			Asst. Prof. Gajendra Dhamal
	Visit to Registration Office			Asst. Prof. Krishna Ghatul
	Visit to Consumer Court			
	Visit to Labour Court			
	Visit to NGT			Dr. Pratik Salgar
	Visit to Police station			Asst. Prof. Krishna Ghatul
	Visit to Forensic Lab			Dr. Sourabh Ubale
15	International Conference on International Law & Human Rights	1 st Week of February 2024	Brochure- Feedback	Asst. Prof. Revati Naik
16	Human Rights Week Celebration & One day National seminar on the occasion of Human rights	12 th & 14 th February 2024	Various Activities will be conducted throughout the week	Asst. Prof. Pooja Baghel & Asst. Prof. Dr. Renu Naidu



17	Late Shri Shankarrao Chavan Public memorial Lecture & Legislative Drafting Competition	26 th February 2024		Asst. Prof. Sudhir Tarote
18	International Conference Post Graduate Department	March 2024	Brochure- Feedback	Dr. Bhagwan Gawali
19	Justice P.B. Sawant Ninth National Moot Court Competition- 2024	March 2024		Asst. Prof. Dr Revati Naik & Asst. Prof. Dr. Sudhir Tarote
20	Lawzillah-Annual Cultural Event	March-2024		Dr. Ashwini Ingole
21	Jagruti Karandak	March 2024	Notice-Feedback	Dr. Ashwini Ingole

DR. Sourabh Ubale

IQAC Coordinator

Dr. Revati Naik

ARC Member

Dr. Kranti Deshmukh,

Principal, SCLC



Class Teachers for the Academic Year 2023-24

Sr. No	Class	Teacher
1	1 st B.A. LL.B.	Dr. Chandramani Bhalerao
2	2 nd B.A.LL.B.	Asst. Prof. Krushna Badade
3	3 rd B.A.LL.B.	Dr. Pradip Tambe
4	4 th B.A.LL.B.	Dr. Revati Naik
5	5 th B.A. LL.B.	Dr. Sudhir Tarote
6	1 st Year LL.B.	Dr. Sourabh Ubale
7	2 nd LL.B.	Mr. Gajendra Dhamal
8	3 rd LL.B.	Dr. Ashwini Ingole

Duties for Faculty

1. To co-ordinate, update & inform students about all activities of the class, programmes, courses, exams, internal assessment
2. To Arrange Parent-teachers meeting of the Class& record the minutes (Minimum 2 in a year)
3. To actively participate in internal assessment of students & submit updated & correct records to the exam department of the college & SPPU
4. To collect the teaching feedback of subject- teachers of all the subjects of the class within 20 days from commencement of the teaching session, Prepare analysis report & submit it to the IQAC department for further course of action
5. To arrange introductory lectures of minimum two optional subjects available, prepare list of optional subjects of the class & accordingly co-ordinate. Optional subjects lecture should start within 20 days from the commencement of the session.



6. Result Analysis of all the subjects of the class along with subject teachers after semester & Annual examinations & submit it to IQAC department
7. Monitoring of lectures. (It is expected that lecturer should start the lecture in time and end in time. (In-charge faculty will monitor the timings of visiting faculty.)
8. Request for extra lectures- In case any faculty needs extra lectures then permission should be taken from in-charge faculty.
9. To arrange remedial lectures for the class
10. To act as informal mentor of the class
11. To maintain attendance record of the class & prepare defaulters list.
12. Encourage & motivate students for regular attending class
13. There should not be alterations in given time table without prior consultation.



DR. Sourabh Ubale
IQAC Coordinator

Dr. Revati Naik
ARC Member

Dr. Kranti Deshmukh,
Principal, SCLC