

P.E.S.
Modern Law College
Ganeshkhind, Pune

List of Standard Operating Procedures

Sr. No.	Description
1.	Sending SMS to Students
2.	Preparing the College News Letter
3.	Distribution of Hall Tickets
4.	Issuing Transfer Certificate and Migration Certificate
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6.	Creation and Working of Board of Studies for College run Courses
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8.	Issuing Bonafide Certificate
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10.	AD-HOC Appointments of teaching Staff
11.	Conducting University Examinations
12.	Conducting Internal Examinations
13.	Conducting Seminars
14.	Mooting Oratory and Debating Club (MOD Club)
15.	D.H.E. Admissions
16.	Maintenance of Website
17.	Updation of Prospectus
18.	Class Teachers
19.	SPPU Central Assessment Programme
20.	Internal Paper Assessment (IAP) of the First year Examinations
21.	Internal Examination



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22.	Student Grievance Redressal Policy and SOP
23.	Anti-Ragging Policy and SOP
24.	Internal Complaints Policy and SOP
25.	Minority Affairs Committee Policy

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STANDARD OPERATING PROCEDURE

FOR SENDING SMS TO STUDENTS

1. Every SMS sent to students has to comply with the following:
 - a. Written application of SMS
 - b. Class/es to which it is to be sent
 - c. Body of the SMS
 - d. Signature of the teacher-in-charge / class teacher
 - e. Signature of the Principal and Coordinator
2. Only an SMS which has been approved in writing by the Principal and Coordinator shall be sent to the students.
3. A copy of every SMS sent to the students has to be sent to the Coordinator, Principal and the Full-time Teachers.
4. A record in the soft copy of the date and body of the SMS and classes to which it is sent has to be maintained.
5. At the end of the academic year a print out of the record maintained in soft copy hereinabove mentioned shall be taken and updated annually in a file created for the purpose of documentation of all the SMS record.
6. Only office clerks are authorized to send SMSs to students.

Application Format

Class/es: _____	Date: _____
Body of the SMS: _____	

Reason for the SMS: _____	

Coordinator	Teacher in Charge / Class Teacher
	Principal



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STANDARD OPERATING PROCEDURE FOR PREPARING THE COLLEGE NEWSLETTER

Title – Newsletter

Issues of the Newsletter – Quarterly (September, January, May)

Scope – Events, seminars, competitions conducted in P.E.S. Modern Law College, Pune along with the achievements of students of P.E.S. Modern Law College, Pune.

Purpose – The Newsletter of P.E.S. Modern Law College is a quarterly print/online media which is a comprehensive document showcasing all the important events that have taken place during that quarter of the Academic year. This is a joint venture of both the students and teachers of the College. The purpose of this SOP is for the editors and the editorial board of the Newsletter to follow the same in perpetuity.

Standard Operating Procedure for Preparing the College Newsletter –

1. The College publishes three newsletters in one academic year. These are published quarterly: one in September when the academic year begins including events that took place during the vacations; one in January focusing on the events that took place after September and one in May that includes the events from February to May.
2. To begin with, the teacher-in-charge for Newsletter is appointed who then identifies the editorial board for the Newsletter.
3. The Editorial Board for the Newsletter is to comprise –
 - i. Teacher-in-charge
 - ii. Teacher – Editor
 - iii. Student – Editor
 - iv. Student – Member
 - v. Any other members as required



4. The first function of the Newsletter Committee is to collect the data on all the events, seminars, conferences, etc. that have been conducted during that quarter of the academic year.
5. The Newsletter Committee then compiles all the reports of the events, seminars, conferences, competitions, etc. in an ascending order based on the date of the said event.
6. The photos for the above mentioned events are then segregated and compiled into different folders.
7. The Committee then collects the data on the achievements of the students of P.E.S. Modern Law College, Pune in various intercollegiate competitions conducted during that quarter of the academic year.
8. All this data, i.e. the write up of each event is then compiled in one .docx word file.
9. The editors of the newspaper then verify and check the Newsletter after which it is sent for editing and printing.
10. The entire folder is sent to the Professor-in-charge of graphical editing compiles the photos and the write up.
11. The final issue of the Newsletter is then uploaded to the college website, i.e. modernlawcollege.org as an e-newsletter which is available at <http://modernlawcollege.org/library/newsletter/>
12. The printed issue of the Newsletter is available in the library of the College.



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STANDARD OPERATING PROCEDURE FOR DISTRIBUTION OF HALL TICKETS

1. Before the distribution of Hall Tickets, the following things need to be taken into consideration:
 - a. Attendance record of the students received from every class teacher,
 - b. Assignments, if any which have been given to the students, for completion.
 - c. Dues pending, if any, regarding the fees.
 - d. Library "no-dues" acknowledgement.
2. The Hall Tickets to the students for both the First Year Examinations as well as the University Examinations should be printed out and distributed by the office after taking into consideration the first point mentioned above.
3. After confirming the student and printing his Hall Ticket, the concerned clerk has to take a signature of the student in a class-wise list.
4. Once the student receives his Hall Ticket from the Clerk, he will have to take the College Seal and the Principal's seal on the same. Any Hall Ticket without the College as well as Principal's seal shall not be accepted as a valid Hall Ticket.
5. In case of any discrepancy in the details given in the Hall Ticket relating to the subjects printed on the Hall Ticket, the student has to consult their class teacher, the College Exam Officer as well as the Senior Supervisor about the same.
6. The changes, if any, in the subjects of any student have to be done after visiting the University Examination Section and the said changes have to be brought to the Notice of the Senior Supervisor as well as the College Exam Officer by making an application and attaching the copy of the changed Hall ticket to the same. The Senior Supervisor shall then make the relevant changes in the Examination Summary. Such student will appear in the said changed subject's examination with an emergency barcode sticker.
7. The student has to have the Hall Ticket as well as his valid latest College Identity Card at the time of every Examination including the Viva-voce examination.
8. In case of loss of Hall Ticket, the student will have to give a written application addressed to the Principal regarding the reason of requirement of a duplicate Hall Ticket. On approval by the Principal, a duplicate Hall Ticket shall be issued to the student. The requirements of the College and Principal's seal shall have to be followed for authenticating this duplicate Hall Ticket also.
9. The students appearing in both defaulters' list will have to collect their Hall Ticket along with their parent/ guardian from Principal Madam. It shall be the discretion of the Principal based upon the genuine problems, if any, to grant permission for appearing in the examination.



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STANDARD OPERATING PROCEDURE FOR ISSUING TRANSFER CERTIFICATE AND MIGRATION CERTIFICATE

1. Transfer Certificate is given only on application by the students.
2. There is a prescribed format of the application which is available in hard copy as well as on college website.
3. The student has to also attach all the necessary documents which includes:
 - a. Mark lists of all years
4. Then the application is checked for any dues from the accounts section and unreturned books from the library.
5. The Transfer Certificate is prepared within two days from the date of complete application submitted by the student.
6. Relevant entry is made in the permanent register of the student about taking the transfer Certificate.
7. The students who are going to study in another University need a Migration Certificate from Savitribai Phule Pune University for which another copy of the Transfer Certificate on the basis of which the Savitribai Phule Pune University issues a Migration Certificate to be submitted to the new University.
8. For the above procedure an additional copy of the Transfer Certificate is issued to the student.
9. On every additional copy provided to the student for Migration Certificate the stamp of "FOR MIGRATION" is applied.



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STANDARD OPERATING PROCEDURE FOR INDUSTRIAL VISITS, COURT VISITS AND EDUCATIONAL TOURS

1. Court Visit and Educational tour:

- a. The tentative dates and venues of the Court Visit and educational tours should be decided in the first meeting at the beginning of the year.
- b. The Supreme Court visit should be decided every alternate year. In the year when High Court Visit is due, the specific High Court should be decided at the beginning of the year.
- c. The Travel Agency should be ear-marked, and the primary negotiations about the dates, travel plan and student contribution should be carried out by the Teacher In-Charge.
- d. The final meeting for deciding the dates, travel plan and student contribution should be held between Principal, Teacher-in-charge and the travel agent.
- e. Once the Court Visit venue is decided, the students should be informed about the venue and the tentative dates and a list of interested students should be created class-wise.
- f. The Application to the concerned Public Relation and Protocol Officer should be made taking into consideration the time required for granting the same.
- g. The students willing to come for the Court Visit should pay the fees in the Accounts office and submit the required documents to the teacher in-charge.
- h. The Contract between the College and the Travel agency shall be signed by the concerned authority from the travel agency and Principal on behalf of the College.
- i. After the students have paid the fees and submitted all the required documents and before one month of the date of visit a meeting of the students and the travel agent in the presence of the teacher-in-charge should be conducted.
- j. This meeting shall be compulsory for all students to attend as all the doubts about the trip will be clarified in this meeting.
- k. Undertaking Forms of the students along with the counter signature of the parents/guardian shall be given to all students at this meeting.
- l. Once the fees are paid, there shall not be cancellation allowed except with the written permission of the Principal.
- m. A WhatsApp group of all the students, teacher-in-charge, other teacher/s accompanying the students on the Visit as well as the travel agent shall be constituted for further communication of all sorts relating to the visit.
- n. During the visit, the status update of the progress of the visit has to be made at least two times in a day to the Coordinator, Principal and Vice-Principal through either a verbal communication over a call or at least through WhatsApp.



- o. The Report of the High Court /Supreme Court Visit has to be submitted by the students within one week of the completion of the Visit.
 - p. Google Feedback form for the trip shall be submitted by the students within one week of the completion of the trip.
2. Other Visits conducted by the College:
 - a. Jail Visit
 - b. Maha Lok-Adalat
 - c. CID Office Visit
 - d. Forensic Lab Visit
 - e. District Court Visit
 - f. Visit to various Tribunals
3. The Following rules should be followed as a general guideline for conducting any type of visits:
 - a. The purpose of the visit and the students intended to be taken for the visit should be decided by the Visit-in-charge in consultation with the Principal
 - b. The date and time of the visit shall be fixed by the Teacher In-Charge,
 - c. The Permission from the concerned authority shall be taken by the teacher-in-charge by making an application signed by the Principal.
 - d. The Rules regarding the conduct of the visit, if any have to be brought to the notice of the students interested in the Visit.
 - e. The names and other details of the students attending the visit shall be taken by the teacher-in-charge.
 - f. If the students are to be taken from the college to the place of visit, then appropriate arrangements of the mode of transportation shall be made before hand.
 - g. The amount of Fees if any needed from the students, shall be declared and the said fees shall be collected by the teacher in-charge.
 - h. An undertaking shall be taken from the students regarding their behavior and liability of any actions made by them.
 - i. A meeting of all the students, the teacher in-charge and any other teacher accompanying the students shall be conducted before two days of the actual visit and the information of all the requirements, code of conduct, duties of everyone concerned, time and place of meeting, nature of the visit and an outline of the conduct of the visit shall be made clear to the students. The doubts, if any shall be clarified.
 - j. After the visit, the report of the visit will have to be submitted by all the students who have attended the visit.
 - k. Google Feedback form for the visit shall be submitted by the students within one week of the completion of the visit.



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STANDARD OPERATING PROCEDURE FOR CREATION AND WORKING OF BOARD OF STUDIES FOR COLLEGE RUN COURSES

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STANDARD OPERATING PROCEDURE FOR CREATION AND WORKING OF BOARD OF STUDIES FOR COLLEGE RUN COURSES

Objective- To elaborate the procedure for creation and working of Board of Studies for College Run Courses

Responsibility-

- Department of BOS members
- BOS Chairman
- Expert members

Procedure:

1. To identify the members for Board of Studies:
 - a. Principal of the college- BOS Chairman
 - b. Coordinator of the College- Management Representative
 - c. 2 external expert members having expertise in the concerned field
 - d. 2 teaching representatives- out of that one must be course In-charge
2. To communicate with the identified persons for their consent
3. To finalize date for conduction of BOS meeting for validating curriculum



4. To send intimation of the meeting date to BOS members with agenda of the meeting
5. Agenda of the meeting would include
 - To discuss syllabus
 - To discuss intake capacity of students
 - To discuss examination pattern
6. To convene BOS meeting and note suggestions given by BOS members
7. To hand over suggestions given by BOS members to Course In-charge
8. To make final draft of syllabus and validate from BOS members



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STANDARD OPERATING PROCEDURE FOR ADMISSIONS TO NON-DHE CONTROLLED COURSES

1. The Non-DHE controlled courses are:
 - a. LL.M
 - b. Diploma in Taxation Law
 - c. Diploma in Labour Laws and Labour Welfare
 - d. Diploma in Cyber Laws
 - e. Diploma in Intellectual Property Laws
2. The Website is updated as per the requirements of the Eligibility norms and other specifications like syllabus, etc. as and when it is updated from the University.
3. Notice is put up on the social media handles of college as well as on the College Website regarding the opening of admissions of the abovementioned courses.
4. In the month of June, the admission procedure is also updated on the college website including the fees of the specific academic year.
5. As and when the students come for inquiring about the abovementioned courses they are given proper and complete information regarding the admission process at the office level.
6. In case there is some academic clarifications sought by the students, they are guided to meet the HOD of Diploma courses or the HOD of LLM Department.
7. The online admission process is connected from the website to the College LMS of Vriddhi Software wherein the student has to fill all the details required and then generate the Challan.
8. Once the challan is approved by the office staff (which is done on a day to day basis during the period of admissions) the student can fill the fees online.
9. The data entry of such students is then done and verified with the documents submitted and the Vriddhi Software Permanent Register is updated.
10. Then the Roll number is generated for the students which is then transferred to the Library for issuing the I-card and Library card.



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STANDARD OPERATING PROCEDURE FOR ISSUING A BONAFIDE CERTIFICATE

1. A student can apply for Bona fide Certificate in online as well as in offline mode.
2. Such application needs to be approved from the Principal.
3. The Principal underlines the purpose for which the bona fide certificate is required by the student and forwards it to the office.
4. The bona fide certificate is generated from the Office LMS Vriddhi Software and is printed out.
5. After taking signature from the Principal, the bona fide certificate is issued to the student on payment of the prescribed fees.



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STANDARD OPERATING PROCEDURE FOR AD-HOC APPOINTMENTS SPPU APPROVAL

Step	Procedure
1	Get a scanned and xerox copy of the appointment letters, joining reports, educational documents of the new appointments.
2	Make a box file and attach documents of the individuals with the xerox copy of the above documents
3	List of Documents to be attached are Appointment Letter, Joining Report, Educational Documents, Aadhar Card, Caste Certificate (if any)
4	Prepare a covering letter to the file addressing the Academic Section
5	Submit the file to the Academic Section along with your Contact Number for need in times of query.
6	Keep continuous feedback with the academic section for the updates. The Approval letters are usually ready within a month of submission.



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STANDARD OPERATING PROCEDURE FOR AD-HOC APPOINTMENTS OF TEACHING STAFF

Step	Procedure
1	Fix a date for conducting interviews after a meeting with Principal Madam
2	Contact the college approved newspaper publishing agency
3	Get a soft copy of the English advertisement and Marathi advertisement approved by Principal Madam
4	Fix a publishing date for the advertisement ideally a month before the dates of interviews
5	Fix the list of subject teachers a week before the date of interviews and contact them for their availability on the given date
6	Prepare subject wise attendance sheet and evaluation sheet for each subject expert and interviewer
7	Print the necessary copies of the Inquiry report and get them filled and signed with the selected candidates name
8	A day after the interviews contact all the selected candidates and inform them about their selection
9	Within 72 hours of the interviews submit the appointment file to the Academic Section, SPPU



Modern Law College

STANDARD OPERATING PROCEDURE FOR CONDUCTING UNIVERSITY EXMINATIONS

- Meeting of examination committee should be conducted 15-20 days prior to the examinations consisting of Principal, Vice-Principal, College Exam Officer and all Head of Departments concerned.
- The following issues should be decided in the Meeting:
 1. Internal Senior Supervisor/s
 2. Assistant Senior Supervisor/s
 3. Junior Supervisors
 4. Clerks
 5. Peons
 6. Internal Squad Members
 7. Relievers
- All these appointments shall be made official and the appointees shall be given a written appointment order specifying their role in the examination.
- Send a letter to Arts, Science and Commerce College, Ganeshkhind, for examination blocks.
- Send a letter to the Chaturshrungi Police Station regarding the examinations.
- On receiving the summary, the senior supervisor shall prepare the block wise record in the examination register (Junior Supervisor/ Block Attendance register)
- The Assistant senior supervisor shall prepare the seating arrangement accordingly.
- The Clerk/ Asst. Senior Supervisor shall ensure that all the stationery required for the smooth conduct of examination is available. If not, necessary purchases / application to the University for the same needs to be done.
- Distribution of the hall tickets should only be done after checking the Defaulters' List.
- Preparing the defaulters' list is the responsibility of each class teacher.
- Rules for College Examination Officer (CEO):
 - Print the Question Papers with the help of Senior Supervisor/s.
 - Ensure the internal squad is sent in each session.
 - Ensure that all the persons appointed for the examination work are performing their duties diligently.
- Rules for Senior Supervisor:
 - The Senior Supervisor shall ensure the smooth functioning of the examinations.
 - Prepare the examination Skeleton after consultation with the CEO of Modern College of Arts Science and Commerce College, Ganeshkhind.
 - Ensure to send the reliever in each session.
 - Send the Junior Supervisor/ Block-wise register in each session.
 - Prepare the CAP Report and cross check it with the Assistant Senior Supervisor.
 - Keep all the collected answer sheets block-wise along with the junior supervisor report secured in the strong room, sealed with his/her signature mentioning the date and time of sealing.



- If any student is caught in unfair means, institute a case of unfair means as per the university norms and submit all such cases to the Director, Board of Examination and Evaluation at the end of the examination session.
- Take the signature of the External Senior Supervisor on the 'External Senior Supervisor Register' at the end of every session.
- Maintain the Squad Registers.
- Rules for Internal Squad:
 - Squad should include 4 members -2 male and 2 female Teachers.
 - The squad has to visit each block twice after the commencement of the examination. First visit should begin half an hour after the commencement of the examination and the other visit should be after one and half hour after the commencement of the examination.
 - The Internal squad member has the power to check all students for any unfair means.
 - Female staff members should check female students.
 - If any student is found copying or possessing any material, then the internal squad has to take cognizance of the same and report it to the senior supervisor who shall file a case of unfair means of the same and report it to the University / Internal Disciplinary Committee as the case may be.
- Orientation of Junior Supervisors:
 - The orientation shall be preferably conducted one day prior to the exams.
 - The Duties of the junior supervisor are:
 - Announcing the instructions for the students
 - Checking I-cards and Hall tickets of all the students in the block
 - Distributing answer sheets only to the students sitting on the bench (Blank benches should not be kept with answer sheets for students to later come and sit with)
 - Distributing the question papers on time
 - Before signing the answer-sheet checking all the entries made by student are correct as per their data.
 - Sticking barcode sticker and holocraft as per the rules prescribed by the University.
 - Maintaining the junior supervisor report and cross-checking every entry before submitting it back to the Senior supervisor.
 - Reporting the internal squad member / senior supervisor of any inappropriate behavior /incident or copying by any student.
 - Collect all the answer sheets of every block and cross check with the number of students present.
 - Ensure that there are no blank answer sheets unattended in the block allotted to the junior supervisor.
- Rules/ Instructions for students
 - No cellular phones/ smart watch/ Bluetooth devices allowed inside the classrooms
 - The mobiles, etc. shall be kept in the bag in "switch off" mode. Even if the phone rings in the bag it will be treated as unfair means.



- The writing pads shall be plain or transparent. If anything is found written/scribbled on the pad, it will be confiscated, and case of unfair means will be instituted on the concerned student.
- Dress code is compulsory for all the days (including Saturdays) in the examination period.
- Rules for Peons/ Waterman/ Bellman/ Sweepers:
 - Ensure that all the campus is clean (without any papers, etc.) including the classrooms before and after every examination.
 - Clean all the Washrooms before, during and after the examinations for any written materials.
 - Take holocraft stickers, threads and supplements to the classrooms during the examinations and bring all the unused stationery back to the examination room at the end of every examination.
 - Prepare bundles of all the blocks' answer sheets as per the instructions of the senior supervisor.
 - Comply with all the works entrusted to you from time to time by the CEO/Senior Supervisor.



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STANDARD OPERATING PROCEDURE FOR CONDUCTING INTERNAL EXAMINATIONS

- 1) Internal examinations are compulsory in every pattern introduced by Savitribai Phule Pune University.
- 2) Academic Calendars of Savitribai Phule Pune University are referred to plan internal examination schedule for college.
- 3) Dates of internal examinations are planned after 45 days of commencement teaching according to academic calendar.
- 4) Schedule for the internal examinations is published before 15 days of exam.
- 5) All class teachers and subject teachers are informed about schedule
- 6) All teachers declare syllabus of examinations accordingly.
- 7) Question papers for subject are submitted to class teachers by all subject teachers
- 8) All class teachers submit it to College Exam officer
- 9) College Exam officer takes signature of Principal on the collection of question papers
- 10) All papers are kept in safe custody of college Exam officer
- 11) Examinations happen according to schedule
- 12) Answer-sheets of each subjects are submitted to subject teachers by class teachers
- 13) Subject teachers after assessment submit again to class teachers
- 14) Class teachers keep data of internal marks of all subjects ready for final University submission.
- 15) Class teachers upload marks on University Internal Marks portal
- 16) Final submission/ confirmation done after the approval of college exam officer
- 17) All internal marks confirmations are filed by College Exam officer



Standard Operating Procedure for Conducting Seminar

Stage 1: Before Seminar

Stage 2: During Seminar

Stage 3: After Seminar

Stage 1

- Discussion & Topics finalization in

1. IQAC

2. Staff

Points to be Resolved:

- Collaboration & Association
- Funding agencies/Sponsorship
 - a) SPPU
 - b) Govt. Dept
 - c) NGOs
 - d) Other Colleges-Collaboration
 - e) Seminar Proceeding
 - f) Sponsors
 - i. Event
 - ii. Hospitality
 - iii. Publicity
 - iv. Media
 - v. Stationery
- Hall Availability
- Brochure Preparation
- Finalizing Guest

Works Allotment:

Preparation and Publication of Brochure, Certificate, and Flex, Advertisement, Guests, Seminar Proceeding Publication, Food and Hospitality, Purchase, Volunteers, Photograph, Attendance of Students



Contents of Work:

A. Boucher:

- Ingredients of Brochure
 1. About the Institution
 2. About the Seminar
 3. Themes & Sub themes
 4. Format of Paper
 5. Deadlines
 6. Contact Person: Seminar Coordinator and Student Volunteer
 7. Fees
 8. Name, Email- id, Phone No
 9. Patrons coordinators, conveners
 10. Principal/coordinators
 11. Names of Resource persons
 12. Previous seminars7Activities Photo
 13. Registration Forms
 14. Press note/website-News & Events,Facebook

Call for papers (45 days prior)

- a) Creation of broad theme
- b) Sub theme
- c) Making of Brochures
- d) Nature of Publication

B. **Advertisement** : On Lawctopas, Facebook , Newspaper, Whats app Groups, by sending invitations to Society and other Colleges

C. Guest:

1. Finalizing
2. Invitation and Thanks Letters
3. Acknowledgement & Acceptance in writing
4. Deciding their topics
5. Resource Persons & Chairman of session
6. Ask for write-up of Keynote Address
7. Travel arrangements
8. Lodging/Accommodation



9. CVS of guests
10. Preparing vouchers
11. Introduction of Guests in Seminar

D. Seminar Proceeding:

- a. Selection of Articles
- b. Acceptance and Rejection communication with researcher
- c. Collection of Registration form, fees, Copyright Certificate form
- d. Communication with account Department and Registration Committee
- e. Preparing list of Paper presenters and handing over to anchor.

E. Food and Hospitality

- a. Deciding Menu, Plates and Caterer for Lunch and Breakfast
- b. Supervision for proper distribution

F. Purchase

- a. Bouquet
- b. Water Bottles
- c. Felicitation Things
- d. Seminar kit
- e. Hospitality for guests
- f. Cleanliness things
- g. Miscellaneous

G. Volunteers

- a. Meeting
- b. Student Coordinator
- c. Identifying Students for committees
- d. Allotting them to respective faculties

H. Photograph: Appointment of Photographer

I. Attendance of Students: Attendance of students for all the session of Seminar

J. Overall Supervision: Seminar Coordinator

Committees for Seminar and their Responsibilities

Committee	Responsibility
Printing Committee	<ol style="list-style-type: none">a. Certificate Printingb. Badges for volunteersc. Food Couponsd. Name Platese. Communication with other committees
Registration Committee	<ol style="list-style-type: none">a. Preparation of seminar kit for Guests and Participantsb. Giving kit to participants and Students and receipt on receiving the amountc. Taking attendance of all participants at different sessionsd. Writing Certificates of Resource Persons, Participants, Students, College Staffe. Giving certificates along with seminar Proceeding to Participantsf. Communication with account department and concerned person.g. Collection of feedback Form
Felicitation and Decoration Committee	<ol style="list-style-type: none">a. Rangolib. Welcome Boardc. Arrangements of Contents required for felicitation of guests and communication of it with anchor of programmed. All arrangements of stage e.g. Name Plates according to Resource persons, Bouquet, Table



	Agenda, Water Bottles, Public address system, sound and projector arrangements and all technical Assistance, Seating arrangement
Food and Hospitality Committee	<ul style="list-style-type: none"> a. Supervise proper serving to Guests in breakfast and Lunch b. Tea Arrangements when required c. Follow up of food
Guest Arrangements	<ul style="list-style-type: none"> • Travel & Accommodation <ul style="list-style-type: none"> 1. Flight Booking 2. Hotel Booking 3. Internal Travelling
Report Writing Committee	To write the speech content of resource persons

Stage 2 During Seminar

- **Timings**
Have To be strictly adhered to
- **I-Cards-Compulsory**
- **Dress code**
Ladies- Sari
Gents- Blazer
Students- Uniform
- **Responsibilities:** Photographs, Payment to Resource persons, Filling Visitors book, Student Coordination, Report Writing, Taking attendance of Students and Participants for all sessions
- **Discipline**
Be present in the seminar hall during the sessions if no specific work is required to be completed during that time
- Anchoring- Seminar Coordinator
- Inaugural Session
 - 1. Lightening of Lamp



2. Welcome Address
 3. Introduction of Chief guest
 4. Address by Resource Person
 5. Vote of thanks
- Valedictory Session
 1. Introduction
 2. Introduction of Chief Guest
 3. Summary of Seminar
 4. Address by Chief Guest
 5. Distribution of Certificates
 6. Vote of Thanks

Stage 3 After Seminar

- Post Seminar
 1. Press Note + Website + Facebook
 2. Completion of File/Payments/Reports
 3. Collection of feedback forms/Analysis
 4. Account Setting/Auditing
 5. Distribution of certificates & Publication to participants



Work Allotment for Seminar

Work Allotment	Name of Faculty and Non teaching
Preparation 1. Brochure 2.Certificate 3. Flex	
Advertisement	
Guest Arrangements	
Seminar Proceeding Publication	
Food and Hospitality	
Purchase	
Volunteers	
Photograph	
Student Coordination and Report Writing	
Felicitation and Decoration Committee	
Printing Committee	
Registration Committee	
Visitor Book	





Modern Law College

STANDARD OPERATING PROCEDURE FOR D.H.E. ADMISSIONS

1. Three copies of all circulars relating to admission shall be prepared seven days prior the commencement of the admission procedure.
2. The respective staff shall ensure that the circulars and the notices are communicated or reached to the following authorities or arrangements
 - a. For the Notice Board
 - b. For Staff (information for the teaching and non-teaching staff)
 - c. For Admission File

**For Staff, along with the hard-copy, a soft copy should also be circulated.*
3. Two separate files shall be prepared for the course of LL. B and B.A. LL. B respectively and documentation should be strictly complied in it.
4. WhatsApp or Telegram group for admission shall be created for ease of communication.
5. Two meetings shall be conducted prior to the commencement of the admission procedure to discuss the following agendas:
 - a. Briefing of general and updated rules,
 - b. Designation of work to the staff,
6. One meeting shall be conducted after the completion of every admission round to ensure the accomplishment of the following:
 - a. Submission of report
 - b. Upload of all admitted students' detail
7. Documentation of admission round to be made available to Admission Committee members.
8. Orientation of all staff for:
 - a. Form verification.
 - b. Document verification. (*Affidavit for caste validity is acceptable for a certain duration, if the students do not possess the same at the time of admission*)
 - c. Online upload and hard copy verification.
 - d. To get accustomed with the rules of the college.
9. Two teachers per day should be responsible for document verification.
 - a. Timing for Document Verification shall be from 10 a.m. to 4 p.m. (lunch break 12:30 p.m. to 1 p.m.)
 - b. One peon should be present to assist the teachers.
 - c. Allotment of separate space for document verification.
 - d. Providing of one computer with internet and printer/scanner
 - e. Allotted teachers shall be present in the Document Verification room throughout the day. (*Allotment of teachers per day will be as per seniority*)
10. Rules of the college should be compiled in the form of an undertaking sheet for the students, this sheet should be signed by the respective students.
11. It is mandatory for the respective staff to upload the details of the admitted students on the D.H.E. website on the next day of the completion of the admission process.

12. All queries to the DHE Office shall be either through email or letter, no oral communication shall be acknowledged.
13. For Institutional Round.
 - a. Collect data of interested students from day one of the admission process.
 - b. Keep a separate book for to enter the interested student's details.
 - c. The book shall have the following columns:

Name	Contact Details (email and phone number)	CET Score	H.S.C. or Graduation Score	Reference (if any)	MS/OMS
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- d. Contact the interested students on the completion of third round. This includes telephonic, SMS and email correspondence.
 - e. After response or approach by the interested students, ensure that all documentation and verification are completed.
14. The students are to pay the fees and submit the challan or receipt to the respective authority, until then the allotment of roll number or enrollment shall be withheld. The procedure of admission shall be pronounced as completed only after.
 - a. Verification of all documents
 - b. Filling of the online forms
 - c. Payment of fees in the bank
 - d. Submission of challan or receipt to the office.
15. Printing of I-Cards shall be completed maximum two days post the admission process.
16. Attendance undertaking form shall be filled and duly signed by all students, the same shall be collected during the admission.
17. I-Card shall be issued to the students only after the student fills the online ragging form.
18. *Online payment.*
19. Permission of transfer cases to be considered only after the college admission is completed.
20. Late admission: A specific amount of fine shall be collected by the students who fail to take admission fifteen days after the declaration of the results.
21. Super-late admission: Discretion of the Principal on the fine amount and admission of the student.

P.E. Society's

Modern Law College

STANDARD OPERATING PROCEDURE FOR MOOTING ORATORY AND DEBATING CLUB (MOD CLUB)

1. The Mooting, Oratory and Debating (MOD) Club should be created at the beginning of every academic year.
2. The members from the teaching staff on the Club should be:
 - a. Two Law Teachers
 - b. One Non-Law Teacher teaching English
3. The students from all the courses i.e. B.A.LL.B., LL.B. LL.M. as well as Diplomas will be able to become members of the MOD Club.
4. There will be a core committee of the MOD Club including the faculty members and senior club members to decide, plan and execute all the activities of the club like the guest lectures, intra-collegiate competitions and other activities from time-to-time.
5. The working of the club will be informal in nature. However, for the purposes of documentation, one staff member will be responsible who will get the work done with the help of one student member who may be elected as the secretary. Together the Staff member and the Secretary of the MOD Club will be responsible for the up to date documentation of:
 - a. Minutes of every meeting along with the signatures of all the members present.
 - b. Report of all the activities carried out at the intra-collegiate level
 - c. All the details of students representing Modern Law College in any competitions of Mooting, Mock-trials, client counselling, Mediation, Elocution, Debating, etc.
 - d. Invitations of other Colleges to various events
 - e. Copy of the Registration forms of all the students signed and stamped.
 - f. Certificates of all the students including participation, winning, best advocate, etc.
 - g. Any other relevant information
6. There should be a meeting of the MOD Club once every week preferably on Wednesday at 11:10 a.m. for all the members to attend.
7. Occasionally sessions on enhancement of various skills will be conducted either by the college Faculty, or by an external person who is either an alumnus of the College or a distinguished person in the field having expertise in the area concerned.
8. Attendance of MOD Club Meetings is a qualifying prerequisite for the students to participate in any activities, both at the intra-collegiate as well as inter collegiate, state level, national or international level.
9. The winners and runners-up of all the intra-collegiate competitions will receive a certificate for the MOD Club in the College Annual Prize Distribution Function.
10. There shall be the following intra-collegiate competitions every year:
 - a. 1 Elocution Competition



- b. 1 Debate Competition
 - c. 2 Moot Court Competitions of which one will be only for the first-year students.
11. The Annual Report of the MOD Club activity has to be written and submitted to the IQAC at the end of every academic year.



P.E. Society's

Modern Law College

STANDARD OPERATING PROCEDURE FOR MAINTENANCE OF WEBSITE

1. The College website shall be www.modernlawcollege.org
2. There should be 2 teaching staff members who shall supervise the service provider for updating the website from time to time.
3. Major updation of the college website shall take place before the beginning of every academic year.
4. For the annual updation of the website, suggestions should be called from all the teaching as well as non-teaching staff members in writing before 30th April so that the changes suggested can be analysed and incorporated in the annual updation.
5. The fields "NOTICE" and "NEWS AND EVENTS" should be updated by the teacher in-charge of website updation on the written approval of the Principal & Coordinator on the same.
6. A register called as the "website updation register" shall be maintained to write down all the changes made along with the date and signature of the Principal & Coordinator on the register.
7. For any changes required to be made during the year apart from the above mentioned two fields (i.e. "NOTICE" and "NEWS AND EVENTS" fields) the same procedure of maintaining the same in the "website updation register" is required.
8. All the e-mail communications of the service provider and college replies to them shall be saved in a separate folder for any discrepancy which may arise.



P.E. Society's

Modern Law College

STANDARD OPERATING PROCEDURE FOR UPDATION OF PROSPECTUS

1. The Prospectus of the College shall be updated before the beginning of every academic year and shall be open for referring and downloading to all the students aspiring to take admission in Modern Law College.
2. Two teaching staff members shall be responsible for the updation of the Prospectus.
3. Before the process of updation begins, the following details shall be taken into consideration:
 - a. Whether any new course has been approved by the University and Government Authorities for the academic year.
 - b. Whether the College is intending to start any new Courses at the College level.
 - c. The amount of fees sanctioned from the Fee Regulating Authority for the academic Year.
 - d. Whether the syllabus of any of the courses has been changed/ amended.
 - e. Whether the rules relating to any admission related process have been changed in the previous academic year which needs to be changed in the syllabus.
4. All the photographs of various events conducted in the previous academic year, which need to be changed should be collected from the concerned teachers.
5. The rules relating to discipline, admission cancellation, etc. need to be approved from the Principal and Coordinator.
6. The Activities which are going to be conducted should be highlighted.
7. The cover page of the pdf of the Prospectus should be designed differently every year so that the same can be shown to NAAC, or other authorities as and when required.
8. The final proof of the Prospectus has to be approved by the Principal and Coordinator before uploading in the website.
9. Five printed copies i.e. hard copies of the Prospectus should be made and kept for the purposes of documentation.



Modern Law College

STANDARD OPERATING PROCEDURE FOR

CLASS TEACHERS

The responsibilities of a Class-Teacher are as follows:

I. From the commencement of each semester, the Class-Teacher shall maintain the following Files:

1. For the filing of attendance sheets, collection of attendance sheet from the respective faculties designated for specific subject (Subject-Teacher) for that particular class. Attendance sheets should be stacked and stapled together before the first week of the month,
2. For maintaining student's leave application and undertaking forms and
3. For filing of internal question paper, internal exam attendance and internal and external (external exam conducted by the college) marks.

II. From the commencement of the Academic Year, the Class-Teacher shall be provided with The Class Meeting Register by the Head of the Department, it is the Class-Teacher's responsibility to maintain, arrange and organise

1. Class Meetings, which shall be conducted twice every month,
2. Minutes of the class-meetings, which shall be recorded by the respective Class-Teacher or the Class-Representative,
3. Signature of The Principal, Class-Teacher and Class-Representatives should be present on every Minutes of Meeting.

III. It is the responsibilities of the Class-Teacher

1. To distribute the attendance sheet to the respective subject-teacher on the last day of the month, to ensure smooth register of attendance and maintenance of records,
2. To collect the previous months attendance sheet, handed over by the respective subject-teachers and filing them accordingly,
3. Preparation of Defaulter's list using the excel sheet provided by the Head of the Department. Every Class-Teacher is required to prepare two Defaulter's List for every semester,
 - a. First Defaulter's List should be prepared before the third day of the second month after the commencement of the semester,
 - b. Second Defaulter's List should be prepared before the third day of the third month after the commencement of the semester,
4. Filling and maintain of Internal-marks on the excel sheet provided by the Head of the Department.

**A hard-copy of the same shall also be filed for further verification.*

5. Filling of Internal-marks on the University Internal Marks Website as soon as the batch is created by the Chief Examination Officer (CEO) or any respective authority. The link for the university mark entry is <http://intmarks.unipune.ac.in>



6. Filling of external marks on the excel sheet provided by Chief Examination Officer,
7. Optional Subject should be pre-decided within 10 days of admission or starting of lectures, whichever is earlier,
**Separate attendance sheet should be made according Optional Subject*
8. To Maintain Internal Answer-Books of all related subjects for every semester,
9. Any additional work, disputes and queries related to the class shall be resolved by the Class-Teacher, if not in their authority they shall redirect it to the Head of the Department.

IV. The Class-Teacher should take a note of the following rules for the Defaulter's List, the Class-Teacher shall ensure that,

1. The attendance of every student shall be of minimum 75%, the students who do not fulfil this criterion shall be considered defaulter,
2. Attendance sheet is to be maintained meticulously in the Class-Teacher's File, (I,1)
3. Students who take leave for more than three consecutive days, are required to submit a written application/letter stating the reason to the Class-Teacher before-handed, Applications submitted later shall not be accepted and the student will be marked absent for those many days.
4. Students who take leave due to medical emergencies, are required to submit a written application/letter supported with medical certificates, reports as soon as they join the college, Medical leave applications will not be accepted after 2 weeks after the student has joined the college.

**It is totally the Class Teacher/Principal's discretion whether to grant the student leave application or not.*

**Medical Leave Applications shall only be considered only if it is supported with necessary documents.*

5. If the student's name appears in the first Defaulter's List, the Class-Teacher should not permit the student to appear/attempt the Regular internal examination which is based on 30% of the entire syllabus,
6. If the student's name appears in the second Defaulter's List and not in the first Defaulter's List, the Class-Teacher shall ensure that the student will have to give a Re-test of the internal examination which is based on 75% of the entire syllabus, and the marks of the Regular internal examination will not be considered,
7. If the student's name appears in both the Defaulter's List, then the Class-Teacher shall ensure that the student submits two solved past University Examination paper for every subject the student has opted for, along with an application for Re-test stating valid reason for absence enclosed with necessary documents. All these documents and Answer sheets shall be maintained by the Class-Teacher,
8. Students whose name appear in both the Defaulter's List should be directed to the Principal for the distribution of their hall-tickets. The student is also required to bring one of their Guardian or Parent along with them for the meeting.

**Siblings, Cousins, Friends etc. shall not be entertained.*



P.E. Society's

Modern Law College

STANDARD OPERATING PROCEDURE FOR SPPU CENTRAL ASSESSMENT PROGRAMME (CAP)

Work Allotment for the following post

CAP Director

Assignment of responsibilities for the Director of the CAP are as follows:

1. Distribution and preparation of CAP responsibilities.
2. Appointment of CAP Staff with their respective responsibilities.
3. Financial Supervision.
4. Coordination with the University.

Assistant CAP Directors

Assignment of responsibilities for the Assistant Director of the CAP are as follows:

Before Receiving the papers

1. Demarcation of place, allotment of classroom and place to store the University Answer Sheets.
2. Preparation of course-wise list of subjects.
3. Listing of Stationery products required for the CAP.
4. Preparation of course-wise files and registers
5. Preparation of subject-wise NIL report.
6. Course-wise calculation of total students.
7. Identifying examiners and moderators.
8. Sending invitation letters.
9. Subject-wise stickers of 60 papers per bundle for pasting
10. Preparing list of colleges
11. Bundle-wise registers (Subject-wise)
12. Preparation and maintenance of Attendance Register
13. Inform all colleges to submit question papers along with answer papers everyday.

During and After preparation of bundles

1. Allotment, returning and entering the details of the UID Stickers.
2. CAP Login
3. Appointments
4. Pasted Lot Numbers
5. CAP list and Team List
6. Tea Bill Register to be maintained.
7. Preparing the list of total number of papers received and bundled on the basis of the subject.
8. Informing the current status of the CAP to the CAP Director.



**CAP Assistant Director has the power to assign duties to any of the staff or CAP assistants as and when required*

CAP Officer

Assignment of responsibilities for the Officer of the CAP are as follows:

Before and During CAP

1. Cross-checking the stickers of 60 papers per bundles.
2. Issuing and receiving bundles.
3. Filling of issuing register

After CAP

1. Settlement of Account
2. Providing Attendance Certificates
3. Clearing of CAP room (ensuring no documents are misplaced)

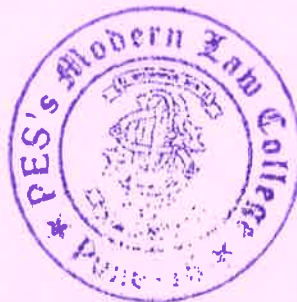
Clerks

Assignment of responsibilities for the Clerks of the CAP are as follows:

1. Preparing Subject-wise bundles
2. Receiving and issuing of bundles.
3. Making online entries.
4. Preparation of finished bundle list and submitting it to the university.
5. Keeping one O/C for each Assistant CAP Director and College Outward respectively.
6. Subject-wise appointment of teachers.
7. Attendance record are to be maintained.

शिपायांनी करण्याची कामे

1. कॅप रूम मध्ये स्वच्छता राखणे.
2. गट्टे बांधणे आणि नियोजित जागेवर गट्टे ठेवणे.
3. U.I.D. स्टिकर लावणे.
4. कॅप रूम मध्ये व चेकिंग रूम मध्ये पाण्याचे नियोजन करणे.
5. पर्यवेक्षकांसाठी चहा लागत असल्यास कॅन्टीन मध्ये जाऊन ऑर्डर करणे.
6. कॅपच्या स्टाफ साठी चहा/सरबत मागवायचे असल्यास अससिस्टन्ट कॅप डायरेक्टरची परवानगी घेणे.
7. पर्यवेक्षकांनी परत दिलेले गट्टे तपासून त्यातील सही, आतील व बाहेरील मार्क, मार्काची टोटल तपासून नियोजित जागेवर गट्टे ठेवणे.
8. वेळोवेळी वरिष्ठांनी सांगितलेली कामे करणे.



Modern Law College

STANDARD OPERATING PROCEDURE FOR INTERNAL PAPER ASSESSMENT (IAP) OF THE FIRST YEAR EXAMINATIONS

1. The First Year Paper Assessment Committee shall be created at the beginning of the academic year and all the examinations of B.A.LL.B., LL.B. as well as LL.M. shall be controlled by this Committee.
2. The members of the Committee shall be as follows:
 - a. Principal - Chairman
 - b. College Examination Officer - Secretary
 - c. Assistant IAP Director - Member
 - d. HOD of LL.M. - Member
 - e. HOD of B.A.LL.B. - Member
 - f. HOD of LL.B. - Member
 - g. Class Teacher of B.A. LL.B. - Member
 - h. Class Teacher of LL.B. - Member
3. The IAP Room will have to be designated for keeping the sealed papers as well as Assessment.
4. The Timings of the Internal Assessment Programme shall be from 8:00 a.m. to 4:00 p.m.
5. The junior supervisors should ensure that the bundles they are submitting are arranged numerically to reduce confusion.
6. Before the bundles are given to the examiners for assessment, the Assistant IAP Director has to get the bundles arranged numerically and a cover page for every bundle shall be given for entering the marks.
7. The absent students' numbers should be marked on the cover page before handing over the bundles to the examiners.
8. A file consisting of all the question papers shall be kept handy and provided to the examiners as and when required.
9. The Internal Assessment shall commence on the first working day after the concerned examination concludes.
10. Moderation of the Assessed papers to be done by some other expert faculty.
11. The marks entered in each bundle's cover page should be kept in duplicate in the class teacher file and the Central Exam Marks File which should be kept in the Examination Room under the CEO's custody.
12. The Internal Assessment Programme shall end within one week from the date of commencement.
13. The results shall be declared latest by the end of two weeks from the date of conclusion of the exams.



14. The Class teacher of every class will be responsible for entering the marks of the students on the University link. This shall be done by cross-checking every entry under the supervision of the CEO.



Progressive Education Society's

Modern Law College

Ganeshkhind, Pune - 411016

STANDARD OPERATING PROCEDURE FOR CONDUCTING INTERNAL EXAMINATION

REGULAR EXAMINATION

SEM	DATE	FROM TIME	TO TIME	SUB-CODE	SUBJECT
BA5	16-Sep-19	9:00 AM	10:00 AM	LC0501	Legal and Constitutional History
BA5	17-Sep-19	9:00 AM	10:00 AM	LC0502	Family Law I
BA5	18-Sep-19	9:00 AM	10:00 AM	LC0503	Law of Contract I
BA5	19-Sep-19	9:00 AM	10:00 AM	LC0504	Law of Crimes
BA5	20-Sep-19	9:00 AM	10:00 AM	LO0505 LO0506 LO0507 LO0508 LO0509	Optional Subject 1 (a) Health and Food Law (b) Equity and Trust Law (c) Criminal Psychology and Criminal Sociology (d) Agricultural Marketing Law (e) Intellectual Property Rights I
LB3	16-Sep-19	10:30 AM	11:30 AM	LC0701	Constitutional Law II
LB3	17-Sep-19	10:30 AM	11:30 AM	LC0702	Property Law and Easement
LB3	18-Sep-19	10:30 AM	11:30 AM	LC0703	Public International Law
LB3	20-Sep-19	10:30 AM	11:30 AM	LO0705 LO0706 LO0707 LO0708 LO0709	Optional Subject 3 (a) Comparative Constitutions (b) Investment and Securities Law (c) Criminal Minor Acts (d) Cooperative Law (e) Private International Law
LB5	16-Sep-19	12:00 PM	1:00 PM	LC0901	Civil Procedure Code
LB5	17-Sep-19	12:00 PM	1:00 PM	LC0902	Interpretation of Statutes
LB5	18-Sep-19	12:00 PM	1:00 PM	LC0903	Environmental Law
LB5	20-Sep-19	12:00 PM	1:00 PM	LO0905 LO0906 LO0907 LO0908 LO0909	Optional Subject 5 (Any one from the following) (a) Law on Education (b) Principles of Taxation Law (c) Law of Forensic Science (d) Land Laws I (e) International Law on Air, Space and Sea
BA3	16-Sep-19	1:30 PM	2:30 PM	CE0301	Legal Language and Legal Reasoning
BA3	17-Sep-19	1:30 PM	2:30 PM	BA0302	Public Policy and Public Administration
BA3	18-Sep-19	1:30 PM	2:30 PM	BA0303	Theories of Development Indian Economy
BA3	19-Sep-19	1:30 PM	2:30 PM	BA0304	Society in India



Progressive Education Society's

Modern Law College

Ganeshkhind, Pune - 411016

RE-TEST AND BACKLOG EXAMINATION

SEM	DATE	FROM TIME	TO TIME	SUB-CODE	SUBJECT
BA5	1-Oct-19	9:00 AM	10:00 AM	LC0501	Legal and Constitutional History
BA5	3-Oct-19	9:00 AM	10:00 AM	LC0502	Family Law I
BA5	4-Oct-19	9:00 AM	10:00 AM	LC0503	Law of Contract I
BA5	6-Oct-19	9:00 AM	10:00 AM	LC0504	Law of Crimes
BA5	7-Oct-19	9:00 AM	10:00 AM	LO0505 LO0506 LO0507 LO0508 LO0509	Optional Subject 1 (a) Health and Food Law (b) Equity and Trust Law (c) Criminal Psychology and Criminal Sociology (d) Agricultural Marketing Law (e) Intellectual Property Rights I
LB3	1-Oct-19	10:30 AM	11:30 AM	LC0701	Constitutional Law II
LB3	3-Oct-19	10:30 AM	11:30 AM	LC0702	Property Law and Easement
LB3	4-Oct-19	10:30 AM	11:30 AM	LC0703	Public International Law
LB3	7-Oct-19	10:30 AM	11:30 AM	LO0705 LO0706 LO0707 LO0708 LO0709	Optional Subject 3 (a) Comparative Constitutions (b) Investment and Securities Law (c) Criminal Minor Acts (d) Cooperative Law (e) Private International Law
LB5	1-Oct-19	12:00 PM	1:00 PM	LC0901	Civil Procedure Code
LB5	3-Oct-19	12:00 PM	1:00 PM	LC0902	Interpretation of Statutes
LB5	4-Oct-19	12:00 PM	1:00 PM	LC0903	Environmental Law
LB5	7-Oct-19	12:00 PM	1:00 PM	LO0905 LO0906 LO0907 LO0908 LO0909	Optional Subject 5 (Any one from the following) (a) Law on Education (b) Principles of Taxation Law (c) Law of Forensic Science (d) Land Laws I (e) International Law on Air, Space and Sea
BA3	1-Oct-19	1:30 PM	2:30 PM	CE0301	Legal Language and Legal Reasoning
BA3	3-Oct-19	1:30 PM	2:30 PM	BA0302	Public Policy and Public Administration
BA3	4-Oct-19	1:30 PM	2:30 PM	BA0303	Theories of Development Indian Economy
BA3	6-Oct-19	1:30 PM	2:30 PM	BA0304	Society in India





Progressive Education Society's
Modern Law College

Ganeshkhind, Pune - 411016



STUDENT GRIEVANCE REDRESSAL POLICY

Vision of the Student grievance redressal cell is to look into the grievances lodged by students wherein any form of discontent and dissatisfaction on the part of students can be informed.

Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

Grievance and Redressal Cell Composition

The student Grievance & redressal Cell consists of a representative from management, Principal, vice principal, one member incharge of LLB & BALLB, LLM, & Diploma respectively, and two members from non teaching faculty.

Functions of the Grievance and Redressal Cell

Functions

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments / Sections to redress the grievances.
3. To guide ways and means to the students to redress their problems.
4. To make officials of the college responsive, accountable and courteous in dealing with the students.
5. To ensure effective solution to the students' grievances with an impartial and fair approach.

Procedure

The Grievance and Redressal Cell shall receive and redress the grievances of the following

Issues

Academic issues pertaining to teaching, learning and evaluation activities- shall be addressed to the concerned Class Teacher

Student-teacher, student-student grievances –shall be addressed to the concerned class teacher

Grievances related to library and IT services- shall be put in complaint box/online mode



Grievances related to sports, cultural –Concerned Teacher

Grievances related to Non teaching & other- shall be addressed to Class Teacher/ Principal.

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion/complaint provided in ground floor of the building outside the reading hall or by filling online complaint form available at college website ,or via phone calls/whatsapp/email at cghate@rediffmail.com .
2. Once the application is received the Redressal Committee shall review the complaint and invite both the parties for reconciliation.
3. Counseling is offered at departmental level where matter seems to be resolved and the outcome is reported to the Principal for further action to be taken
4. Minimum one meeting in each semester is to be conducted .
5. Based on the nature, gravity & frequency of complaint, Principal would take decision if meeting needs to be conducted in respect of that matter.

Redressal of the Grievances

The grievance cell will ensure that the grievance is resolved properly and in stipulated time. Priority is given according to the gravity & urgency of complaint . in all the cases the aggrieved party shall be informed about the measures taken.

Once the grievance is redressed all the details shall be entered into the muster maintained for it.

All the grievances related to women harassment and ragging shall be dealt by respective committees as per the prescribed procedure.



P.E. Society's

Modern Law College

STANDARD OPERATING PROCEDURE FOR STUDENT GRIEVANCE REDRESSAL COMMITTEE

- The Grievance and Redressal Cell shall receive and redress the grievances of the following Issues
 - Academic issues pertaining to teaching, learning - shall be addressed to the concerned Class Teacher
 - Student-teacher, student-student grievances –shall be addressed to the concerned class teacher
 - Grievances related to library and IT services- shall be put in complaint box/online mode
 - Grievances related to sports, cultural –Concerned Teacher
 - Grievances related to Non teaching & other- shall be addressed to Class Teacher/ Principal.
1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion/complaint provided in ground floor of the building outside the reading hall or via phone calls/whatsapp/email etc.
 2. Counseling is offered at departmental level where matter seems to be resolved.
 3. For other grievances that require review shall be redressed by receiving written and signed Application in person or by filling online complaint form available at college website or by mail at cghate@rediffmail.com.
 4. Once the application is received the Redressal Committee shall review the complaint and invite both the parties for reconciliation and the outcome is reported to the Principal for further action to be taken.
 5. The college maintains a muster wherein the concerned teacher /staff /committee member enters all the details regarding the grievance and its redressal.



ANTI-RAGGING COMMITTEE

Ragging is prohibited under the Maharashtra Prohibition of Ragging Act, 1999 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

The College has constituted a Committee as the Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

Preventive Measures by College-

The college shall constitute the Anti Ragging Committee to curb the menace of ragging.

1. The college shall timely advertises and clearly mentions that ragging is totally banned in the college and anyone found guilty of ragging or abetting ragging is liable to be punished appropriately.
2. The brochures/booklets given to candidates shall include all printed Regulations in full regarding Ragging.
3. The 'Prospectus' shall contain all the directions of Supreme Court, Central/state govt., regulations, and consequences of Ragging.
4. The college has constituted Anti Ragging Squad which conducts surprise visits to college.

Composition of Anti Ragging Committee-

Head of the institution, Principal/Vice Principal, Teaching faculty, Non Teaching Faculty, student Member

Composition of Anti Ragging Squad

The college shall constitute an Anti Ragging Squad comprises of

Representatives from Management, teaching Faculty, Non Teaching Faculty, student Representative

Anti Ragging squad shall make surprise visits to the college and shall submit report to the college.

Functions of Anti-Ragging Committee

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders
4. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls
5. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.



Procedure for handling Ragging issues-

1. The information on ragging can be received in the following manner :

- Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
- Through any other member of the Institute.
- From any external source.

2. In the event of receipt of information of ragging by any of the officers, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hour of receipt of this information.

3. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.

4. The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations

5. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.

6. Thereafter, the said report and recommendations shall be considered by the Anti- Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

Punishments-

1. Withholding of results, scholarships, fellowships etc
2. Suspension from attending classes and other academic privileges
3. Debarring from representation in events and appearing for tests/examinations and also
4. consequent admission to any other institution
5. Cancellation or rustication from college.
6. Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.



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STANDARD OPERATING PROCEDURE FOR ANTI RAGGING

- The college has constituted Anti Ragging Committee to curb the menace of ragging
- The name, designation and contact details of the members of the committee is displayed at prominent locations.
- College should clearly mentions that ragging is prohibited and anyone found guilty shall be punished according to the prescribed punishments in UGC Regulations for Anti ragging.
- Anti Ragging undertaking has to be signed by the students and their parents along with the admission form.
- Anti Ragging squad is constituted which makes surprise visits to the college and submit report to the college.
- Enquiry procedure
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INTERNAL COMPLAINTS COMMITTEE

“Zero tolerance against sexual harassment”

I.OBJECTIVE

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct Modern Law College has constituted an Internal Complaint Committee (“ICC”)

II.GUIDELINES

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

III. PREVENTIVE MEASURES

1. Each of the Committees will meet regularly. Minutes of the Meeting (“MoM”) of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report
3. Sensitization programs / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:
 - a) To sensitize employees about their right to have safe and healthy work environment
 - b) To spread awareness about same either by way of publication, advertisement or by convening meetings
 - c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act



d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;

e) The Committee would also assist Complainants if required to file a Complaint

4. Maintain records of all sexual harassment cases and findings
5. Display penal provisions of sexual harassment

IV. REPORTING OF CASAES

1. The aggrieved person should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident.

V. CONFIDENTIALITY

1. Information about identity of the aggrieved, individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals.

2. Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VI. COMPOSITION

University Grants Commission (Prevention Prohibition and Redressal of sexual harassment of woman employees and Students in higher educational Institution) Regulations, 2015

1. A presiding officer who shall be a woman faculty member (not below the rank of Associate Professor or Reader
2. two faculty members and two non-teaching employees
3. 3 students if the matter involves students who shall be enrolled at the undergraduate, masters, and research scholar levels respectively.
4. One member from NGO or association committed to the cause of women or issues relating to sexual harassment.
5. At least one half of the total members of ICC shall be women.
6. The term of office of the members of ICC shall be for a period of three years or 1/3rd members may change every year.

PROCESS OF ENQUIRY-

1. A copy of complaint is to be sent to the respondent within 7 days of such receipt.
2. Reply of respondent shall be received within 10 days.
3. Enquiry has to be completed within 90 days from receipt of the complaint. Copy of findings or recommendations shall be served to both the parties.



4. An appeal against the findings within a period of 30 days from the date of recommendations.
5. The aggrieved party may seek conciliation through ICC.
6. The identities of the victim or the witnesses or the offender shall not be made public during the process of enquiry.

INTERIM REDRESSAL

1. Transfer of any party to another department or section.
2. Grant leave to the aggrieved with benefit upto 3 months.
3. Ensuring that offenders keep a distance from the victim.
4. Strict measures to be taken to provide a conducive environment of safety and protection against retaliation and victimization as a consequence of making a complaint of sexual harassment.

PUNISHMENT AND COMPENSATION

If respondent is a student

1. Withhold privileges of the student such as access to the library, auditorium, halls of residence, scholarships, allowances, and identity card.
2. Suspend or restrict entry into the campus for specified period.
3. Expel and strike off the name from rolls of the college, denial of readmission if the offence so warrants
4. Award reformatory punishments like mandatory counseling etc.

If the respondent is Employee

1. Anyone found guilty of sexual harassment shall be punished in accordance with service rules of the Institution.

COMPENSATION-

The college shall issue direction for payment of compensation recommended by ICC, which shall be recovered from the offender.



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STANDARD OPERATING PROCEDURE FOR ANTI SEXUAL HARRASSMENT

1. College shall constitute ICC which shall meet quarterly or as decided by the committee The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report
3. Sensitization programs / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC
4. **REPORTING**-The aggrieved person should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident

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PUNISHMENT- Punishment and compensation shall be according the Policies of the College.



MINORITY AFFAIRS COMMITTEE

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities in the main stream

The SC/ST cell of the college was established with the purpose to empower the SC/ST students in the college. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

OBJECTIVES

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students, if any
5. To arrange for special opportunities to enhance the carrier growth
6. To aware the SC/ST students regarding various scholarships program of State Govt. and UGC
7. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

ACTIVITIES

- To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST & OBC Students.
- To circulate State Govt. and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

COMPOSITION OF COMMITTEE-

The committee shall consist of the following Persons-

Principal/Vice Principal

Two members from teaching staff out of which one shall be either from SC or ST category.

One member from non teaching staff.



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STANDARD OPERATING PROCEDURE FOR MINORITY AFFAIRS COMMITTEE

1. The committee shall counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. The committee shall ensure provisions of an environment where all such students feel safe and secure.
3. The committee shall provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. The committee provide the mechanism to redress the grievance of SC/ST students, if any
5. College arranges for special opportunities to enhance the carrier growth
6. To aware the SC/ST students regarding various scholarships program of State Govt. and UGC
7. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
8. **PROCEDURE**
9. The complaints must be in writing from the Aggrieved person of Minority/OBC which should be addressed to concerned committee.
10. A complaint about the discrimination or harassment must specify whether the discrimination or harassment is alleged to have taken place within institution/college campus.
11. The complaint shall include sufficient details of the alleged act of discrimination or harassment with the details of the Complainant.
12. The committee has to fix the hearing date by intimating to the complainant.
13. The Complainant and the person against whom the complaint is filed, should be called before the committee and the committee should hear both the sides in detail.
14. The committee after hearing has to submit its recommendations to the Disciplinary Authority. The Disciplinary authority will take appropriate action as per the recommendations of the Committee. The complaint received by the Committee should be resolved maximum within 30 days from the date of receipt of the complaint



Modern Law College

STANDARD OPERATING PROCEDURE FOR MAINTENANCE OF COLLEGE DISCIPLINE

1. Every Student seeking admission to the Modern Law College is expected to adhere to the tradition of P. E. Society, Pune-5 and the students should endeavor for excellence along with ethical and moral values.
2. Every student is required to approach for admission only if he aspires to excel in Legal Education. Students seeking admission other than for education are advised otherwise.
3. Every student while seeking admission shall subject himself to the disciplinary jurisdiction of the Vice-Chancellor, Authorities of Savitribai Phule Pune University, Authorities of P. E. Society, Authorities of Modern Law College and shall abide by and strictly adhere to the rules made in that behalf by the mentioned authorities.
4. Every student is to maintain the decorum and educational environment within college premises. Loitering, damaging College property and facilities, insubordination shall incur strict disciplinary action by the College authorities.
5. Every student is required to attend classes regularly, attend court and lawyers' chambers as may be prescribed by the College authorities in reference and compliance to the S.P.P. U. and curriculum requirements. The College authorities, also have an extensive schedule for incumbent students to attend court, court proceeding and lawyers chambers. All students are required to comply with the schedule. The same is part of the College endeavor to infuse practical approach at the very nascent stage of legal education.
6. Every student shall subject himself to strict discipline befitting an ideal student. No student shall indulge in any political activity in the College premises and during class timings. No associations, organization or societies shall be formed, established or invited in the College premises without prior permission of the College authorities.
7. Every student is required to acquaint himself/herself with the Maharashtra Universities Act 1994 (Ordinance No. 157) The same is regarding maintenance of discipline and good conduct by the students.



8. Every student is required to take part in various academic activities proposed and / or held by the College authorities. Seminars, Guest Lectures, Debates and Free Legal Aid Activities that are organized to develop the skills of students. The students are required to exploit the facilities provided by the College.

BAN on Smoking, the Sale and Consumption of Tobacco & Alcoholic Drinks in College premises:

Smoking, the Sell and Consumption of Tobacco & Alcoholic Drinks within the College premises and 100 meters radius beyond the college premises is strictly prohibited. Any person indulging in such activity is subject to suitable disciplinary action as per the existing laws.

Ban on Ragging:

Strict action as per the law will be taken against students indulged in ragging in the College premises. Every student is required to submit online affidavit in this regard.

Organ Donation:

College has taken efforts for the purpose of awareness with respect to Organ Donation. College is ready and willing to provide all assistance in this regard

Library Discipline

1. Library Rules for Student
2. Library Books Issue/ Return time: 10.00 a.m. to 1.00 p.m. and 1.30 p.m. to 4.00 p.m from Monday to Friday and 10.00 am to 1.00 pm for Saturday
3. A Student shall be issued one book at a time for seven days which can be extended to another week provided a request for renewal is made before the expiry date.
4. Second book will be issued on I-card for one day only. Otherwise a fine Rs.25/- per day will be charged up to 3 days, thereafter for 15 days the library issue facility will be stop.
5. Reference Books or Periodicals shall not be issued to the students but be made available to them in the library.
6. Book CD available at the issuing counter.
7. Students who keeps the books after the expiry date will be fined Rs.10/- per week.
8. If a Student loses or damages any library book, the student shall have to pay double the MRP or replace the book (New Edition), with in 15 days otherwise fine Rs. 10/- per day will be levied.
9. Always maintain silence in the library. Whispering and loitering are not allowed in the library and Reading room.
10. Mobile phones need to be switched off or kept in the silent mode before making the entry to the library.
11. Library cards are not transferable, incase of loss of a library card; a duplicate card will be issued only once within 15 days, against a charge of Rs. 100/- per card. Thereafter no duplicate card shall be issued.



12. Keep your personal belongings such as bags, books etc. in the Baggage counter; Do not keep
13. any valuables such as cash, mobile, ATM card etc. Library or the college staffs are not
14. responsible for the loss of any valuables.
15. Library material can be photocopied (Question paper, syllabus, Reference books, Journal,
16. Periodicals, Case Studies) etc. on payment of charges
17. Any(B/W)computer print is available on payment of charges
18. Students are requested to pay fine in time and show the receipt to library staff and verified the fine record in time.



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STANDARD OPERATING PROCEDURE FOR

PHYSICAL TRAINING EXAMINATION AND SPORTS COMPETITIONS

1. At the start of the Academic year the zonal and district sports in-charge appointed by SPPU along with Physical Department of SPPU meet and plan a schedule for sports events.
2. The schedule of the sport events are circulated via SPPU circular section.
3. Accordingly the College sports In-charge displays the circular and schedule of various sports events on the college notice board with contact details.
4. Interested students contact the Sports In-charge and are given the Sports Eligibility form which is a standard format prescribed by the SPPU.
5. The concern student/player along with the I-Card and the Sports eligibility form has to report at the venue of competition.
6. The student/player has to report the next day to the Sports In-charge after the competition.
7. As far as the intra-collegiate competitions are concerned they are organized in the schedule of college fest Notices are displayed, Team list is collected by the In-Charge teacher competition is conducted as per the schedule.
8. Winners and Runners-up list is submitted to the annual fest In-charge and accordingly the prize distribution takes place.



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STANDARD OPERATING PROCEDURE FOR COMPULSORY HEALTH CHECK-UP OF FIRST YEAR STUDENTS

1. As it is mandatory for the First year of 5 year law course to undergo medical check-up.
2. As it is a year on year activity we have MOU with Ekbote Hospital for the medical Examination purposes
3. A notice is issued and is circulated in the classrooms mentioning date and time and place of the medical check -up.
4. The students are given the formatted form issued by Savitribai Phule Pune University which is pre filled by the students and are instructed to be present at the medical examination venue.
5. One male and one female teacher along with a peon ensure the discipline and overall check up the concern hospital/venue.
6. Two Male doctors and Two Female doctors are there to cater the needs of young students and do the medical check-up.
7. The forms are signed and sealed by the practicing doctor.
8. The report of the same is submitted by the teacher In-charge to the Principal



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STANDARD OPERATING PROCEDURE FOR PURCHASE COMMITTEE

1. At the start of the Academic year all the departments namely Academic/ Administrative/accounts put their requirements in front of Principal and Management representative.
2. In the middle of the Academic year if any foreseen requirement is there it is put in front of College Development Committee (CDC) for Approval.
3. Before any purchase is initiated the accounts department makes sure that atleast 3 Quotations are obtained.
4. After the 3 Quotations are called for the best suited quotation is sanctioned.
5. Purchase Order is issued to the vendor
6. The concern Non- Teaching staff has to oversee the purchases and the working of the same and report to Principal about the completion.



Modern Law College

STANDARD OPERATING PROCEDURE FOR MODERN LEGAL RESEARCH CENTRE

Title – Modern Legal Research Centre

Scope – Training for moots, debates and research related events along with support and help for students in conducting research.

Purpose – The Modern Legal Research Centre aims to inculcate amongst the students the interests in the students of P.E.S. Modern Law College towards research. The main thing is to imbibe research culture that will be fruitful in their future. The MLRC pushes students towards conducting research and increasing participation in competitions which will in the end boost their confidence and morale.

Standard Operating Procedure for Modern Legal Research Centre

1. The Modern Legal Research Centre is an important wing of P.E.S. Modern Law College, Pune which has the main aim of inculcating the culture and sense of research into the students who will be the bright future of India.
2. The composition of the Modern Legal Research Centre is as follows –
 - i. Principal of the College – as the Chairman
 - ii. Professor – Member
 - iii. Professor – Member
 - iv. Professor – Member
 - v. Student Representative
 - vi. Student Representative
3. The Modern Legal Research Centre is formulated and appointed at the beginning of each academic year.
4. The Modern Legal Research Centre has to guide the students who are going to participate in various academic competitions which require research as a strong base.
5. The Modern Legal Research Centre is to be a support and guide to the students pursuing LL.M. in P.E.S. Modern Law College in their various research projects.
6. Wherever possible, the MLRC has to contribute and provide aid in conducting seminars, lectures which will develop interest in the area of research.
7. The MLRC is a medium of conversation assigned with the task of informing students of various academic competitions relating to research.

