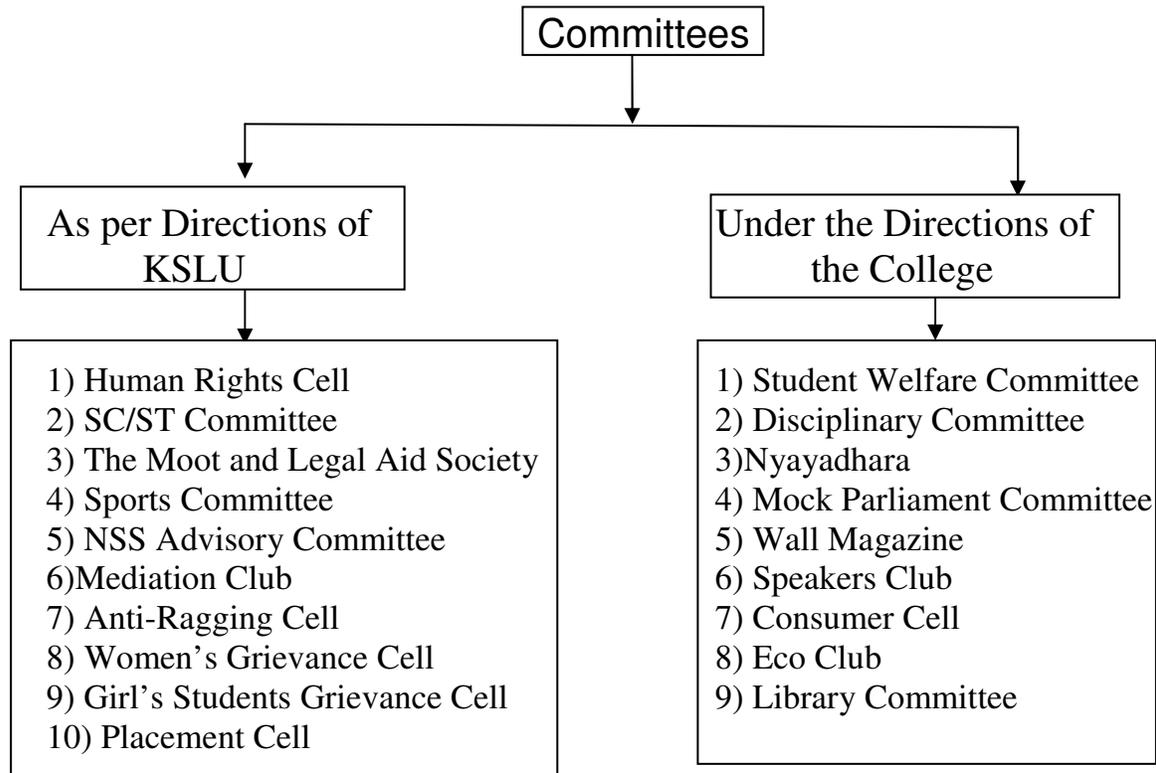


# Vivekananda Law College

## Functional Committees



# Vivekananda Law College

## **Duties of Teaching Faculties**

- Learning and Research
- Supervision of conduct of students
- Development of Personality of Students
- Assistance in Administrative Works
- Counseling of Students
- Assistance in Learning Process
- Extra Care for Slow learners
- Maintenance of Attendance
- Participation in workshops, Seminars Etc.,
- Contribution of Articles
- Motivating Students to participate in intra collegiate competitions
- Conducting Special Guest Lectures
- Conducting and Supervision of Programmes
- Conducting regular PTA Meetings
- Conducting Legal Survey
- Taking the institution towards excellence
- Coordination of different committees as per the university guidelines and Guidelines of college
- Assistance in coordination in the activities as directed by VVS and Governing Council

## **Full Time Faculties and Responsibilities**

**Dr.B.K.Ravindra(Director, Legal Studies)**

- To supervise overall administration of Vivekananda Law College.
- To engage Classes.
- Impact Practical Training.
- To oversee the regularity of Classes
- To teach the technicalities of seminar paper writing.
- To verify the synopsis given by teachers to students.
- Interaction with the parents about their wards progress.
- To conduct workshops on relevent topics like legal writing, research activity and publication of papers.
- To monitor standard books purchase to library.

## Rajendra Prasad A (Principal In Charge) Coordinator

- NAAC
- Eco club and Consumer Club
- Radio Panchajanya
- Staff Representative
- Photography and maintaining the photo in staff computer
- Computer maintenance of staff and library
- Purchase of items during programmes

## Akshatha A P(Faculty) Coordinator

- Academic Advisor of 3rd BALLB
- Womens Grievance Cell
- Girls Students Grievance Cell
- Mediation Cell
- Staff Secretary
- Legal Aid Committee

## Shakthithraya(Faculty) Coordinator

- Academic Advisor of 3rd LLB
- Cultural committee
- SC/ST Cell
- Human Rights

## Sangeetha (Faculty) Coordinator

- Academic Advisor of 1st LLB
- Cultural
- Speaker Club
- Radio Panchajanya
- Placement Cell

## Subashini J(Faculty) Coordinator

- Academic Advisor of 4th BALLB and 2nd LLB
- The Moot Court Society
- PTA
- News Report and Website Update
- In charge of Nyayadhara

## Kumar S (Faculty) Coordinator

- Academic Advisor of 1st BALLB
- Anti Ragging
- NSS
- News Report and Website update
- Grama Vikasa
- Students Welfare Committee

### **Part Time Lecturers and Responsibilities**

## Annapoorna V Shetty (Law Guest Lecturer)

- Assisting in College Programmes
  - Dealing with practical Subject
  - Weekly 12 Hours
-

## Sudheer Kumar Tholpady(Law Guest Lecturer) (Incharge)

- Admission
- Radio Panchajanya
- Assisting in College Programmes
- Weekly 6 Hours

## Harinakshi P(Faculty) (Sociology)

- Speaker Club
- Academic Advisor of 2nd BALLB
- Assisting in College Programmes
- Weekly 12 Hours

## Geetha Gowri(Faculty) (Kannada)

- Assisting in College Programmes
- Assisting in Conducting Competitions
- Conducting Intra Class Debate Competitions
- Assisting in Essay Writing
- Assisting in wall magazine
- Weekly 6 Hours

## Krishnaveni (Faculty) (English)

- Planning to teach the students the basic language components – LSRW
- Planning.. preparation..and expression of basic English in the classroom – inside the campus.
- Preparation simple syllabus of communicative English to all the semesters.
- Developing key skills of language.
- Assisting in administrative work.
- Conducting programs of students personal development (SPD)in English
- Training the students to make the subject flexible through classroom activities.
- Practicing classroom commands

## Sri Raj Ganesh (Faculty) (Taxation)

- Assisting in College Programmes
- Weekly 6 Hours

## Sri Thilak T.(Computer Instructor)

- Computer teaching
- Website update
- Computer maintenance of staff and library
- Computer lab maintenance

## Sri Naveen M.K. (Physical Instructor)

- To organise sports events
- To maintain discipline in the campus
- To identify and train the students for various sports activities of intercollegiate and university competitions
- To conduct in house competitions
- To take the students to various sports events organised by KSLU
- To assist NSS officer in annual camps.

## Rajakumari M Librarian

- Membership: Borrower's ticket issue to Staff/ students
- Book circulation: Issue/Return, collecting fine, Deposit book issue, SC/ST Book bank
- No dues certificate
- Book selection & Book order: Collecting book list from teachers & preparing Book order list,
- Obtaining approval from the Book purchase committee & the governing council, Inviting quotations from the book sellers, placing orders.
- Book Acquisition: Book parcel/bill checking, Book accessioning (manual & computerized data entry) Classification, cataloguing, seal, book card, date slip, label etc. Forwarding the bill for payment.
- New arrivals display & shelving the books.
- Journals & Newspapers: Journals & Newspapers entry, renewal of subscription, New journal Subscription, Paper clippings.E- Journal: Renewal of subscription
- Donation / Book bank / Bound volumes: Manual & computerized data entry & other related works.
- User orientation.
- Reference section: Assisting in getting the required information.
- E- Library: Assisting the users in computer use & searching cases.
- Stock verification: Assisting the teachers in stock verification & preparing report.
- Book binding: Preparing Damaged book list, inviting quotations, Obtaining Governing council Approval & placing order for binding.
- Book purchase & Advisory committee meetings: Arranging meetings.
- Statistics: Preparing Year wise, subject wise statistics.
- Sharadapooja: Organising Sharadapooja.
- NAAC work: NAAC work belonging to the library.
- Old question papers: Filing & maintaining old question papers.
- Old Newspapers & Magazines: Making arrangement for selling.
- Keeping & Maintaining all the library records & materials.
- Maintaining silence & Discipline.
- Other duties: Along with the above mentioned duties discharging the duties entrusted by the
- Principal & the Management.

## Krishna Bhat P R (Clerk)

- Fees collection – Admission fees, Exam fees etc.
- Maintenance of accounts.
- Arrangement for payment of bills.
- Maintenance of files.
- Maintenance of registers.
- Typing & clerical works.
- Issue of applications for admissions.
- Registration & verification of applications for admissions.
- Collection & verification of original documents.
- Preparation of admission statements.
- Mailing of statements and remittance of admission fees to the University.
- Personal submission original documents and applications to Karnataka State Law University, Huballi, for approval of admissions.
- Return of original documents to the students after approval of admissions.
- Issue of “estimate of expense” to the students to avail “Bank education loan”
- Guide the students to apply for scholarships.
- Online verification and forward of applications for scholarships.
- Disbursement of fee concession.
- Preparation of applications for renewal of affiliation of the University.
- Preparation of application for renewal of recognition from Bar Council of India.
- Collection & verification of applications for university’s examinations.
- Preparation of candidates’ lists for examinations.
- Remittance of exam. Fee, forward of applications for examinations.
- Preparation of consolidated time table for examinations.
- Preparation of statement of seating arrangements for examinations.
- Preparation and forward of statement of Internal Assessment marks.
- Preparation of statements of attendance.
- Personal submission of statements of attendance and collection of admission tickets from the University.
- Verification and issue of admission tickets to the students.
- Preparation of ‘A’ form, ‘Daily A/C of answer books’ form etc. at the time of examinations.
- Verification of seating arrangements.
- Preparation & forward of bills of expense after closure of examinations.
- Collection & forward of applications for Revaluation/Challenge valuation of answer scripts.
- Verification and issue of marks cards.
- Preparation and forward of annual report to Bar Council of India.
- Preparation & issue of Transfer certificate, Conduct certificate etc. to students.
- Preparation & forward of salary bills, monthly statements, quarterly statements, yearly statements etc. to Vivekananda Vidyavardhaka Sangha Puttur (R).
- Filing of Profession tax returns.
- Preparation of appointment orders.39) Providing of statistics and information to the University, Govt. departments etc.

## Harisha K (Attender)

- Opening the gate, Principal's chamber, office, staff room, class rooms etc.
- Sweeping and cleaning of Office, Principal's chamber etc.
- Putting water to plants in the campus of the college.
- Ringing bells.
- Setting of sound system for prayer.
- Serving of notice to class rooms and staff.
- Collection and posting of letters at the Post office.
- Delivery of letters to staff members.
- Filing of letters.
- Cash remittance and cash withdrawal at Bank
- Submission of receipt books and letters to Vivekananda VidyavardhakaSanghaPuttur (R).
- Serve of meeting notices, invitations etc. to the management members.
- Serving tea to guests.
- Setting of hall, sound system for each programmes.
- Generator operation.
- Bringing diesel from Petrol Pump for Generator.
- Work at BCM department, Social welfare department, Mescom, City Corporation, Banks etc.
- Arrangement for the issue of bus passes to the students.
- Class room setting for class exams and University exams.
- Serving of water to the students.
- Collection of lists of absence from exam. Halls.
- Putting notices on the notice board.
- Writing register numbers on desks for each session of examinations.
- Packing & sealing of answer book bundles.
- Transportation of answer book bundles to the Post office on every session of examinations.
- Bringing Parcels from Sugama Travels, Manjunath travels etc.
- Bringing mementos for programmes.
- Managing the Library in the absence of the Librarian.
- Managing the Office in the absence of Office assistant.
- Bringing stationery and other items from shops to the College.
- Payment of bills.
- Giving invitations to the Heads of sister institutions.
- Putting seal to letters, statements etc.
- Switch off of lights, fans, closing of windows, locking of doors, gate etc.

Parvathi

(Sweeper)

- Cleaning the whole Law College Campus -
- Class Rooms, Varanda, Office, Staff Room, Library, Principal's Chamber, Rest Rooms, Wash Rooms and Auditorium.

## Working of Various Cells and Committees

### Anti Ragging Cell

#### **Objectives of the committee**

- The most inhumane act is the offence of Ragging on a human being by an inhuman creature.
- Ragging is a criminal offence as per Karnataka Educational Act 1983 and Hon'ble Supreme Court of India. Vivekananda Law College ensures strict compliance on the prevention of Ragging in any form.
- The College is bound by the UGC Regulations and KSLU Directions on 'Curbing the Menace of Ragging in Higher Educational Institutions 2009'.
- The college has founded an Anti – Ragging Cell which governs the prevention of any means of Ragging either within or outside the college.
- There have been no incidents of Ragging at Vivekananda Law College till date.
- Students need to file anti ragging undertaking by login to [www.antiragging.in](http://www.antiragging.in)

### Human Rights Cell

- The principle of the superior interest of the Human Rights Committee of our college is to promoting and guaranteeing the well being of all children on several aspects
- *Physical well being* : ensuring good health and proper development of the Student.
- *Mental well being* : providing the student the opportunity to develop intellectually.
- *Social well being* : ensuring to the student the opportunity to flourish socially and spiritually.
- *As per UGC and University guidelines our college constitutes Human Rights Cell to protect interest of all.*

### **The Moot and Legal Aid Society**

#### **Aims**

- Legal Aid is the prominent activity of the College which is in consonance with the College motto 'NyayenDharyatheLokah' in its motto which means "The structure of the world is kept in balance by justice".

## Functioning

- Students are continuously involved in awareness campaigns in the various P.U and Degree Colleges and surrounding places of Puttur Taluk to inform the general public about the establishment of the cell and the discussion of Law topics. Any person having any sort of law-related problem can approach the Legal Aid Cells and seek help from the students.
- Prepare and assist students in participating various International, National and State Level Moot court competitions organized by various colleges

## Services

The various legal aid services which are rendered by our Free Legal Aid Cells are the following.

1. **Legal Literacy Programs** – The Cells organize Legal Literacy Programs wherein they invite resource persons (lawyers, government officials, police officers, elected representatives, members of Consumer Forums, experts etc) and organize a seminar/open forum for the people of the locality. The Cell members also function in coordination with other NGOs, and participate in any activity meant to advance the welfare of the local populace. The students also visit schools, colleges, Anganwadis, MahilaMandals, etc and conduct legal awareness programmes. They also perform street-plays in the local language in public places where there is considerable audience.
2. **Legal Advice** – Any person requiring legal assistance or advice in a matter can approach the free legal aid cells. Students in consultation with faculty/panel lawyers provide them with legal advice on the same.
3. **Legal Representation** – The students represent clients before quasi-judicial authorities like the Consumer Forum, where they are allowed to represent a client. This is done in accordance with the Consumer Clinic of the College. In matters where students are not permitted to represent, the clients are referred to the Taluk legal Services committee

All these activities strive to make access to justice a reality for common man and at the same time trains the students in an unparalleled way the various skills required of a lawyer, and which goes unattended in the other academic programs. More than all, students testify that they feel content and happy in doing legal aid activity, resulting in alumni's continued participation in the activities.

## SCHEDULED CASTES AND SCHEDULED TRIBES COMMITTEE

### **Objectives**

- To implement the reservation policy for SCs/STs in the Universities and Colleges.
- To collect data regarding the implementation of the policies in respect of admissions,
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.
- To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
- To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
- To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
- To monitor the working of the remedial coaching scheme
- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.

### **Mock Parliament Committee**

- The main objective of conducting such a session is to make the students familiar with the whole process and proceedings of the parliament. ‘
- The students play roles of various leaders of ruling as well as opposition party and try to come to a conclusion.
- As we all know that most of the countries of the world are following the democratic process. Being the citizens of largest democracy of the world, we should know about various issues and agencies of our country.
- Another objective of such a session is to develop public speaking skill, and confidence among the students.
- Support and prepare students to participate in Mock Parliament competitions

### **WALL MAGAZINE COMMITTEE**

- Students are also taught how to write and express their own ideas in a good form and in different languages.
- With this aim in our college wall magazines committee constituted. They contain a collection of articles, poems, stories and plays. They are written mainly by the students and sometimes by teachers.
- For the management of the committee an Editorial Board is formed comprising teachers and students. The editor is lecturer in charge and the principal of the college and committee is assisted by good and intelligent students of the higher classes. The students send their articles to the editor or any member of the editorial board. Then a selection is made and the best articles are published in the magazine with necessary addition and changes.

### **Students Welfare Committee**

In charge of Students' Welfare is responsible for making arrangements for welfare of the students and coordinates various co-curricular activities such as arrangement of Inter Collegiate, Inter University and National level Sports tournaments, literary and cultural competitions, and also implement various activities of National Service Scheme as Programme Coordinator (NSS) other than the academic work. The Directorate facilitates the students of outgoing batches in finding the suitable placement based on their caliber. Directorate of Students Welfare serves as a hub of students' guidance, counseling and placement, Scholarship, Students' discipline activities. The Directorate organizes frequent

motivational talks by eminent personalities as well.. The Department conducts various training programmes on Leadership & Personality Development through Life skills for the holistic development of the Students. In addition to the above various special programme assigned by Swachh Bharat Mission, Woman Empowerment Programme are carried out.

### **Objectives :**

- To arrange programme of students counseling.
- To supervise the extra-co-curricular activities viz. sports, NSS, cultural activities and look after the general needs of the students.
- To impart various training to the students to improve their overall personality and communication skills for various competitive examinations.
- To provide relevant information on various courses, admission procedures and fellowships of financial assistance available for higher studies in India
- To initiate a special drive for the students to have direct access to internet and e- mail facilities.
- To establish liaison between students and teachers..
- To provide financial assistance to students through awarding scholarship.
- To supervise the disciplines of students in coordination of the Principals of the respective colleges.
- To create facilities for the welfare of the students in coordination with the Principals of the colleges.
- To perform such other duties as may be assigned from time to time by the Principal
- Conducting of Election

### **National Service Scheme**

NSS is framed in our college with primary focus on the development of personality of students through community service. Students to Understand the community in which they work, Understand themselves in relation to their community, Identify the needs and problems of the community and involve them in problem solving process and Develop among themselves a sense of social and civic responsibility.

### **The broad objectives of NSS are :**

- Understand the community in which they work;

- Understand themselves in relation to their community;
- Identify the needs and problems of the community and involve them in problem solving process;
- Develop among themselves a sense of social and civic responsibility;
- Utilize their knowledge in finding practical solution to individual and community problems;
- Develop competence required for group-living and sharing of responsibilities;
- Gain skills in mobilizing community participation;
- Acquire leadership qualities and democratic attitude;

### **Sports Committee**

The motive of this Committee is to create an environment for excellence in sports. It organizes frequent tournaments for active participation of the students, thereby giving them an arena to develop mentally as well as physically.

#### **Objectives:**

- To help students to achieve a good health by physical activities.
- To help students to understand and respect individual differences among people in physical settings.
- To provide students with a variety of activities that will enhance life - long learning and participation.
- To develop superior individual / team skills and prowess.
- To identify the potential students who are good in sports and games
- To promote physical excellence

### **Nyayadhara Committee**

- ▶ ‘Nyayadhara’ - Judicial Training Program,
- ▶ In 2016 program is started.
- ▶ AIM: to create an atmosphere among the interested students to take up the judicial exam after completion of their LLB/BALLB Degree.
- ▶ Interested students can themselves register their name for this programme
- ▶ Selection on the basis of preliminary objective type examination
- ▶ Classes will be conducted after the regular class hours
- ▶ Resource persons are various stack holders including Judges and Advocates
- ▶ Inauguration: by Hon’ble Justice Dr. N. Kumar on 13.02.2016.

## Consumer Club

### **Vision**

The Vision of the Consumer Club at Vivekananda law college, Puttur is to educate the students to be smart consumers by making them aware about their consumer rights and redress mechanisms and to build a base of enlightened citizen as the foundation of future India

### **Mission**

The mission of our citizen consumer club is to empower all consumers mainly focuses on college students to obtain a just deal in the purchase of goods and services to uphold consumer rights.

### **OBJECTIVES**

- Bring awareness about duties and responsibilities as Citizens of India.
- Spread awareness about the rights and responsibilities of Citizens and Consumers as provided in the Constitution of India, Consumer Protection Act and other Indian laws.
- Impart knowledge about real life situations and to enable to development of skills to handle citizen and consumer issues.
- To infuse environmental concern around us and sustainable consumption habits in the mind of students and the community.
- To organize training programmes on consumer rights to students and public
- To conduct different programmes on bringing awareness about consumerism among student and the community
- To join hands with other voluntary consumer right organization to enhance the consumer movement

## **Eco- Club**

**Preface-**The Eco-Club in College plays an important role in creating environmental awareness amongst the future generation. It is actively engaged in overall environmental education by adopting various environment friendly approaches for conservation and preservation of environment. The purpose of the Environmental Club is to educate on sustainable practices, to implement change in the best interest of the environment, and to include all students and community to improve the future of our earth.

### **Vision**

The Eco-club of Vivekananda Law College, Puttur, will be committed towards raising social awareness regarding environmental issues and changing students' attitude towards the environment by actively participating in sound environmental practices.

**Mission:**

The mission of the eco club is to raise the students' interest over environmental issues and to get the students actively involved in environmental matters. The club also seeks to conserve nature's heritage by education and direct conservation efforts to spread awareness about good environmental practices.

**Objectives:**

- To unite students of the College who have interest in environmental and ecology.
- To promote interest in the environment and actively involved in environmental matters and to develop their interest over environmental issues among the students.
- To increase awareness of ecological and environmental issues that affects the community.
- To creating awareness towards the three 'R's-reduce, reuse and recycle- of conservation
- To inculcate proper attitude with regard to environment and its conservation through action-based programmes.
- To reduce the use of plastic in the college and community.
- To promote sustainable practices at Vivekananda law college