



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. Bhausahab Jadhav
Exe - President

**Academic Review Policy
(Amended)**

Policy Title: Academic Review Policy		
1.	Administrative Policy Number (APN): APN/IQAC/AR/2023-24/04	Functional Area: Effective Curriculum Delivery and academic administration
2.	Brief Description of the Policy:	Purpose: Ensuring effective curriculum delivery and academic administration Audience: all stake holders of the organization.
3.	Policy Applies to:	Curriculum Delivery for all courses of programmes conducted in the organization
4.	Effective from the Date:	28/07/2023
5.	Approved by:	IQAC and CDC
6.	Responsible Authority	Academic Co-ordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	Amended on 27/07/2023 & shall be read with APN/IQAC/AR/2022-23/07
9.	Reason for the policy	Effective curriculum delivery
10.	Reference for the Policy	Newly introduced CBCS pattern (2023) by Savitribai Pune University, Pune



1. Introduction:

Curriculum delivery is the back bone of every educational institution. It mainly comprises of: -

- a. Planning Curriculum delivery
- b. Execution
- c. Assessment and evaluation
- d. Feedback

This policy intends to design the adequate mechanism for the review of academics of the college, specifically the curriculum delivery.

2. Policy Statement:

Shankarrao Chavan Law College has adopted the Academic Review Policy for academic review that ensures effective and consistent teaching and attainment of teaching and learning outcomes. The policy is founded on the principles of evidence-based teaching practices, reinforced by the proficient management of both curricular and co-curricular activities and events.

The college has commitment to the learner centric approach in curriculum delivery from teaching, learning and assessment. It provides support and guidance for effective curriculum delivery and promotes progression to Higher education or professional work.

3. Curriculum Delivery: -

Curriculum delivery is a strategy by which a curriculum enables students to achieve their learning goals. The processes involved in curriculum delivery are teaching, learning support, advice, guidance, interaction, mentorship, participative and collaborative learning. Along with this cultivation of reasoning skills, feedback, assessment and counseling are also varied processes involved in curriculum delivery.

Curriculum delivered in MM's Shankarrao Chavan Law College is designed by the Savitribai Phule Pune University, Pune. Principal and faculties of the college are actively involved in curriculum design through membership of Boards of Studies, Paper setting and Paper assessment. The college has formulated its policies and procedures to proficiently implement the university curriculum, ensuring an effective educational experience for its students. If necessary, adjustments will be made to align with evolving educational standards.



and best practices.

3.1 Programmes Offered: -

This policy applies to following programs offered by the college.

1. B.A.LL.B. (Five Years)
2. LL.B. (Three Years)
3. LL.M. (Two Years)
4. B.B.A. LL.B. (Five Years)

3.2 Programme Outcomes and Programme Specific Outcomes & Course Outcomes: -

DOCTORAL PROGRAMME

Name of the Programme: - Ph.D.

Programme Outcomes

1. To create an intellectually stimulating environment and make research scholars capable of conducting quality research in the field of legal science in accordance with approved scientific and ethical principles
2. To develop legal research skills and legal reasoning, and to reinvent legal research in response to contemporary social, legal and political issues
3. To foster the spirit of critical analysis and engagement with socio-legal challenges
4. To evaluate the usefulness and relevance of diverse research methods and encourage research within a larger academic and research context
5. To identify and reflect on relevant ethical issues and carry out research with a high level of research integrity

Programme Specific Outcomes

1. The academic and research acumen of students will be sharpened after completing this Programme.
2. It will contribute to developing new knowledge, theory, interpretation, etc. in the field of law.



POST-GRADUATION PROGRAMME

Name of the Programme: - LL.M.

Programme Outcomes

1. To build a strong footing in the fundamentals & jurisprudential perspective of law
2. To give a clear understanding of the impact of law on various other branches, its functioning and relationship to ethics and justice
3. To acquaint students of law with the scientific method of social science research & inculcate among them research skills
4. To develop the ability to interpret and analyse the law, providing solutions to the legal problems

Programme Specific Outcomes

1. It will enhance teaching and communication skills among students.
2. Students will be specialized in the subject of their choice, and their critical and analytical skills in the specialized subject will be enhanced.
3. It will help develop responsible and dedicated legal professionals and citizens.

GRADUATION PROGRAMMES

Name of the Programme

B.A.LL.B. (Five Years) and LL.B. (Three Years)

Programme Outcomes

1. To understand the concept of law as an instrument of justice and social transformation
2. To inculcate analytical thinking and logical reasoning among students
3. To learn various skill-sets required in the legal profession; such as; communication skills, research, and effective use of technology
4. To appreciate the impact of International Law on Municipal Law, and its application

Programme Specific Outcomes

1. Students will have a sound understanding of the Substantive and Procedural Law within the political, social, and economic context.
2. Students will be able to apply knowledge of law to real-life problems.



Name of the Programme
B.B.A. LL.B. (Five Years)

Programme Outcomes

1. To understand concept of law as an instrument of justice and social transformation
2. To inculcate analytical thinking and logical reasoning among students
3. To learn various skill-sets required in the legal profession, such as; communication skills, research, and effective use of technology
4. To identify and understand key concepts from the field of Law and Management
5. To appreciate the impact of International Law on Municipal Law, and its application

Programme Specific Outcomes

1. Students will have sound understanding of the Substantive and Procedural Law within the political, social and economic context.
2. It will develop among students the skills of communication, co-ordination and organisation with practical significance of various components of Law and Management.
3. Students will be able to apply knowledge of law to real-life problems.

➤ **Course Outcomes:-** The Internal Quality Assurance Cell of the college has developed the course outcome to be achieved after completion of each course .

4. Curriculum Delivery Strategies: - Curriculum is the formal mechanism through which intended educational means are achieved. Shankarrao Chavan Law College implements the curriculum designed by Savitribai Phule Pune University, Pune. The College has a strategic plan that ensures consistent teaching, learning and assessment procedures which has a clear reference for monitoring learning. Among the key players identified are: Teachers, Students, Principal, etc. To facilitate the implementation process, following measures are taken: -

4.1 Academic Planning and Execution: -

4.1.1 Academic planning:

- a. At the commencement of each academic year the IQAC in consultation with the principal shall call for the proposals from faculties as to the preference regarding the subjects and the activities/events which they want to conduct in the academic year. After the formal discussion between principal, IQAC coordinator and faculties, the list of events to be



conducted in the academic year will be finalized. While finalizing the activities and events due consideration shall be given to the emerging trends, current issues and requirements of the legal profession. Accordingly, the academic planner will be prepared and subjects for both odd and even semester will be allotted.

- b. The recommendation from the IQAC shall be taken into consideration for finalization of the events and overall academic planning. The reference shall be made the College Development Committee for getting the permission for conducting the events and sanction of the budget.

4.1.2 Execution: -

- a. **Academic Review Committee:** - To monitor the effective execution of the academic planning, Academic Review Committee (hereinafter ARC) shall be constituted. IQAC in collaboration with the Academic Review Committee shall supervise the implementation of the academic planner and extend the support wherever required.

Following shall be the Constitution of Academic Review Committee: -

- Legal experts- Two in number
- Professor of Practice/ Senior Teacher
- IQAC co-ordinator
- Faculty members- Three in number
- Academic Co-ordinator
- Chief Examination Officer

The committee shall perform following functions: -

- **Reviewing Agency:** - ARC should act as a reviewing agency for the curriculum delivery process. It should also review the effective conduct of the events and activities as planned in the academic calendar
- **Quality Assurance:** - ARC should ensure that the academic programmes and courses meet established standards of quality and excellence
- **Program Evaluation:** - ARC should assess the effectiveness and relevance of academic programs in meeting the stated goals and objectives.



- **Curriculum Assessment:** - ARC should review and recommend updates or changes to curriculum to reflect advancements in the field and educational best practices.
 - **Facilitator:** - ARC should act as a facilitator to assist the faculties for the effective curriculum delivery in terms of counselling, understanding the areas of improvement and suggest the initiatives for the further action in consultation with the IQAC
 - **Supporting Agency:-** ARC should extend support to avail the expertise available in the legal profession for the effective curriculum delivery and conduct of academics in the institution.
- b. **Academic Co-Ordinator:-** Academic Coordinator shall facilitate the academic administration. The academic co-ordinator shall assign the classrooms and ensure the optimal use of infrastructure for curriculum delivery. He /She should maintains the record of teaching plans, sessions delivered, feedback of teachers given by students and syllabus completion report. He/She should collect the feedback from the students within 20 days from commencement of the teaching session, prepare analysis report & submit it to the IQAC department for further course of action
- c. **ERP:-** ERP (Enterprise Resource Planning) shall be used for the planning and execution of academics. All communication such as notices, time tables and internal examinations should be made to students through ERP.
- d. **Time Table Committee:** - For the preparation of Time table for various courses, the time table committee shall be constituted. It should the time table for ensuring the functioning of college as per time table.
- e. **Meetings:-** The execution of academic planning shall be supervised and monitored through Academic Review Committee Meetings and Staff Meetings.
- f. **Induction Programme:-** Since last ten years the college is organizing induction programmes for first year students of all programmes and other students. For first year students, students are inducted and informed about the entire eco-system of the college which includes motivational lectures by eminent lawyers, career guidance programmes, healthcare and mental health care related facilities available in the college. In these programmes students are also informed about various committees working in the college like the Anti Ragging Committee and Internal Complaint Committee etc. For students other than first year students, class-wise induction programmes are arranged. In these induction programme students are informed in advance about the events, activities



planned, program outcomes, programme specific outcomes, vision and mission of the college. In addition to the above-mentioned things, students should also be informed about various policies, processes and facilities available in the college. In these programme, Students should also be informed about different scholarships available and how to take benefit of these scholarships. Following the tradition, for the first-year students of all programmes, motivational lectures by eminent personalities such as High court Supreme Court Judges, Lawyers, Academicians should be arranged.

g. Exhaustive Mentorship Program: - The college has designed exhaustive mentorship program to deal with formal and informal problems of students. After the induction programme, class teacher of first years conducts 'Disha Test' wherein students are assessed with respect to aptitude, language, legal knowledge, mental health etc. Based on the result, students are placed under faculty members for mentorship. After reviewing performance of students in Disha test particular faculty mentor guides students throughout the programme. Object of this programme is to see incremental improvements in students and to motivate them to excel further and achieve higher levels. The detail Mentorship Policy is designed.

h. Co-Teaching Policy:-

Co-teaching is a collaborative teaching approach that involves two or more instructors working together to deliver and assess a course. It can be a powerful tool for enhancing student learning by providing diverse perspectives, fostering deeper engagement and promoting critical thinking. This policy intends to achieve:-

- Enhanced Student Learning by exposing students to different teaching styles expertise, and perspectives, leading to a richer and more comprehensive understanding of the subject.
- Improved collaboration and communication between academics and professional from Bar, which can benefit both faculty and students.
- Greater flexibility and innovation due to scope for teachers to experiment with different teaching methods and activities, fostering innovation in the classroom,
- Academic enrichment and professional development of faculties by allowing them to learn from each other and improve their teaching skills.



▪ **Guidelines for Co-Teaching:-**

- **Course selection:** At Shankarrao Chavan Law College, this co-teaching policy will be implemented only for those subjects finalised by the Academic Review Committee in accordance with the recommendation of the Internal Quality Assurance Cell. For implementing co teaching approach, the courses will be selected taking in consideration various aspects such as nature of subject and availability of resource persons. In this academic year the co- teaching method will be used on priority basis for subjects from category of procedural laws such as Civil Procedure Code, Criminal Code and Law of Evidence and substantive laws such as Constitutional law. The course selection will be made with the objective of enabling students to explore diverse perspectives of academicians and practising lawyers from different areas of law which will strengthen their foundation of theoretical and procedural aspects.
- **Instructor selection:** For every course selected for the co-teaching approach, core and co teacher will be appointed. Core teacher will be the practising lawyer having expertise in specified area and the co teacher should be academician from the college teaching the particular course.
- **Planning and development:** Co-teachers should jointly decide the division of modules, teaching methods, and implementation of continuous internal evaluation strategies. They should also meet regularly to discuss the progress of the course and make any necessary adjustments.
- **Instructional roles:** Co-teachers may choose to divide the instructional responsibilities in a variety of ways, such as by topic, activity, or student group. It is important that both co-teachers are actively involved in the course and that their roles are complementary.
- **Assessment:** The co-teacher i.e. faculty of Shankarrao Chavan Law College will be responsible for conducting the internal evaluation of students of the designated class. The responsibility shall include all allied works such as distribution of answer sheets, evaluation, record keeping of the internal evaluation and arrangement for defaulters etc. Further For the internal evaluation of 20 marks, certain activities such as field visits, guest lectures are allotted by the Continuous Evaluation Policy designed by the college. The responsibility of conducting these activities, maintaining the records of the same will be the sole responsibility of co-teachers.



- **Communication:** Co-teacher should communicate effectively with each other and with students. They should be clear about their roles and responsibilities and they should be open to feedback.

4.2 Role of the Teacher: -

To facilitate the effective curriculum delivery, the class teacher is appointed for each class.

4.2.1 Role and Responsibilities of the Class Teacher:

He/ She shall guide the students properly regarding various activities and maintain record of student's overall development and growth. Following are the responsibilities of class teacher.

1. To co-ordinate, update & inform students about all activities of the class, programmes, courses, exams and 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 Savitribai Phule Pune University and the exam department of the college
4. To conduct "Disha", a test for identifying learning ability of students in first semester and exhaustive report shall be prepared.
6. 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.
7. Result Analysis of all the subjects of the class along with subject teachers after semester & annual examinations & it should be submitted to IQAC department within reasonable time.
8. Request for extra lectures- In case any faculty needs extra lectures then permission should be taken from head of the department or Principal.
10. To arrange remedial lectures for the class
11. To act as informal mentor of the class
12. To maintain attendance record of the class & prepare defaulters list.



13. Encourage & motivate students for regular attending classes

14. There should not be alterations in given time table without prior consultation.

4.2.2 Code of Conduct for Teachers:

1. The teachers should wear Identity Cards in campus. They should also ensure that students wear Identity Cards in the classes, Library and campus.

2. The teachers should maintain record of their lectures and activities conducted and obtain Student's signatures on the documents wherever necessary.

3. Teachers should participate in extension, co-curriculum and extra- curricular activities including community service.

4. The teacher should co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation.

5. Attendance and participation of teachers in Independence Day and Republic Day Celebration is mandatory.

7. Except in case of medical emergency, Teacher's should take in advance the permission for leave including duty leave. Leaves should be applied through ERP system.

5. Assessment and Evaluation Strategy:

➤ Assessment and Evaluation: Examination department of Shankarrao Chavan Law College designed strategy to assess student's performance throughout the year Continuous Internal Evaluation and semester end examinations conducted by University. The detail policy is designed and implemented by the Examination Department.

6. Feedback: - Feedback from Stakeholders Feedback from Faculty, Students, Alumni, Employers and Academic Peers is important to judge effectiveness of curriculum. The college will collect feedback from all these stakeholders. The feedback on respective courses and



programs will be analysed by the concerned departments. The detailed reports will be made and wherever necessary conveyed to Board of Studies members for revision of curriculum. The policy ensures the following:


- Stakeholders have the opportunity to provide feedback, including: current students, current staff, alumni, internship providers and employers, academic peers,
- Feedback can be provided by individuals on their initiative or in response to requests by the College;
- Feedback processes will be systematic, rigorous and respectful of the rights of students, staff and other stakeholders;
- Feedback responses will be considered and, where appropriate, enacted in a timely manner;
- Protection of privacy and reputation of all stakeholders involved

The detailed feedback policy as to the collection, analysis and action taken is prepared by the IQAC of the college.

This amended Academic Review Policy is adopted from the Academic Year 2023-24 and will be implemented with effect from 28/7/2023.


Dr. Kranti Deshmukh
Principal




Dr. Sourabh Ubale
IQAC Co-ordinator

c.c.-

1. Administrative Office
2. Examination Department
3. Library
4. All teaching staff members