



|| न्याये सर्वं प्रतिष्ठितम् ||

**RULES FOR FUNCTIONING OF
FREE LEGAL AID CELLS
FOR THE ACADEMIC YEAR 2022-23**

1. MEETING OF CELLS

- Cells to meet up at the prescribed day and time 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. (In case 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 Weekly Meetings: Formal (Preferably Black and White)
- Cell members to wear their College Id Cards on the day of the Weekly meeting.

2. ATTENDANCE

- If any member remains absent for three consecutive weeks, the said member will be expelled as member of the Legal Aid Cell by the Faculty In-charge after being heard.
- 'Expelled' remark be recorded in the Attendance Register in red ink by the Faculty In-Charge.
- In case of expulsion, fresh application for admission to be moved to the Director of the Legal Aid Society. The said member will be admitted to any of the Legal Aid Cells as per the discretion of the Director.
- The irregular pattern in attendance will also attract strict consequences.

3. EXEMPTIONS

- Application for exemption to be submitted to the Faculty In-charge and after obtaining the signature, the same to be submitted to the Cell In-charge.
- Faculty In-charge shall grant the exemption after considering the reasons for the same.
- 'Exempted' remark to be recorded in blue ink the Attendance Register by the Cell In-charge.

4. SUBMISSION OF CELL JOURNAL AND ATTENDANCE REGISTER

- Cell In-Charge or Deputy In-Charge to submit the Cell Journal and Attendance Register to the Faculty In-charge every Monday before 10.50 am 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.

5. MAJOR PROGRAMME

- Every Legal Aid Cell to conduct One Major Programme for the Academic Year.
- Whenever the cell decides to conduct any Major programme, the same has to be approved by the Faculty In-charge.
- The application for permission to conduct a Major programme should be submitted to the Faculty In-Charge in the prescribed format at least three weeks before the planned date of the programme.
- The presence of Faculty In-Charge is mandatory for the Major programme.
- Minimum Audience Requirement for Major programme is 30 to 40 individuals excluding Legal Aid Members.
- The budget for the Major programme to be approved in advance by the Director of the Legal Aid Society.
- A soft copy of report of the Major Programme duly verified by the Faculty In-Charge along with photographs has to be mailed to lacvmscl@gmail.com within 7 days from the date of the programme.
- The statement of expenditure incurred for the Major programme along with the original bills to be submitted to the Director of the Legal Aid Society within 10 days from the date of the programme.

6. MINOR PROGRAMMES

- Every Legal Aid Cell Member to conduct two Minor Programmes per semester which accounts to Four Minor Programmes during an academic year.
- Not more than two members can join to conduct one Minor Programme.
- The materials/contents for Minor Programmes to be approved by the Faculty In-Charge.
- Application to conduct Minor Programmes outside the institution must be signed by the Faculty In-Charge.
- Minimum Audience Requirement for Minor programme is 15 to 20 individuals excluding Legal Aid Members.

Miss Bhakti Naik,

Director, Legal Aid Society