



Pune District Education Association's

LAW COLLEGE,

HADAPSAR, PUNE - 411028

Affiliated to Savitribai Phule Pune University,

Recognized by BCI

Website- www.pdealawcollege.edu.in/, **Email-** pdealawcollegehadapsar@yahoo.com,

Telephone- 7028207135



**SSR 2023 for Cycle I
2018-19 to 2022-2023**

Criteria: 07

Criterion 7 – Institutional Values and Best Practices

Key Indicator – 7.1 Institutional Values and Social Responsibilities

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.



Pune District Education Association's **LAW COLLEGE, HADAPSAR**

S.No. 215/2, 277/2 Annasaheb Magar College Campus,
Hadapsar-411028. Ph. : 020-26990135 / 36

■ ID No. : PU/PN/LAW 180-2002 ■ Reg. No. : BC/LE/PDEALC/PUNE/PU18/2004.
■ Approved by : Bar Council of India ■ Affiliated to Savitribai Phule Pune University ■ A.I.S.H.E. No. : C-41831.

Ref. No.

Date :

President
Ajit Pawar

Vice President
Rajendra Ghadge

Hon. Secretary
Adv. Sandeep Kadam
Senate Member
Savitribai Phule Pune University, Pune

Treasurer
Adv. Mohanrao Deshmukh

Dy. Secretary
L. M. Pawar

Principal
Dr. Ranjana P. Patil

Code of Conduct

The institution has a code of conduct for both teaching and non-teaching personnel as well as for students. The institution's code of conduct guarantees that student misbehaviour is regulated and that professional behaviour is upheld. Overall, it works to uphold the institution's intellectual culture and pursuit of excellence. The following code of conduct is formulated and regulated by the Institute Code of Conduct Committee for the Students:

1. The LL.B. course meets in the morning from 7:30 am to 12:00 pm. In contrast, according to Savitribai Phule Pune University's norms, sessions for BA. LL.B. courses may run till 2 p.m. on all six days of the week. 75% attendance is required to sit for the semester's final exam.
2. Every student at the institution is required to walk about campus wearing a current identity card that was provided by the school, showing their recent photo and the principal's signature.
3. Only significant or urgent notices should be read aloud in class. Students should regularly check the notice board and keep themselves updated about the numerous notices that could occasionally be posted there.
4. Being a student of a law institution, the dress code of the college is to be strictly followed by the students.
5. Ragging is an offence. Ragging is strictly prohibited on the college campus or premises. Any student involved in such activities will be immediately expelled from the college.
6. If any student or students are harmed by racial harassment within or outside of the college, he/she/they must promptly notify, Dr.Ranjana Patil the chairman of the ragging committee, and the discipline committee.
7. The university has a stringent policy against drug usage.
8. The college premises and all classrooms are under CCTV surveillance; everyone must follow the disciplinary manners on the college premises, campus, and classroom.
9. Students should not linger inside or outside the college grounds while lectures are being held. For acts of indiscipline such as disobedience, misbehaviour, bad behaviour, loitering, or any other infraction, students risk losing their term.
10. The use of mobile phones in classrooms, libraries, areas, etc. is strictly prohibited.



R.P. Patil
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028



Pune District Education Association's
LAW COLLEGE, HADAPSAR

S.No. 215/2, 277/2, Annasaheb Magar College Campus,
Hadapsar-411028, Ph. : 020-26990135 / 36

■ ID No. : PU/PN/LAW 180-2002 ■ Reg. No. : BC/LE/PDEALC/PUNE/PU18/2004.
■ Approved by : Bar Council of India ■ Affiliated to Savitribai Phule Pune University ■ A.I.S.H.E. No. : C-41831.

Ref. No.

Date :

President
Ajit Pawar

Vice President
Rajendra Ghadge

Hon. Secretary
Adv. Sandeep Kadam
Senate Member
Savitribai Phule Pune University, Pune

Treasurer
Adv. Mohanrao Deshmukh

Dy. Secretary
L. M. Pawar

Principal
Dr. Ranjana P. Patil

11. A wide variety of disciplinary measures will be used against any student or group of students who misbehave with professors or administrative personnel, cause commotion on college property, or disrupt class.

12. All college property must be properly maintained by the students. Any tampering with college property, including but not limited to walls, doors, windows, fixtures, furniture, and the like, is against college policy and is a serious infraction.

13. Students must practise energy and water conservation. When they leave the computer lab, library study room, and classroom, they must turn off the lights and fans.

14. The principal has the right to deny a student permission to take the university examinations if they consistently do poorly on internal assessments and show up to class rarely.

15. Students should notify the HOD or the appropriate instructor in the event of any problem or medical emergency in the college, and they will get assistance in resolving the issue.

16. A student is not allowed to purposefully give inaccurate information or make fraudulent claims. Additionally, it is forbidden to create or send fraudulent communications (through paper mail or email), as well as to change or possess college data, papers, or identity cards without authorization.

Code of Conduct of the College Library

1. Membership in the library is open to all college employees and students.

2. Silence must be observed in the Library.

3. Personal belongings are not allowed inside the library.

4. On working days, the library is open to both students and employees from 9 a.m. to 4 p.m.

5. Misbehaviour in the library or study space will result in the termination of admission or membership, and the offending student or students will face severe disciplinary action.

6. Before accessing the library, all students and teachers must sign the admission register.

7. The book(s) must be handled cautiously by the students. The student must either replace the book (with the same title, author, and edition) or pay a fine equal to the cost of the book if it is lost or destroyed.



R. P. Patil
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028



Pune District Education Association's
LAW COLLEGE, HADAPSAR

S.No. 215/2, 277/2 Annasaheb Magar College Campus,
Hadapsar-411028. Ph. : 020-26990135 / 36

■ ID No. : PU/PN/LAW 180-2002 ■ Reg. No. : BC/LE/PDEALC/PUNE/PU18/2004.
■ Approved by : Bar Council of India ■ Affiliated to Savitribai Phule Pune University ■ A.I.S.H.E. No. : C-41831.

Ref. No.

Date :

President
Ajit Pawar

Vice President
Rajendra Ghadge

Hon. Secretary
Adv. Sandeep Kadam
Senate Member
Savitribai Phule Pune University, Pune

Treasurer
Adv. Mohanrao Deshmukh

Dy. Secretary
L. M. Pawar

Principal
Dr. Ranjana P. Patil

8. The borrowed book needs to be returned on the due date or earlier. If not, the pupils will be required to pay a late fee.

9. If the due date occurs on a holiday, the return can be filed without incurring a fee the next business day.

10. An original or duplicate library token will be provided after payment to a student who has reported the loss of their borrower's token in writing to the librarian.

11. In accordance with the library's circular, all final-year students must return their library tokens and books and acquire a "NO DUE CERTIFICATE" from the library in order to receive their hall passes for the university test.

The Professional Ethics & Code of Conduct for Teaching Staff

1. Dedicatedly carry out their responsibilities in the form of instruction, tutorials, practicals, seminars, and research work.
2. Continue your active involvement in professional associations and work to advance careers and education.
3. By studying and conducting research, try to continue growing professionally and add to the body of knowledge.
4. By treating pupils fairly and impartially regardless of their gender, caste, religion, or other political, social, or physical traits, you are tackling diversity in all of its forms.
5. When a student expresses an opinion, respect their rights and dignity.
6. Refuse to let factors like caste, creed, religion, race, or sex come into play in their work situations.
7. The non-teaching employees must be treated equally in a joint project.
8. Consider education a public duty, and continue to pursue

The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. non-teaching employee of the institution is required to carry out their responsibilities effectively and conscientiously in order to adhere to the performance standards and administrative guidelines established from time to time by the U.G.C. University, institution, and Management.
2. For the appropriate performance of the tasks entrusted to them, keep up their professional knowledge and abilities and stay updated
3. Daily attendance at duty must be prompt.
4. Assist in performing duties associated with the administration of the college and the university, such as assisting in the evaluation of admissions applications, advising and counselling students, and



R.P. Patil
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028



Pune District Education Association's
LAW COLLEGE, HADAPSAR

S.No. 215/2, 277/2 Annasaheb Magar College Campus,
Hadapsar-411028. Ph. : 020-26990135 / 36

■ ID No. : PU/PN/LAW 180-2002 ■ Reg. No. : BC/LE/PDEALC/PUNE/PU18/2004.
■ Approved by : Bar Council of India ■ Affiliated to Savitribai Phule Pune University ■ ALS.H.E. No. : C-41831.

Ref. No.

Date :

President
Ajit Pawar

Vice President
Rajendra Ghadge

Hon. Secretary
Adv. Sandeep Kadam
Senate Member
Savitribai Phule Pune University, Pune

Treasurer
Adv. Mohanrao Deshmukh

Dy. Secretary
L. M. Pawar

Principal
Dr. Ranjana P. Patil

assisting in the administration of university and college examinations, including all types of examinations.

5. By offering any assistance—help, direction, etc.—to the student, you are demonstrating respect for their rights and dignity.
6. Be kind and respectful to everyone at the college. (The principal, the instructors, the pupils, the guests, the parents, etc.)

Code of Conduct Committee

A Code of Conduct Committee has been formed with the following college members to ensure that the code is implemented effectively:

1. Dr. Ranjana Patil Chairperson
2. Mr. Kiran Jadhav- Member
3. Mrs. Sanobar Kazi-Member
4. Mr. Santosh Sutar -Member
5. Mr. Priya Karmakardas - Member

This committee oversees the college's induction curriculum, which educates new students on the code of conduct. This committee also keeps an eye on co-curricular and extracurricular activities.



R. P. Patil
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028

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

DISCIPLINARY COMMITTEE

**BY-LAWS OF DISCIPLINARY COMMITTEE OF THE PDEA'S LAW
COLLEGE, PUNE.**

Sr. no	Contents	Page no.
1	Aims and Objectives	to
2	The procedure of the Disciplinary Committee	
3	Constitution of the body	
4	Disciplinary Rules	
5	Body of the Disciplinary Committee	

CONDUCTS AND DUTIES OF PRINCIPAL AND FACULTY AND STAFF AND STUDENTS

	Contents	Page no.
1	Principal	
	<u>Responsibilities:</u>	
	Codes And Conducts	
	1. Coordinating with faculty members	
	2. Academic Inputs: (Regular Classes)	
	3. Events	
	4. Students' Related Matters/ Issues	
	5. Report	
	6. Tenure	

Role of the Faculty:

	Contents	Page no.
1	Associate and Assistant Professors	
2	Job Responsibilities Of Librarian	
3	Rules and Re Illations For The Students	



DISCIPLINARY COMMITTEE
BY-LAWS OF DISCIPLINARY COMMITTEE OF PUNE DISTRICT
EDUCATION ASSOCIATION LAW COLLEGE

Aims and Objectives

Following are some of the Aims and objectives of disciplinary committee

1. To enforce rules and regulations By-Laws of the Law College.
2. To punish and Discipline the wrongdoer.
- D. To serve as an example to others to strictly follow rules.
4. To ensure the smooth running of the Institution.
5. To increase working efficiency.
6. To maintain educational Institution peace.
7. To improve working relations and tolerance.
8. To develop a working culture this improves performance.

Duties of the committee

Following are some of the Duties of the committee:

1. Noticing, Detecting, and examining some behavioural problems among students.
2. Meeting with misbehaving students and clarifying the negative effects of bad behaviour on their life.
3. Promoting good behaviour among students and rewarding those with good conduct.
4. Making proper enquiry by the concerned Faculty member and other faculty members with natural justice.
5. To Take Suitable action against the Students with the opinion of the Committee.



The Procedure of the Disciplinary Committee:

Formation or Constitution of the Disciplinary Committee will be constituted with the Chairmanship of Principal and six other faculty members of the College only on the receipt of any complaint made before either the any Committees of the Institution. If any complaint is reported on the premises of the college, before initiating action against, there should be a report of Proper enquiry; based on the committee report action should be taken.

If the complaint is not in the nature of Sexual Harassment, Ragging, and reported, then committee should take strict action and warned against concerned party.

If the complaint is lodged in the said nature i.e., Sexual Harassment, ragging it should be properly inquired with Natural Justice and other party student would Expelled from the college and the same will be reported to the nearest police station with the permission of both the parties and the college Development committee.

Constitution of the body

The Disciplinary Committee under the Chairmanship of the Principal, there will be a Co-ordinator, One Female Faculty member, one male faculty member, and if necessitates Administrator and one of the College Development Committee Member and Representatives of the Student union were part of the Committee and Every Year Constitution of the Body of the Disciplinary committee will be Constituted in the Cabin of the Principal.

The importance of the Disciplinary Committee is recognised in So many Committees (Including Statutory and Non Statutory) of institution. In every Committee There must be a Disciplinary Action is needed for the Smooth Functioning of the Administration of the Institution.



The constitution of the body depends upon the Receipt of the complaints received by the Several Committees of the Institution. Subject to the Severity of the Complaint received by the several committees of the institution, the Body of the Disciplinary Committee will be changed in accordance with the Need.

The Administrator and The CDC Member of the Institution will be included in the committee depending upon the need and severity of the Subject matter.

Constitution of the Body of the Institution

1. Principal as a chairman
2. The co-ordinator will be a Law Faculty
3. One Female Faculty Member
4. Faculty Members of the College
5. A Librarian as a member
6. One Member of Student Union
7. One Girl Student member
8. Boy Student Member
9. Office Bearer

Disciplinary Rules

The PDEA's Law College Hadapsar maintains a very high standard of discipline among the students in harmony with the status and reputation of the college. The Disciplinary Committee under the Chairmanship of the Principal is the final authority in this regard. The Committee issues time to time norms and standards for students' behaviour and code of conduct. Violation of these norms by the students is duly punished. The punishment includes a fine, Confiscation, ban on issuing the library books, even cancellation of admission in the light of the severity of the case.



**BY-LAWS OF DISCIPLINARY COMMITTEE OF PUNE DISTRICT
EDUCATION ASSOCIATION LAW COLLEGE HADAPSAR
FOR
CONDUCTS AND DUTIES OF PRINCIPAL AND FACULTY AND STAFF AND
STUDENTS**

PRINCIPAL

Subject to the supervision and general control of the Governing Body, the Principal as an administrative Head of the College shall be responsible for:

Responsibilities:

- General Administration of College.
- General Administration And Overall Supervision Of Teaching Programmes • Supervision of Students' Welfare and Security Services.
- Supervision and Guidance of Teaching Staff Including Organization of In-Service Education of Staff.
- Responsibility For Organizing Workload Of Staff Including Teaching Assignments • Guidance and Counselling Of Students.
- Recruitment of Staff and Admission of Students.
- Responsibility for Conduct of Examinations.
- Maintenance of Permanent Records of Students.
- Preparation of Reports (College Reports, Progress Reports).
- Review and Revision of Policies, Rules, Regulations of the College.
- Performing Public Relations Duties for the College.
- Procurement of College Equipment's, Supplies, Stationery.
- Preparation of Budgetary Proposals.
- Supervision of Office Staff.
- Participation in the College's Committee Work.
- Participation in Teaching Programmes.
- Supervision of Library Services.
- Planning for Development of the College.



CODES AND CONDUCTS

1. Coordinating with faculty members:

- a. Taking action on the reports submitted by the class teacher in their respective classes.
- b. Receiving subject planners from the faculty members.
- c. To supervise the execution of the Academic Calendar.
- d. To ensure smooth execution of the Academic calendar prepared by the Academic Council.
- e. To ensure smooth and uninterrupted execution of the mentoring system.
- f. To recommend action of the approval/ disapproval of the leaves.
- g. To rationalize the vacation plan of the faculty members in such a manner that the functioning of the institute shall remain un
- h. To prepare agenda of the weekly and/ or special faculty meeting.
- i. To handle other administrative or infrastructure related issues.
- j. To the communication of the policy as well as operational decisions taken by the Principal to faculty members.

2. Academic Inputs: (Regular Classes)

- a. Finalizing the timetable for regular classes.
- b. To ensure that all the inputs are conducted as per schedule.
- c. Ensuring completion of the syllabus as per the deadlines.

3. Events:

- a. To execute the annual events, schedule as finalized.
- b. To induce the students to participate in various cultural and sports events to accomplish the targets.
- c, Allocation of the faculty members to manage the events as per the Academic Calendar.



- d. Ensuring the availability of resources for the execution of the events.
- e. Expenses/ Bills scrutiny and bill passing for final authorization.
- f. To extend support to the managing faculty and students in case of any obscurity.

4. Students' Related Matters/ Issues:

- a. To Keep Excellent Rapport with Students in Order to Keep Their Morale Very High.
- b. To Call Meeting of Students Council Once in A Fortnight.
- c. To Guide the Students Council Members in Execution of Their Individual Portfolio to The Best of Their Abilities.
- d. To Involve the Students Council in Various Events, Internal as Well as External.
- e. To Contact Parents of the Defaulter Students.

ROLE OF THE FACULTY:

A faculty is responsible for effective planning and execution of the academic calendar and guiding the students in the proper way in various aspects of planned activities and maintaining all the records regarding students' growth and progression.

ROLE AND RESPONSIBILITIES OF FACULTY

Students Coordination in following activities;

1. To Participate and Involve in Preparing the Academic Calen
2. To Supervise, Observe and Monitor. The Planned Activities of Academic Calendar.
3. To supervise the discipline of the students in the class as well as in the Institute campus.
4. To arrange the guest lectures and maintain the record of these sessions.



5. To maintain the attendance record of all sessions of students and communicate the same to students and faculties.
6. To issue a memo for the defaulter students.
7. To make sure that all activities are executed effectively as per the academic calendar.
8. To find out the gap between activities and bridge the gap of these activities.
9. To find out the student's problems and solve the same by discussing with the Principal.
10. To have the information and understanding of each and every activity which are scheduled.
11. To act as a facilitator in college, able to translate the purpose of the planned activities and their implementation.
12. To communicate the academic calendar to guest/visiting faculties and make sure that they are aware about their sessions every day.
13. To work in harmony with the visiting Staff so as to create and maintain a good working environment.
14. To take overall responsibility and ownership of the planned activities and ensure that all sessions, activities, lectures etc. are going smoothly.

Report:

The faculty of the college shall report to the Principal in all routine matters.

Tenure:

The faculty of the college shall be selected by the Principal and withhold the office for one

Academic year as scheduled in the timetable.

ASSOCIATE AND ASSISTANT PROFESSORS

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation.



4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counselling/ mentoring scheme implementation.
9. R & D work on industrial problems & consultancy.
10. Liaison with parents and community.
11. Publication of research papers, at least one in a semester.
12. Participate at least in one seminar/conference/workshop in an
13. Participation in departmental administration.
14. Shall become a member of at least two relevant professional bodies at his/her own cost.
15. Contribute to the activities sustaining accreditation of the institute.
16. Assist in summer and final placement activities.
17. Examination work pertaining to College, University such as organizing supervision and assessment
18. Arrangement of remedial classes.
19. Generation of resources from various funding agencies.
20. Upgrading of qualifications.
21. Writing of books & monographs.
22. Any other duties assigned by the Management and Principal from time to time.

JOB RESPONSIBILITIES OF LIBRARIAN

1. To prepare and issue Library cards to students and staff. 2, To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up on the return of books issued to students and staff members.
4. To maintain a fine collection register and instruct students to deposit the fine in the bank through challan.



5. To receive requisitions and issue and receive books from students and staff.
6. To display new arrivals by a photocopy of the cover page of the books and journals.
7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes. And put up to the Principal for information.
8. To update and maintain files of paper cuttings.
9. To compile back volumes of journals and periodicals and arrange for binding and stacking. 10. To see that the library is in a presentable and tidy condition at all the times.
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day-wise records of visits of student's /staff faculty members in the library.
13. Display cuttings of newspapers on education [social matters on notice boards.
14. To conduct the meeting of the library committee as per guideline & work as a secretary of the library committee.
15. To Compile the requirement of books & periodicals periodically & submit to the principal for further procurement.
16. To take care of library automation & update the same from time to time
17. To effectively encourage faculty & student to use e-journals-books.
18. To carry out 100% annual verification prepare a list of the book that one outdated & damaged beyond use.
19. To regularly undertake to bind of books which are damaged.
20. To make a report to Principal books, not at all referred by faculty and students.
21. To receive expert committee & present to them effectively.
22. Any other matter assigned by Principal.



RULES AND REGULATIONS FOR

The Committee Members of the PDEA's Law College has made the following rules of discipline for the students.

1. Every student of the college has to attend at least 75% of the classes. Those who fail to secure minimum attendance of 75% will not be allowed to appear for Internal/University Examinations. (Note: attendance will be counted only if they are attending all the periods in a day.)
2. Attendance in practical classes will be compulsory. Otherwise, they will not be allowed to appear for Practical Examinations.
3. Attendance in Unit Tests and Pre-Semester Examination and University Internal Tests conducted by the Institution will be compulsory.
4. Every student is supposed to keep their Identity Card and use Digital Identity Card on the premises of the college and produce it as and when required by the Principal, Lecturers or any employee of the college or sister institutions.
5. Students of LL. B 1st and 2nd should attend the college in prescribed uniform or else they shall not be allowed to attend the classes.
6. Every student has to observe discipline in Class and College Premises, Libraries, Hostel, etc., in consonance with the best tradition of the Law college Hadapsar.
7. Every student is expected to observe silence in class. They are strictly prohibited to loiter or wander about in college premises or anywhere during the period of class.
8. Late comers will not be allowed to attend the classes.
9. Students are hereby instructed to switch off their Mobile Phones whenever they are entering the college campus, otherwise, punishment (including fine) will be imposed. Note: If necessary Mobile Phones will be Confiscated.



21. As far as possible all decisions regarding the Inauguration of the Students Council will be taken by the Students Council, even then decisions taken by the Professor-In-Charge and the Principal will be final and binding on all.
22. The students are expected to attend only those Class or Division to which he/she is admitted, otherwise a fine will be imposed.
23. The students are not expected to keep any dangerous or harmful weapons or material, etc. with them.
24. Students have to collect their Hall Tickets for the University Examinations on the date specified by the college otherwise fine will be imposed.
25. Student has to obtain 'No Dues Certificate' at the time of issuing Hall Tickets.
26. It is the responsibility of every candidate to submit proper documents. Any attempt to submit documents that are not genuine will lead to cancellation of admission of the candidate, forfeiture of fees, deposits and expulsion of the candidate/student from the college by the Principal or by his authorized official. The name of such candidate / student/s shall be deleted from the Merit List.
27. As per the provisions of the Prohibition of Ragging Act, students indulging in ragging can be punished under the Act resulting in suspension, expulsion from the college and imprisonment.
28. All the students are expected to follow the rules and regulations laid down by the Disciplinary Committee or the Principal from time to time in addition to the above-mentioned rules and regulations.
29. All the students are expected to follow the rules and regulations laid down by the Disciplinary Committee or the Principal from time to time in addition to the above-mentioned rules and regulations.
30. The students are expected to follow the above rules and regulations strictly else severe action (including fine) will be taken against those who violate the above rules.



31. Violation of the discipline of the college or irregularity in the college or any abovementioned rule/rules of discipline for the students will be severely treated and their admission will be cancelled.

Bani

IQAC Co-Ordinator



R. P. Patel

Principal

**PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028**

Pune District Education Association's Law College, Hadapsar.

DISCIPLINARY COMMITTEE

The College Discipline Committee is constituted for the maintenance of discipline in the college. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the college community.

PDEA's Law College insists on high standard of discipline among the students in tune with the status and reputation of the Institute. To maintain the discipline in the campus Disciplinary Committee is constituted. The Committee issues time to time norms and standards for student's behaviour and code of conduct. Violation of these norms by the students is duly punishable.

Vision

To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

Mission

- To have an optimistic approach in imparting discipline among students.
- To frame rules and regulations to maintain discipline in the college premises.
- To encourage Good and Healthy Practices.

Committee Members

Chair Person	Dr. Ranjana P. Patil
Member	Asst. Prof. Kiran R. Jadhav
Member	Mr. Kishor D. Ingale
Member	Mrs. Sanobar B. Kazi



Campus Discipline

It is mandatory for every student to attend at least 75% of total lectures held in each term in the college, as per Ordinance No. 68 of the university of Pune.

- To take measures for inappropriate behaviour including progressive discipline comprising suspension and expulsion where necessary.
- To enforce rules and regulations.
- To ensure the smooth running of the institution.
- To increase work efficiency.
- To conduct inquiries on the report of in-disciplinary activities among students.
- To initiate model actions against students involved in in-disciplinary activities.

Responsibilities of Discipline committee

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.



- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students' community.

Specific Behavioural Guidelines

1. It is impermissible to let the students enter the classroom without uniform.
2. It is impermissible to let the students enter the classrooms before 8.00 am.
3. It is impermissible to let the students enter the classroom during the breaks.
4. It is impermissible to bring cellular phones to the college premises. For urgent calls, students can contact their parents through the class coordinator.
5. It is not allowed for any student to leave the classroom without taking permission from the teacher.
6. After breaks, students must go directly to their classrooms.
7. If the subject teacher does not reach his lesson on time or is absent, students must wait inside the classroom.
8. Resting, napping or sleeping is not allowed inside the classroom.
9. Homework assignments must be done as assigned on time.
10. Students are not allowed to touch or keep dangerous or harmful objects.
11. Students are not allowed to throw objects around the college.
12. Students respect other's feelings – no teasing, name calling, swearing, etc.
13. Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
14. Students– respect other's property – no theft, vandalism, etc.
15. Keep your college clean just as you would keep your house clean.
16. Throw rubbish in the bin, keep the place clean always.

Classroom Rules

1. Arrive to class on time with the necessary equipment.
2. Listen to teachers or other students without interruption.
3. Complete all assignments on time.
4. Treat the teacher and other students with respect.
5. Keep hands and feet to yourself.
6. Respect the property of the college.



7. Respect the rights and property of others.

8. Act in a safe and responsible manner.

Rules and Regulations:

1. Every student is compulsorily required to wear an Identity Card on the premises of the college and produce it as and when required by the college authorities. Fine shall be imposed in case of failure to wear the ID card.
2. Students are required to wear uniform for 2 days in a week (Monday and Friday) and other special days as prescribed by the institute. Boys shall wear a white shirt, black trousers, and a black blazer. Girls shall wear White Salwar Kameez and a black blazer or white shirt, black trousers, and black blazer.
3. Every student of the institute has to attend at least 75% of the classes. Those who fail to secure minimum attendance of 75% will not be allowed to attend the classes.
4. Latecomers will not be allowed to attend the classes.
5. Every student is expected to observe silence in class. They are strictly prohibited from loitering or wandering in college premises or anywhere during class hours.
6. Use of mobile phones is strictly prohibited in the class.
7. Students are prohibited from doing any acts (Such as, late arrival, leaving the class before the bell without permission, chit-chatting, etc.) that cause disturbance to the classes.
8. Students are required to complete the internal assessments as per the schedule.
9. Students are not expected to do anything which disturbs the regular functioning of the institute.
10. Every student has to follow the instructions given by the concerned teachers during Seminars, Conferences, Moot Court, or other college – related activities.
11. Every student should follow the instructions given by the Director of Physical Education and Sports during sports.
12. Fine will be imposed on any student who damages college property.
13. Smoking, chewing, tobacco, consumption of intoxicating liquors, narcotic drugs, psychotropic substances, or any prohibited substances in the college premises is strictly prohibited.



A student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments:

- Warning
- Censure
- Fine
- Cancellation of Scholarships/ free-ships etc.
- Recovery of loss or damages to the college property caused delinquency by the student
- Removal, rustication, or expulsion from the college
- Withholding of certificates

All the students are expected to follow the rules and regulations laid down by the Disciplinary Committee or the Principal from time to time in addition to the above – mentioned rules and regulations.



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

Notice

It is humbly informed to all the faculty to attend the special meeting with reference to the constitution of the Committee members for Academic year 2018-19

It is mandatory to all the faculty to attend the meeting at 1.00 pm on 28 / 08 / 2018 in Principal Cabin.

IQAC Coordinator



A handwritten signature in blue ink, appearing to be "R.R."

Principal

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

August 30, 2018

Present: All the Faculty members of the Law College were present in the Cabin of the Principal.

Action Items (Agenda)

1. Re- Constitution of the college committees

The object of the meeting is to re-constitution of the college committees, due to changes in the faculty members; the institution has decided to re-constitute all the college committees.

It was well discussed in the light of the future responsibilities; the chairman and coordinators of the earlier committee's agreed and accepted to re-constitution of committees.

And at the same time, the task of the assignment of work of the committee was also assigned to Prof. Dr. Ranjana Patil

All are accepted.

2. Any other Matter

No any other matters were discussed.

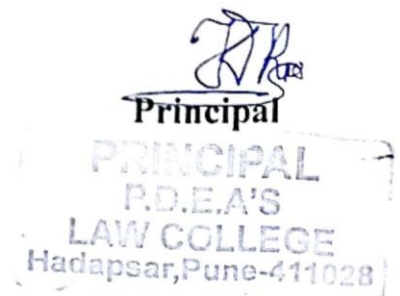
Members of the Committee and faculty of the college were accepted the above Discussion and resolved the same.

Respectfully submitted by Prof. Dr. Ranjana Patil

Meeting start time: 01:00 PM

Meeting end time: 01:30PM

IQAC Coordinator



**Pune District Education Association's
Law College, Hadapsar.**

Notice

It is humbly informed to all the faculty to attend the special meeting with reference to the constitution of the Committee members for Academic year 2019-20

It is mandatory to all the faculty to attend the meeting at 1.00 pm on 19 / 08 / 2019 in Principal Cabin.

Daxi

IQAC Coordinator

R. P. Patil

Principal

PRINCIPAL

P.D.E.A.'S

LAW COLLEGE, HADAPSAR

PUNE-411 026



August 20, 2019

Present: All the Faculty members of the Law College were present in the Cabin of the Principal.

Action Items (Agenda)

1. Re- Constitution of the college committees

The object of the meeting is to re-constitution of the college committees, due to changes in the faculty members; the institution has decided to re-constitute all the college committees.

It was well discussed in the light of the future responsibilities; the chairman and coordinators of the earlier committee's agreed and accepted to re-constitution of committees.

And at the same time, the task of the assignment of work of the committee was also assigned to Prof. Kiran Jadhav

All are accepted.

2. Any other Matter

No any other matters were discussed.

Members of the Committee and faculty of the college were accepted the above Discussion and resolved the same.

Respectfully submitted by Prof. Kiran Jadhav

Meeting start time: 01:00 PM

Meeting end time: 01:30PM

Basi'

IQAC Coordinator



R.P. Patil

Principal

PRINCIPAL

P.D.E.A.'S

LAW COLLEGE, HADAPSAR

PUNE-411 028

**Pune District Education Association's
Law College, Hadapsar.**

Notice

It is humbly informed to all the faculty to attend the special meeting with reference to the constitution of the Committee members for Academic year 2020-21

It is mandatory to all the faculty to attend the meeting at 1.00 pm on 24 / 09 / 2020 in Principal Cabin.

Sanjiv

IQAC Coordinator



R. P. Patel

**Principal
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR**

September 25, 2020

Present: All the Faculty members of the Law College were present in the Cabin of the Principal.

Action Items (Agenda)

1. Re- Constitution of the college committees

The object of the meeting is to re-constitution of the college committees, due to changes in the faculty members; the institution has decided to re-constitute all the college committees.

It was well discussed in the light of the future responsibilities; the chairman and coordinators of the earlier committee's agreed and accepted to re-constitution of committees.

And at the same time, the task of the assignment of work of the committee was also assigned to Prof. Shivaji Bibe

All are accepted.

2. Any other Matter

No any other matters were discussed.

Members of the Committee and faculty of the college were accepted the above Discussion and resolved the same.

Respectfully submitted by Prof. Shivaji Bibe

Meeting start time: 01:00 PM

Meeting end time: 01:30PM

Shivaji Bibe

IQAC Coordinator



R. P. Patel

Principal



**Pune District Education Association's
Law College, Hadapsar.**

Notice

It is humbly informed to all the faculty to attend the special meeting with reference to the constitution of the Committee members for Academic year 2021-22

It is mandatory to all the faculty to attend the meeting at 1.00 pm on 14/ 9 / 2021 in Principal Cabin.

Patil
IQAC Coordinator

R. P. Patil
Principal
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028



September 16, 2021

Present: All the Faculty members of the Law College were present in the Cabin of the Principal.

Action Items (Agenda)

1. Re- Constitution of the college committees

The object of the meeting is to re-constitution of the college committees, due to changes in the faculty members; the institution has decided to re-constitute all the college committees.

It was well discussed in the light of the future responsibilities; the chairman and coordinators of the earlier committee's agreed and accepted to re-constitution of committees.

And at the same time, the task of the assignment of work of the committee was also assigned to Prof. Santosh Sutar

All are accepted.

2. Any other Matter

No any other matters were discussed.

Members of the Committee and faculty of the college were accepted the above Discussion and resolved the same.

Respectfully submitted by Prof. Santosh Sutar

Meeting start time: 01:00 PM

Meeting end time: 01:30PM

Santosh Sutar

IQAC Coordinator



R. P. Patil

Principal
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028

**Pune District Education Association's
Law College , Hadapsar.**

Notice

It is humbly informed to all the faculty to attend the special meeting with reference to the constitution of the Committee members for Academic year 2022-23

It is mandatory to all the faculty to attend the meeting at 1.00 pm on 20 / 09 / 2022 in Principal Cabin.

Bari

IQAC Coordinator



R. P. Patil

**Principal
PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028**

**Pune District Education Association's
Law College, Hadapsar.**

Notice

It is humbly informed to all the faculty to attend the special meeting with reference to the construct of all the Committee members during Academic year 2022-23

It is mandatory to all the faculty to attend the meeting at 1.00 pm on 20 / 09 / 2022 in Principal Cabin.

Dari

IQAC Coordinator

Principal

**PRINCIPAL
P.D.E.A.'S
LAW COLLEGE, HADAPSAR
PUNE-411 028**



September 22, 2022

Present: All the Faculty members of the Law College were present in the Cabin of the Principal.

Action Items (Agenda)

1. Re- Constitution of the college committees

The object of the meeting is to re-constitution of the college committees, due to changes in the faculty members; the institution has decided to re-constitute all the college committees.

It was well discussed in the light of the future responsibilities; the chairman and coordinators of the earlier committee's agreed and accepted to re-constitution of committees.

And at the same time, the task of the assignment of work of the committee was also assigned to Prof. Seema G. Waware.

All are accepted.

2. Any other Matter

No any other matters were discussed.

Members of the Committee and faculty of the college were accepted the above Discussion and resolved the same.

Respectfully submitted by Prof. Seema G. Waware.

Meeting start time: 01:00 PM

Meeting end time: 01:30PM

Parvati

IQAC Coordinator



R. P. Patil
Principal