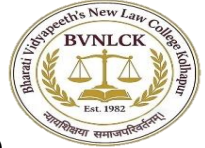




SOCIAL TRANSFORMATION THROUGH DYNAMIC EDUCATION

**BHARATI VIDYAPEETH'S  
NEW LAW COLLEGE, Kolhapur**

(Permanently Affiliated to Shivaji University, Kolhapur)



## **IQAC initiative**

### **Student Clubs Policy & SOP**

#### **Policy Statement**

New Law College Kolhapur establishes these clubs to foster holistic student development through extracurricular engagement, promoting leadership, skills, and community spirit among law students.

Each club operates under the college administration's oversight, adhering to institutional values of inclusivity, ethics, and academic priority.

To establish a robust extracurricular framework for New Law College, Kolhapur, it is essential to align these clubs with the college's mission of holistic legal education.

Below is a comprehensive structure that can be applied across all clubs, followed by specific breakdowns for each.

Following student clubs are to be established under the IQAC and in association with Students Bar Association (SBA) –

- |  |                          |
|--|--------------------------|
| a. Knowledge Club,                     | b. Social Activity Club, |
| c. Sports Club,                        | d. Cultural Club,        |
| e. Research & Practical Training Club, |                          |
| f. Women's Club,                       | g. Mental Health Club    |

## Specific Club Profiles

<b>Club Name</b>	<b>Primary Function</b>	<b>Key Responsibilities</b>	<b>Faculty coordinator</b>
Knowledge Club	Intellectual growth & debating.	Organizing debate, discussions, book reviews, and current affairs quizzes, College magazine	V. M. Kadukar
Social Activity Club	Community outreach.	Legal awareness, Legal Aid camps, Help needy, visit NGOs, social workers, environmental initiatives,	Dr. B. S. Bhosale
Sports Club	Physical health & Teamwork.	Inter-collegiate tournaments, annual sports meet, University/state games	R. V. Mohite
Cultural Club	Creativity & Tradition.	Organizing Annual Gathering, youth festivals, day celenration	A. A. Desai
Research & Practical Training Club	Skill-building & drafting.	Workshops on ADR, DPC, Moot Court training, and Judgment writing.	S. M. Patil
Women's Club	Empowerment & Awareness	Gender sensitization seminars, legal aid for women, and leadership workshops.	N. A. Kadam
Mental Health Club	Conduct counseling sessions	Mental health workshop, stress management	D. D. Karambalkar Dr. S. D. Jadhav

## **1. General Policy Statement (Applicable to All Clubs)**

New Law College, Kolhapur encourages holistic development of students through academic, cultural, social, and physical activities. Student Clubs are established to promote leadership, creativity, research aptitude, social responsibility, gender equity, cultural awareness, and physical fitness in alignment with the objectives of legal education and the values of the institution.

All clubs shall function under the guidance of the Principal and the concerned Faculty Coordinators, adhering to the rules, regulations, and ethical standards of the College and the University.

All clubs at New Law College Kolhapur promote co-curricular activities aligned with legal education, emphasizing teamwork, discipline, and social responsibility without discrimination based on gender, caste, religion, or region. They must comply with college rules, obtain prior approval for events from the designated faculty advisor, and maintain financial transparency through audited records submitted quarterly. Violations, such as promoting unlawful activities or disrupting academics, lead to suspension by the college authority.

The Clubs of New Law College, Kolhapur, are dedicated to fostering an environment of intellectual curiosity, social responsibility, and professional excellence. Our policy is to provide a platform where students can bridge the gap between theoretical legal studies and practical life skills, ensuring every graduate is not just a legal professional, but a well-rounded citizen.

## **2. OBJECTIVES OF STUDENT CLUBS**

- To supplement classroom learning through experiential activities
- To encourage leadership, creativity, and teamwork
- To promote social awareness, cultural sensitivity, and physical well-being
- To provide a structured platform for student engagement
- To represent the College in inter-collegiate and community activities

### **3. STANDARD OPERATING PROCEDURE (SOP) – COMMON FOR ALL CLUBS**

1. Each club shall prepare an annual activity plan at the beginning of the academic year.
2. All activities must receive prior approval from the Faculty Coordinator and Principal.
3. Proper records of meetings, events, attendance, photographs, and reports shall be maintained.
4. Budgetary approvals must be obtained in advance, where applicable.
5. Student participation shall be inclusive and voluntary.
6. Clubs shall submit an annual report at the end of the academic year.

To ensure smooth functioning, all clubs must follow these steps for any activity:

- Proposal Submission: The Student Chairperson submits a written proposal (objective, date, budget) to the Faculty Coordinator at least 15 days prior.
- Approval: Approval must be sought from the Principal's office.
- Execution: PR team begins promotion.
- Logistics team secures the venue/equipment.
- Documentation: Within 48 hours post-event, the Secretary must submit a report including:
  - Number of participants.
  - High-resolution photographs.
  - A brief summary of outcomes for the college newsletter/NAAC records.
- Financial Settlement: All bills must be submitted to the Treasurer and Faculty Coordinator within one week.

#### **3.1 Formation**

- Each club shall be constituted at the beginning of every academic year.
- Membership shall be open to all interested students.
- Faculty Advisor(s) shall be appointed by the Principal.

#### **3.2 Planning**

- Annual activity calendar to be prepared and approved by the Principal.
- Budget proposals to be submitted in advance.

### 3.3 Execution

- Activities must be conducted with prior approval.
- Proper documentation (attendance, photographs, reports) is mandatory.

### 3.4 Monitoring & Reporting

- Faculty Advisor shall supervise all activities.
- Annual report to be submitted to the IQAC / College Office.

### 3.5 Discipline & Code of Conduct

- Students shall adhere to the College Code of Conduct.
- Any misconduct may result in disciplinary action.

## **4. COMPOSITION (Common Structure)**

Club leadership includes a Students President, Vice-President, Secretary, Treasurer, and Joint Secretary, appointed annually by the Principal. Responsibilities are shared to ensure accountability:

Each club will follow a standardized hierarchy to ensure accountability:

1. Patron – Principal
2. Faculty Advisor / Coordinator – Appointed Faculty Member  
Faculty Coordinator: Provides administrative oversight, ensures alignment with college policies, and approves budget/events. Oversees compliance, guides operations, and resolves disputes.
3. Student Committee
  - i. Student President
  - ii. Vice-President
  - iii. Student Secretary
  - iv. Joint Secretary
  - v. Treasurer (if required)
  - vi. Public Relations (PR) Head:
  - vii. Executive Members

- Student President: Leads the core team, sets the annual calendar, and acts as the primary liaison with college authorities.
- Leads planning, ensures discipline, represents the club officially, and submits progress reports.
- Vice-President: Assists the President and acts in their absence.
- Secretary and Joint Secretary- Manages documentation, meeting minutes, and internal communication.
- Treasurer: Oversees fund allocation and maintains financial transparency. Manages funds, tracks expenses, and reports finances. Records minutes, prepares event agendas, and promotes activities.
- Public Relations (PR) Head: Manages social media, posters, and event outreach.
- Executive Members: assist the office bearers and smoothen the execution of activity.

## **5. CLUB-WISE DETAILS**

### **A. KNOWLEDGE CLUB**

#### Purpose

To enhance academic excellence, legal awareness, research aptitude, and intellectual engagement among students.

#### Roles & Responsibilities

##### Faculty Advisor

- Guide academic activities
- Ensure quality and relevance of programs

##### Student Office Bearers

- Plan and organize knowledge-based events
- Coordinate with speakers and participants

##### Functions

- Legal quizzes and debates
- Guest lectures and expert talks
- Research paper presentations
- Book reviews and case law discussions
- Workshops on legal writing and advocacy

## **B. SOCIAL ACTIVITY CLUB**

### Purpose

To inculcate social responsibility, civic sense, and ethical values among students.

### Roles & Responsibilities

#### Faculty Advisor

- Ensure alignment with social objectives and safety norms

#### Student Office Bearers

- Mobilize student participation
- Liaise with NGOs and local authorities

#### Functions

- Legal aid camps and awareness drives
- Community outreach programs
- Environmental initiatives (tree plantation, cleanliness drives)
- Observance of national and social awareness days
- Blood donation and health camps

## **C. SPORTS CLUB**

### Purpose

To promote physical fitness, sportsmanship, discipline, and team spirit.

### Roles & Responsibilities

#### Faculty Advisor

- Supervise training and competitions
- Ensure safety and discipline

#### Student Office Bearers

- Organize sports events and practices
- Maintain sports equipment records

#### Functions

- Intra-collegiate sports competitions
- Participation in inter-collegiate tournaments
- Fitness and yoga sessions
- Annual sports meet
- Encouraging gender-inclusive participation

## **D. CULTURAL CLUB**

### Purpose

To nurture creativity, cultural expression, and appreciation of India's rich heritage.

### Roles & Responsibilities

#### Faculty Advisor

- Ensure appropriateness and inclusivity of cultural programs

#### Student Office Bearers

- Plan rehearsals and events
- Coordinate cultural teams and performances

#### Functions

- Celebration of cultural and national festivals
- Dance, music, drama, and literary events
- Annual cultural fest
- Inter-collegiate cultural competitions
- Promotion of regional and traditional art forms

## **E. Research and Practical Training Club**

### Policy Statement

The Research and Practical Training Club aims to enhance research skills, legal writing, advocacy, and practical exposure among law students.

### Roles and Responsibilities

- Faculty Coordinator

Guide research activities and practical training sessions

Approve topics and monitor quality

- Student Office Bearers

Organize workshops, seminars, and court visits

Coordinate research projects and moot preparations

- Functions

- Conduct legal research workshops
- Organize moot court practices and drafting sessions
- Promote publication of research papers
- Arrange internships, court visits, and interaction with legal professionals
- To transform students into "Court-Ready" professionals.

- Key Activity: Organizing visits to the District Court and High Court, and hosting "Senior Advocate Interaction" sessions.
- Conducts moot court simulations, legal research workshops, internships coordination, and paper presentations.

## **F. Women's Club**

### Policy Statement

The Women's Club is committed to empowering women students, promoting gender equality, safety. To empower women students through legal awareness, leadership development, safety education, and gender sensitization.

### Roles & Responsibilities

#### Faculty Coordinator

- Guide policy implementation and activities
- Ensure compliance with POSH and UGC guidelines

#### Student Office Bearers

- Organize programs and awareness drives
- Encourage participation and peer support

#### External Experts

- Provide professional guidance on legal and health issues
- Key Activity: Celebrating International Women's Day and conducting "know your rights" workshops for local self-help groups (SHGs).
- Focuses on gender sensitization seminars, self-defense training, leadership programs, and anti-harassment campaigns.

#### Functions of Women's Club

- Awareness programs on women's rights and laws
- Gender sensitization workshops
- Self-defense and safety training
- Leadership and career guidance sessions
- Observance of International Women's Day
- Legal literacy programs for women in society
- Coordination with Internal Complaints Committee (ICC)
- Campaigns against harassment and discrimination
- To address the specific challenges of women in the legal profession.

## **G. MENTAL HEALTH CLUB**

### Policy Focus

To promote mental well-being, reduce stigma, and create a supportive campus culture.

### Roles & Responsibilities

#### Faculty Coordinator

- Coordinate mental health initiatives
- Ensure confidentiality and ethical handling

#### Student Office Bearers

- Promote peer engagement and awareness
- Assist in organizing well-being activities

#### Mental Health Professional

- Conduct counseling sessions and workshops
- Provide expert guidance and referrals

#### Functions of Mental Health Club

- Mental health awareness and sensitization programs
- Stress management and mindfulness workshops
- Peer support initiatives
- Counseling sessions and referral support
- Observance of World Mental Health Day
- Workshops on exam anxiety and work-life balance
- Suicide prevention awareness
- Promotion of healthy lifestyle practices

## **6. RECORD MAINTENANCE**

Each club shall maintain:

- Membership register
- Activity reports
- Attendance sheets
- Photographic evidence
- Financial records (if applicable)

## **7. REVIEW & AMENDMENT**

This policy shall be reviewed periodically by the College Authority and IQAC. Amendments may be made as required to enhance effectiveness.

## **8. CONFIDENTIALITY & GRIEVANCE REDRESSAL**

- All sensitive information shall be handled confidentially.
- Grievances shall be referred to ICC, Anti-Ragging Committee, or appropriate authorities.

DR. M. S. KHAIRNAR  
Principal  
New Law College, Kolhapur