



।। न्याये सर्वं प्रतिष्ठितम् ।।

RULES FOR FUNCTIONING OF LEGAL AID CELLS

ACADEMIC YEAR 2017-18

“The test of our progress is not whether we add more to the abundance of those who have much; it is whether we provide enough for those who have too little.”

- President Franklin Roosevelt (1882- 1945)
Second Inaugural Address, January 20, 1973

RULES FOR FUNCTIONING OF LEGAL AID CELLS

A. MEETING OF CELLS

- Cells to meet up at the prescribed time and day except when intimated through circulation of notice from the Director of Legal Aid Society.
- Strict action will be taken with respect to cells which remain closed on days of functioning, without prior permission from the faculty in- charge or Director of Legal Aid Society.
- Cells should function under all circumstances. (Incase on the day of meeting of cells the members decide to conduct a survey at least two members to remain present at the cell premise)
- **Dress Code for meetings: Black and White.**

B. ATTENDANCE

- If any member remains absent for three consecutive weeks the said member will be removed as member of the Legal Aid Cell.
- In case of Suspension fresh application for admission to be moved to the Director of the Legal Aid Society. The said member will be admitted in any of the Legal Aid Cells as per the discretion of the Director.

C. EXEMPTIONS

- Application for exemption to be submitted to the faculty in- charge and after obtaining the signature to be submitted to the cell In-charge. Faculty in- charge to decide the purpose for which exemptions to be granted, however Internship will not be considered as a reason for exemption.

D. SUBMISSION OF CELL JOURNAL AND ATTENDANCE REGISTER

- In- charges or Deputy In-Charges to submit the cell journal and attendance register every Monday before the first lecture for assessing the same. Repeated non- compliance of the same will be noted and appropriate action will be taken during viva-voce for all members.

E. PROJECT

For the Academic Year 2017 – 18 the members of the Legal Aid Cell can undertake a Project.

If the cell wishes to undertake any project the same needs to be in consultation with the faculty- in-charge and only after the approval of the Faculty In-charge the cell can go ahead in submitting the same for final approval to the Director of Legal Aid Society.

The project shall include the following components

- Identification of Problem

Once the Legal Aid Cell identifies the problem for the purpose of Project the same needs to be justified and justification has to be given to the Director of Legal Aid Society. The Faculty In- charge can advocate for approval of the project along with the cell members.

The said process will include the following stages

Stage I: Proposal to be submitted to the Director

Contents of the Proposal:

- ✓ **Name of the topic**
- ✓ **Introduction**
- ✓ **Importance**
- ✓ **Objectives**
- ✓ **Tentative date wise submission of the following**

Stage I: Doctrinal Research

Stage II: Field Study

Stage III: Analysis and Report Writing

Stage IV: Follow up action

Submission of Project Report

- Faculty In-charge can decide the format for the purpose of submission of project Report to the concerned authority.
- Hard Copy to be submitted to the Director of Legal Aid Society.

Soft copy of the final draft of the project report only after approval from the faculty in- charge to be forwarded to the following email – lacvmscl@gmail.com

Cells which take up the project can choose to consider the same either as a minor or major programme of the cell.

Project as major programme

If project is taken up as a major programme of the cell then each member of the cell should complete

- 2 minor programmes per semester
- Total 4 for an academic year.

Project as minor Programme

If project is taken up as minor programme than all members are considered to have completed two minor programmes for the said semester

The individual cell in- charge in consultation with the faculty in- charge can decide the topic for the major programme.

F. MAJOR OR MINOR PROGRAMME

- Whenever the cell decides to conduct any major or minor programme the same has to be approved by the faculty in- charge. Without the approval of the faculty in- charge the same will not be considered.
- The **application** for permission to conduct a **major programme** should contain the following details
 - Topic for awareness:
 - Target group:
 - Objective of the programme
 - Resource Persons

- Anticipated outcome
- **Application for minor Programme** should contain the following details
 - Topic
 - Target group
 - Material collected for dissemination: the same to be approved by the faculty in- charge.

Note: Approved matter for minor programme should be repeated (even for the rest of the year)

- When fixing dates for major programme the date has to be first intimated to the faculty in-charge. The same is for the purpose of convenience of faculty so that he/she can remain present for programme.
- After every programme a soft copy of report of the said programme along with photographs has to be mailed to lcvmscl@gmail.com
- The written matter with respect to the Report to be corrected by the faculty in-charge.

The Format for the Report of any programme conducted other than project

- Name of the Legal Aid Cell
- Topic:
- Target group:
- Objective of the programme: (can be the same as stated in the application)
- Speakers:
- Key points covered:
- Conclusion to state feedback of at least two persons from the target group:
- Photographs:

G. SURVEY

Procedure to be followed to conduct Survey

- Proper questionnaire to be framed in consultation with the faculty in-charge.
- Object of survey to be clearly mentioned.
- While conducting survey Dress code to be professional (Black and White) all students are requested to put their college identity card.
- Tabulation Analysis and Report Writing.

H. BUDGET FOR PROGRAMME

- Each cell can spend an amount not exceeding Rupees Two Thousand (Rs. 2000/-)
- The budget to be approved from Director of Legal Aid Society.

Dr. B.S.Patil

Director Legal Aid Society