RULES FOR FUNCTIONING OF

FREE LEGAL AID CELLS

FOR THE ACADEMIC YEAR 2024-25

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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 and Formal wear (Black and White) for Minor and major programs.
- Cell members to wear their **College Id Cards** on the day of the Weekly meeting and for Programmes.

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 a.m.** 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.** Processing of bills and reimbursement shall be completed within the financial year end of 31st March.

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.

- Distribution of pamphlets, awareness purely of social issues, lifestyle or community living etc, having no socio-legal basis and not related to any law, will **not be considered as minor programs.**

Director, Legal Aid Society