

**The Law Society**  
— SCHOOL OF LAW —  
UNIVERSITY OF KASHMIR



**Policy of the Law Society (2017)**  
**School of Law, University of Kashmir**

*[Adopted on 29th May, 2017]*

*School of Law*  
*University of Kashmir*  
*Hazratbal, Srinagar, J&K - 190006*

## **PREFACE**

This Policy of the Law Society, School of Law, University of Kashmir reproduces the text of the principal Rules, adopted and enacted on 29<sup>th</sup> May, 2017. All amendments, verbal and non-verbal including any recent amendments are incorporated in this edition.

The Policy, mentioned herein, which shall act as the guideline for the establishment and management of the Law Society, has the approval of the Head and Dean (Patron, Law Society), School of Law, University of Kashmir, on 29<sup>th</sup> May, 2017 and has come into effect from the same date.

## PREAMBLE

To encourage and stimulate the academic and non-academic (curricular, extra-curricular and otherwise) interactions and to organise events, programs and competitions etc and to provide a platform for inter-change of legal and social ideas at School of Law, University of Kashmir, this Policy of the Law Society, School of Law, University of Kashmir is hereby formulated and adopted.

## **PART-I**

### **SHORT TITLE, COMMENCEMENT AND DEFINITIONS**

1. The Policy, mentioned herein, shall be known as the Policy of the Law Society, School of Law, University of Kashmir and may be referred to as LS Policy or Policy.
2. This Policy includes rules to govern the establishment, management and operation of the affairs of the Law Society, School of Law, University of Kashmir.
3. This Policy shall operate to further the objectives laid down in the Preamble. The provisions enshrined in this Policy shall be in addition to and not in derogation of the rules and regulations of the School of Law, University of Kashmir as well as those of the University of Kashmir for the time being in force, and updated/modified hereafter.
4. **Commencement** - This Policy shall come into effect from the date of its official notification by the Dean, School of Law, University of Kashmir.
5. **Definitions** - In this Policy, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say-
  - a. "Article" means an article of this Policy of the Law Society.
  - b. 'Dean' means Dean, School of Law, University of Kashmir.
  - c. 'Departmental Committee' means the Departmental Committee of the School of Law, University of Kashmir.
  - d. "University" means the University of Kashmir, Hazratbal, Srinagar, J&K
  - e. "School of Law" means School of Law, University of Kashmir.
  - f. "Society" means the Law Society, School of Law, University of Kashmir.
  - g. "Student" means the bonafide student currently enrolled in any of the U.G/P.G programme provided by the School of Law, University of Kashmir.

- h. “Patron” means the Head and Dean, School of Law, University of Kashmir, acting as the Head of the Society and as the Chairperson of its Administrative Council.
- i. “Chairperson” means the Chairperson of the Society.
- j. “Teacher-in-Charge” means the Teacher-in-Charge of the Society.
- k. “Administrative Council” means the supreme council of the Society.
- l. “Executive Council” means the executive council of the Society, consisting of the Executive Members (President, Vice-President, General Secretary and Treasurer) and Working Members.
- m. “Working Member” means member, appointed in the Society, other than the Executive members.
- n. “Ordinary Member” mean member, appointed in the Society, other than the Executive and Working member.
- o. “Organs” means the different cells/sections/wings of the Society.
- p. “Funds” means the funds of the Society.

## **PART-II**

### **OFFICE OF THE SOCIETY**

6. The office of the Society shall be at – *School of Law, University of Kashmir, Hazratbal: District: Srinagar, UT: Jammu and Kashmir, Country: India.*

## **PART-III**

### **FUNCTIONS OF THE SOCIETY**

7. Subject to the policies, statutes, or regulations of the School of Law, University of Kashmir as well as those of the University of Kashmir for the time being in force and updated/modified hereafter, the functions of the Society shall be expressed to be taken in the name of the Patron and shall include the following –
- A. To represent the academic interests of the students of the School of Law, University of Kashmir.
  - B. To assist the Moot Court Society of School of Law in the organisation of Moot Court competitions.
  - C. To publish the Kashmir University Law Society Journal, newsletters and various other publications, in offline and electronic mode.
  - D. To organise legal awareness programmes so as to educate common people of their rights, responsibilities and enforcement mechanism.

- E. To facilitate selection/nomination of students for various international/ national/ state/ district level etc programs/ events, curricular or extra-curricular activities.
- F. To assist students in the process of participating in various legal programmes.
- G. To invite various professionals and organise interactive and counselling sessions between such professionals and the students.
- H. To establish a platform for the faculty and student interaction.
- I. To facilitate the conduct of 'Law in Action' programmes so as to facilitate practical learning experiences to the students. These programmes shall include, but will not be restricted to, client counselling, judgment reading, legal drafting, mock trials, accessing legal services, engagement with industry experts (including practitioners, judges, prosecuting officers, law officers, associates from law firms and so on), setting up issue specific centres that will engage with different members of the society in order to broaden the impact of law locally and regionally and to facilitate the clinical legal and practical programmes of the various courses of the department.
- J. To conduct programmes to further engagement with the alumni of School of Law, University of Kashmir which shall include the following:
  - i. Developing a comprehensive alumni database.
  - ii. Using the alumni network to generate internship and placement opportunities for law students.
  - iii. Setting up scholarships for law students.
  - iv. Using the alumni network to organise workshops, seminars, special lectures, competitions and other similar programs.
- K. To facilitate signing of MoUs with other institutions and develop a comprehensive student exchange programme.
- L. To initiate scholarship and mentorship programs for students of School of Law, University of Kashmir.
- M. To build a comprehensive Internship and Placement Policy so as to facilitate the internship and placement of School of Law, University of Kashmir.
- N. To facilitate the conduct of various women related activities under the banner of women's cell.
- O. To perform other functions, as may be required of the Society, from time to time by a competent authority.

## PART-IV

### COMPOSITION OF THE SOCIETY

8. The Society shall consist of the following –

(1) An *Administrative Council* comprising of the following –

(a) Head, School of Law, University of Kashmir who shall be the **Patron** of the Law Society.

- (b) Two senior faculty members of the School of Law, nominated by Head and Dean, School of Law, University of Kashmir who shall assist the Patron of the Society in identification of core areas of operation of the Law Society.
- (c) A faculty member of the School of Law from among the permanent faculty members, nominated by the Head and Dean, School of Law, University of Kashmir who shall be the **Teacher in Charge** of the Law Society.
- (d) Subject to the other clauses of this provision, the Head and Dean, School of Law, as the Patron of the Society, shall be bound by the aid and advice of the two senior faculty members.
- (2) An **Executive Council**, whose composition and mode of appointment shall be as follows: –
- (a) **Composition** -
- i. Office Bearers which shall include the President, Vice-President, General Secretary and a Treasurer, as the Executive Members of the Society.
  - ii. Working Members - Additional members, who shall be the Working Members of the Law Society.
- (b) **Appointment** - The appointment of the members of the Executive Council of the Law Society shall done by the Head and Dean, School of Law, University of Kashmir on the recommendations of a Selection Committee constituted in accordance with clause (c) below. The appointments shall be made in accordance with the procedure provided in article 9 of this Policy.
- Explanation: The Selection Committee may also, for the smooth functioning, and for better distribution of the business affairs of the Society, recommend the appointment of Working Members of the Society, to assist the Society, in its day to day affairs.
- (c) **Selection Committee** - The Selection Committee, mentioned above, shall comprise of the following:
- i. Teacher in Charge, Law Society who shall be the chairperson of the Selection of Committee as well.
  - ii. Two faculty members of School of Law, University of Kashmir who shall be nominated by Head and Dean, School of Law University of Kashmir.

## **PART-V**

### **TENURE AND REMOVAL OF MEMBERS OF THE EXECUTIVE COUNCIL**

9. **Procedure for Appointment of Members of the Society** - Following procedure shall be followed for the selection of the Executive and Working member of the Society:

- a. A notice inviting applications for the posts of President, Vice-President, General Secretary and the Treasurer shall be issued by Head and Dean, School of Law, University of Kashmir in the 2nd week of March each academic year.
- b. Only the bonafide students of School of Law, University of Kashmir who are currently enrolled in BALLB 2nd, 3rd, 4th and 5th Year and in LLB 2nd and 3rd Year shall be eligible to apply.
- c. Disqualification - Any student who has been involved in an act of indiscipline and who have been consistently absent from classwork shall be ineligible to apply.
- d. On receiving applications, interview of the said candidates shall be conducted by the Selection Committee to decide on the suitability of the students.
- e. The Selection Committee shall, thereafter, make recommendation to the Head and Dean.
- f. The scheme of selection shall include the following:

S.No.	Criteria	Points	Remarks
1	Interview	50	
2	Academic Record	10	<ul style="list-style-type: none"> <li>• 75% and above - 10 points.</li> <li>• 70% and upto 75% - 7 points.</li> <li>• 65% and upto 70% - 5 points.</li> <li>• Below 65% - 3 points.</li> </ul>
3	Impression of Teacher	10	Each faculty member who taught the candidate in the preceding semester will be asked to evaluate the student on a scale of ten points. The average score of the total point collected from all faculty members will be granted.
4	Previous Experience	5	<p>A candidate who has been a member of any of the previous law society will be given an additional five points.</p> <p><b>Note:</b> The points shall be allotted by the Teacher in Charge of the Law Society of which the candidate was a member.</p>

10. **Tenure of Law Society** - A particular Society shall remain operational for a period of one academic session beginning from the day on which such Society is constituted and ending on the last day of February every year.

Provided that the Head and Dean, School of Law, University of Kashmir may extend the tenure of a particular Law Society temporarily.

**11. Removal of Executive Member/s -**

(1) Head and Dean, School of Law, University of Kashmir Law may remove, from the office of the Society, any Executive or Working Member, on any of the grounds mentioned in clause (2) of this provision.

Provided that while taking the decision of removal under this provision, the Head and Dean may consider the recommendations of Teacher in Charge.

(2) Grounds for removal - An Executive Member of the Society can be removed under clause (1) on the following grounds:

(a) That such member, without any sufficient cause and prior notice, failed to attend two or more official meetings of the Society; or/and

(b) That such member, without any sufficient cause and prior notice, failed to be present at two or more events/programs organised by the Society; or/and

(c) That such member failed to discharge the duties assigned to him/her; or/and

(d) That such member engaged in indiscipline; or/and

(e) That such member abused his/her position as to render his/her continuance in office prejudicial to the interest of the Society, and/or

(f) That such member has been convicted of an disciplinary action by the Discipline Committee of the School of Law or by the administration of the University, or/and

(g) Such member has acquired other interest as is likely to affect prejudicially his/her functions as a member.

Provided that any member who has been found guilty of misconduct and indiscipline by a disciplinary committee of School of Law, University of Kashmir or by any other competent authority shall ipso facto cease to be a member of the Society.

Provided further that where any member is proposed to be removed on any of the ground specified from sub-clauses (a) to (g) of clause (2) of this provision, he/she shall be informed of the charges against him/her and be given an opportunity of being heard in respect of those charges.



**PART-VI**  
**FUNCTIONS OF THE**  
**EXECUTIVE MEMBERS AND WORKING MEMBERS**

12. Subject to the overall superintendence of the administrative council, the executive and the working members of the Society shall have the following functions, to be discharged in accordance with the other provisions of this Policy, under the supervision, guidance, control and superintendence of the Teacher in Charge of the Society.

*Functions of the President*

- (1) To arrange meetings of the Society on regular basis.
- (2) To undertake effective responsibility for all the arrangements, whether administrative or non-administrative, of the events being organised by the Society.
- (3) To facilitate interaction between executive council and administrative council.
- (4) To supervise the working of the executive and working members of the Society.
- (5) To carry out the work-cum-orders of the Chairperson and/or Teacher-in-Charge, as the case may be, subject to other provisions of this Policy.

*Functions of the Vice-President*

- (6) To work closely with the Teacher in Charge of the Society and the President of the Society.
- (7) To frame and facilitate discussion on the policies and strategies related to the field activities or operations and internal management-cum-administration of the Society.
- (8) To facilitate the achievement of the goals and objectives of the Society.
- (9) To assist in any or all the duties of the President.
- (10) To act, with the permission of the Patron as the President in the event of the occurrence of such vacancy.
- (16) To perform all functions of the President in the absence of the President.
- (17) To maintain discipline and proper Code of Conduct among other members of the Society.

### *Functions of the General Secretary*

- (18) To Act as the Administrative Officer of the Society with respect to the management and logistics affairs.
- (19) To act as the administrative advisor to the Society.
- (20) To coordinate the the day-to-day supervision the of the different organs of the Society, under the co-supervision President or Vice-President, as the case maybe.
- (21) To provide proper notice of any meetings and timely distribution of materials such as agendas and so on.
- (22) To record all the minutes of the meetings and of events/programs organised by the Society for the purposes of maintaining official records.
- (23) To act as the custodian of the Society's executive records and related materials and to carry out the respective correspondence on behalf of the Society.
- (24) To maintain and update the members' roster.
- (25) To discharge any other functions, as may be delegated upon him or her, from time to time by this Policy or by the President.

### *Functions of the Treasurer*

- (26) To act as the Financial Advisor to the Society on all financial matters related to the business affairs of the Society.
- (27) Prepare budget for the conduct of various activities of the Society.
- (28) To ensure that books of accounts are maintained and regularly updated.
- (29) To ensure that the E-Records of Payments/Transactions, made to or by the Society and Bills, made to or by the Society, are maintained and regularly updated.
- (30) Collect dues and registration fees on behalf of the society in respect of events/programs organised by the Society.
- (31) Keep record of all the transactions done in the name of the Society.
- (32) Prepare and furnish the report of all the transactions of any financial assistance, in any form and by any means, received or paid for the purposes of audit by the Departmental Committee on an annual basis.
- (33) To carry out other misc. works related to the financial matters of the Society.

### *Functions of the Working Members*

- (34) Subject to the provisions of this Policy, the Working Members of the Society shall perform the following functions:
- (a) To provide secretarial assistance to the Administrative Council or the Executive Council in discharging the day to day functions of the Society; and/or
  - (b) To assist the Executive Members in discharging their powers and functions defined under this Policy, and/or
  - (c) To discharge any duty assigned to them under this Policy or by the President.

### **Proposals of the Events, Programs, etc.**

- (35) Subject to the provisions of this Policy, any Member of the Executive Council or any Working Member may put-forth proposal for the organisation and conduct of any event or program by the Society.

## **PART-VII MEETINGS OF THE SOCIETY**

13. It shall be mandatory for all members of the Society to attend all the meetings of the Society as and when they are notified.
14. For the purpose of article 13, the Teacher in Charge of the Society shall have the exclusive power to call, through notification, and preside over all the meetings of the Society.  
Provided that the President, with the permission of Teacher in Charge, may call and preside over meetings of the executive and working members of the Society.
15. The notification/communication calling for the meetings mentioned in articles 13 and 14 maybe served through any online or offline medium of communication.

**PART-VIII**  
**PROCESS OF**  
**AMENDMENT TO THE POLICY**

*Procedure of Amendment of Constitution*

16. The Head and Dean, School of Law, University shall have the power to make an amendment to the provisions of this Policy by issuing a notification to that effect.

Provided that no such notification will be issued without considering the recommendations of the Chairperson and/or Teacher in Charge of the Society.

**PART-IX**  
**QUESTIONS RELATED TO THE**  
**INTERPRETATION OF THIS POLICY**

17. Any question/conflict/dispute which may arise in relation to the interpretation of any provision of this Policy or in relation to any notification issued under it shall be decided by the Teacher in Charge of the Society.
18. Any person aggrieved by the decision of the Teacher in Charge made under article 17 may file an appeal against the same to the Head and Dean, School of Law, University of Kashmir.
19. The decision made by Head and Dean, School of Law, University of Kashmir under article 18 shall be final and binding.