



DECCAN EDUCATION SOCIETY'S Shri. Navalmal Firodia Law College, Pune

(Affiliated to University of Pune, ID No. PU/PN/LAW/207/2004) Recognised by 2 (B) and 12 (f)
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CLUB AESTHETICA

AIM:

The aim of the club is to get develop a multi-faceted personality.

OBJECTIVES:

1. Encourages members to develop their oratory skills along with their confidence
2. Promotes the ability to organise and analyse every activity conducted
3. Promotes the skills of communication and team work so that they can connect to the audience well

ELIGIBILITY FOR ENROLLMENT

There is no barrier to enrol oneself to the club. The club welcomes students from 1st year to the last year students.

SCREENING MECHANISM (if any) FOR MEMBERSHIP & SKILL SET REQUIRED

No such screening mechanism is used to give out memberships. A google form is put up at the start of the academic year, for those who wish to be a part of the club. We welcome student who have developed a liking towards any type of art and have the zeal to learn and participate in the club activities.

MAXIMUM CAPACITY

As the club is still on its second edition, we haven't set a maximum limit for the membership capacity.

OVERALL FUNCTIONING OF THE DEPARTMENT

DES Shri Navalmal Firodia Law College's Club "Aesthetica" is a diverse union of different and interesting activities, workshops, seminars, which will enhance the literary skills along with the fondness towards reading of the members and the college at large. This club's sole purpose is to develop the necessary skills and confidence within the amateur fellows. We conduct a number of activities and competitions throughout the year to improve the study skills, language skills, confidence, linguistic skills of the students. workshops on how to write, how to approach old literature, how to write poems shall be organised with no language barrier.

SCOPE & LIMITATIONS

The club provides a plethora of opportunities to its members to unleash their potential in the best possible way. The interactive group activities help develop communication skills along with boosting a multi-dimensional development. The Interview Sessions with different luminary personalities not only provides exposure to the members but also gives a glimpse of the various professional fields and career avenues.





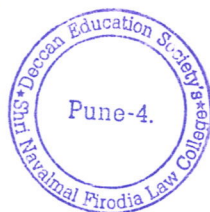
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Owing to the Pandemic situation in the year 2020, the club was bound to work online which restricted the face-to-face interaction and emotional connect between the coordinators and members. Nevertheless, the club would be commencing with the physical sessions and face to face interactions very soon.

PLANS FOR THE FUTURE

- To organize a literary fest full of fun and zest
- To arrange a book reading session
- To have field visit to various archives





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CULTURAL DEPARTMENT POLICY DOCUMENT

AIM:

The aim of the cultural department is to nurture all kind of artistic instincts & provide students a wider platform to showcase their talents.

OBJECTIVES:

1. Encourages members to develop their confidence by participating in various competitions.
2. Promotes the ability to organise and analyse every activity conducted
3. Promotes the skills of team work so that they can connect to the audience well

ELIGIBILITY FOR ENROLLMENT

There is no barrier to enrol oneself to the cultural department. It welcomes students from 1st year to the last year students.

SCREENING MECHANISM (if any) FOR MEMBERSHIP & SKILL SET REQUIRED

No such screening mechanism is used to give out memberships. A Google form is put up at the start of the academic year, for those who wish to be a part of the cultural department. We welcome student who have developed a liking towards any type of art and have the zeal to learn and participate in the activities.

MAXIMUM CAPACITY

As the department recognises & values each individual skill & talent, we haven't set a maximum limit for the membership capacity.

OVERALL FUNCTIONING OF THE DEPARTMENT

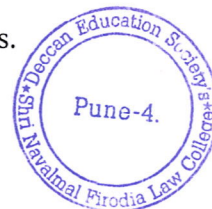
The cultural department is a heterogeneous group of versatile students of different age groups. The college provides logistic & monitory assistance for their participation in the competitions. Auditions are taken if the no. of willing students exceeds the capacity of registration.

SCOPE & LIMITATIONS

The Cultural department provides a plethora of opportunities to its members to unleash their potential in the best possible way. The pandemic restricted the opportunities of competitions; nevertheless the group will be active soon on the field.

PLANS FOR THE FUTURE

- To participate in maximum no. of competitions at various levels
- To organize workshops to nurture cultural instincts among students.





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LEGAL RESEARCH CELL

POLICY DOCUMENT

Aim & objective of the department

- To encourage and facilitate research activity.
- To enable students to hone skills of research and analysis.
- To inculcate the spirit of appreciating the juristic trends and evolve a thought process.
- To promote research Culture among the faculty and students.
- To publish the research through a Law Journal.
- To initiate inter-disciplinary approach in Legal Research

Eligibility for enrolment

No eligibility Criteria. 2021 onwards, LRC is open for all.

Screening mechanism (if any) for membership & skill set required.

No screening mechanism.

Students are expected to assume certain responsibilities like;

- Drafting legal articles and documents when necessary.
- Conduct legal research on the assigned project.
- Represent our college in various intra college events.
- Working in accordance with the objectives of the cell and performing the assigned tasks.
- Inculcate "out of box thinking" and work proactively for the progress of the LRC
- Devoting 2-3 hours a week for research work.

Skills Set Required:

- Excellent drafting, researching and interpersonal skill.
- Excellent knowledge of MSOffice.
- Honesty, Reliability and availability to work.
- Strict adherence to timeline.
- Ability and efficiency to complete tasks with good expertise and without plagiarism.
- Foster critical thinking.
- Prior knowledge or experience in legal research is an advantage but not mandatory. LRC plans to induct its new students and work with them to develop such skill sets

Maximum capacity

No maximum capacity currently





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Scope & limitations of the department

- a. Budget Constraints
- b. Time management for undertaking research activities.
- c. Rules as to qualifications for faculties to undertake research in some cases.
- d. There is a scope for developing technological skills.





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MODEL UNITED NATIONS CLUB POLICY DOCUMENT

INTRODUCTION

The Model United Nations (MUN) is a replica of the United Nations, Geneva. The model United Nations is an educational simulation in which students learn about diplomacy international relations and the ongoing problems in the world.

AIM:

The main purpose of this club is to train students to become great delegates and to give them the opportunity to put into practice their knowledge of the MUN world.

OBJECTIVES:

1. To increase awareness amongst others about the burning issues around the globe
2. Acquisition of knowledge.
3. Development of practical language skills.

ELIGIBILITY FOR ENROLLMENT

There is no barrier to enroll oneself to the club. The club welcomes students from 1st year to the last year students.

SCREENING MECHANISM (if any) FOR MEMBERSHIP & SKILL SET REQUIRED

No such screening mechanism is used to give out memberships. A google form is put up at the start of the academic year, for those who wish to be a part of the club. We welcome student who have the zeal to learn and participate in the club activities.

MAXIMUM CAPACITY

As the club is still on its second edition, we haven't set a maximum limit for the membership capacity.

OVERALL FUNCTIONING OF THE DEPARTMENT

The club at the start of every academic year takes a set of training sessions for its new members to get them accustomed to the idea of what a Model United Nations is and all about its rules and procedures. We have meetings every Monday where we either have an activity lined up or a discussion on a relevant topic or discussion on what can be the course of action should be. We have conducted mock committee sessions for our members, and have had guests who are experts in the Model United Nations field come up to guide our members.





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MOOT COURT SOCIETY POLICY DOCUMENT

AIMS & OBJECTIVES:

1. To introduce students to the experience of real life court proceedings.
2. To hone their public speaking skills.
3. To imbibe research and writing skills.
4. To build confidence in them.
5. To imbibe advocacy and argumenting skills amongst them.
6. It teaches them to work well in a team.

ELIGIBILITY CRITERION:

1. Students from II BA LL.B to V BA LL.B
2. Students from I LL.B to III LL.B

SCREENING MECHANISM:

1. Each academic year, an intra moot court competition is conducted to shortlist students. The shortlisted students become members of Moot Court Society.
2. A moot court proposition is circulated amongst the students and they are given time to prepare for their oral arguments.
3. They are judged by external Judges based on a fixed criterion.
4. The members of MCS further represent college at various moot court competitions conducted by different colleges.
5. To choose students to represent college, an internal selection procedure is followed.
6. The detailed functioning is explained later in the point 'Overall functioning'.





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MAXIMUM CAPACITY

Through the screening process every year 60-70 students are admitted to moot court society.

OVERALL FUNCTIONING

1. The following shall be the rules for the functioning of MCS:
 - a. Participation in Moot Court Competitions shall be first open to the students of Moot Court Society.
 - b. If MCS students do not wish to contest, in that event, it shall be open to all other non MCS students.
 - c. Moot Court Invitations shall then be circulated via whatsapp groups to non MCS students.
 - d. All those who are interested to participate will be required to send a confirmation mail to the faculty coordinator of the Moot Court Society.
 - e. For every single Competition, an intra collegiate moot court selection will be conducted.
 - f. A date shall be fixed for conducting such intra and will be notified in advance.
 - g. The following shall be the nature of the intra:
 - i. Presentations shall be conducted virtually, via Teams App by providing links scheduled from time to time.
 - ii. The presentations shall be on the same Moot Court Problem which Colleges hosting competitions send us.
 - iii. Students have to be thorough with the facts of the case, the issues raised and are at liberty to choose any side.
 - iv. They will be given a time of 10 minutes for presentation.
 - v. They will be heard by a panel of 2 faculty members.
 - vi. On the basis of higher scores obtained, a team of three shall be shortlisted; 2 speakers and 1 researcher.
 - vii. The participation shall be on individual basis. The Best Team shall be selected and hence no one should request for any change in the team only for the sake of having a





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companion or friend. We are not bound by your comfort and convenience with a particular friend.

- h. The decision of Judges shall be final and a team once chosen shall in no case be altered and has to represent the college.
- i. In case they back up for any arbitrary reason, they shall face disciplinary action. In that case the Moot Court Faculty coordinator shall have the authority to nominate others and fill up the vacancy.

2. Any other rule, depending upon the exigencies shall be notified.

SCOPE

- 1. Participation in in-house moot court competitions.
- 2. Participation in inter moot court competition; National / International.
- 3. Improve research skills.
- 4. Team Building.
- 5. Social Networking.

LIMITATION

- 1. Time Management.
- 2. Sufficiency of funds.
- 3. Fixed Panel for judging Intra Selection rounds.
- 4. Availability of classrooms without disturbing lectures.

ANY PLANS WITH FUTURISTIC APPROACH

Arbitral Tribunal proceedings Competition.

Moot Court Competition for teachers.





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NSS AND LEGAL AID POLICY DOCUMENT

Aim and objective:

- 1) To understand the community in which we work
- 2) Identify the needs and problems of the community and involve students in problem-solving
- 3) Develop among students a sense of social and civic responsibility
- 4) Utilise their knowledge in finding practical solutions to individual and community problems
- 5) Develop competence required for group-living and sharing of responsibilities
- 6) Acquire leadership qualities and democratic attitudes
- 7) Develop capacity to meet emergencies and natural disasters
- 8) Practise national integration and social harmony

Eligibility for enrolment

1. All the *bonafide* students of our College [Except the students enrolled for Diploma and PG in Law (LL.M.)] are eligible for appearing for NSS interview *if*—

The student has passed or failed with ATKT in last year's exam of the University.





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2. No student failed in the last year exam of the University shall appear for NSS interview even if the student has completed one year of NSS and has submitted revaluation form in current academic year.

Screening mechanism (if any) for membership & skill set required

1. All the NSS Volunteers shall be selected through interview and active participation in past years' NSS activities.
2. NSS interview is mandatory for all students interested to join as a volunteer in first or second year of NSS. The students who have completed one year of NSS shall also appear for NSS interview.
3. Students shall submit all required documents (Separate notice will be issued in this regard as per the SPPU requirement) whenever required.

Skill set required:

Interpersonal communication skills

Problem identifying and solving

Leadership qualities

Finance Management

Time Management

General communication

Organizing skills

Public relation





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Working with minimum resources

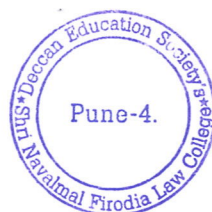
Group living skills

Maximum capacity

Selection of 100 students out of which 50 will be finalized for SPPU registration

Overall functioning of the department

1. The NSS secretary and lady representative of NSS (or any other student nominated by PO) shall be co-ordinator of the activity. The co-ordinator of the Activity shall submit (selected) photos of the activity within next three working days.
2. All the NSS volunteers shall follow instructions of PO and co-ordinator of the activity.
3. The PO shall maintain attendance of every activity organised by the NSS Activity Department. The PO shall publish record of attendance after regular intervals.
4. No volunteer shall participate in any NSS activity unless the volunteer is wearing College Uniform and valid College ID Card. Relaxation in wearing College Uniform can be given by the NSS PO or the Principal after considering nature of the work to be done.
5. Every type of expenditure of NSS shall be by the PO personally or (only after prior approval of PO) by the NSS secretary or the lady representative of NSS.
6. The PO shall submit report of every activity to the IQAC with cc: to the Principal, the faculty in charge of website and the faculty in charge of Magazine Committee.





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Scope & limitations of the department

As majority of the activities are as per the instructions of SPPU it is difficult to prepare for maximum outcome. Communication with SPPU/authorities is time consuming.

Any plans with futuristic approach

Try to have better management of activities by preparing a timetable so that more activities can be accommodated in a year.





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PLACEMENT CELL POLICY DOCUMENT

Aim & Objectives:

1. To assist students to develop short and long term goals through individual and group sessions
2. To arrange training sessions, aptitude tests and soft skill development sessions.
3. To prepare students for technical and HR interviews
4. To organize guest sessions to promote career counselling by alumni, senior professionals and corporate personnel.
5. To assist and guide students in obtaining placement in reputed firms and maintain regular interactions through seminars, guest sessions and conferences
6. To arrange on campus, off campus interviews for final year students and internship trainings

Eligibility for Enrolment:

Student from any stream of BA LLB, BBA LLB , LLB ,LLM can enrol for placement activity

Screening Mechanism for membership & skill set required:

No screening mechanism. Students who is optimistic, having right attitude and ready to work in team is eligible to join the department

Skill set: Good communication skill, right aptitude, humble and good networking skill

Maximum Capacity: Cannot say so

Overall functioning of Department: As mentioned in the objectives, we need to fulfil the objectives of the placement department. We need team of dedicated students who can work with us to impart the best results





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Scope

To increase the accuracy and efficiency of placement procedure

Management of Student Data

Analysis of overall Placement

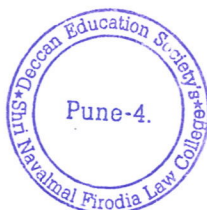
Limitations:

Manual work and students are not associated with placement department

Any plans with futuristic approach:

Resume Building: Standardized format will be provided and student can use it to generate their resume

Mail Notification As per company criteria E-mail message will be send to eligible student





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MAGAZINE DEPARTMENT (SWADES) POLICY DOCUMENT

Aims and Objectives of the Department:

- To provide a platform to the students, teaching staff, non-teaching staff and our alumni to share their views and talents through articles, essays, stories, poems, pictures etc
- To showcase accomplishments of our students and teachers in academic and extra-curricular arenas
- To give an overview of activities conducted by our college each year through annual reports of various clubs and departments
- To give an opportunity to our students to be a part of the editorial board of SwaDES and contribute towards the making of our prestigious magazine.

Eligibility for enrolment to the editorial board of SwaDES:

- Student from any year and program can become a part of the editorial board

Screening Mechanism:

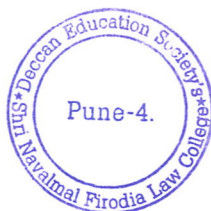
Students interested to be a part of the editorial board send their applications to the faculty coordinators. Students are selected for the editorial board based on the interviews conducted by faculty coordinators. Selected students and faculty coordinators form the editorial board.

Maximum Capacity of the Editorial Board:

19-20 students

Overall Functioning of the Department:

After editorial board is formed, faculty coordinator gives a small orientation to the students about responsibilities of the editorial board. Students are asked to suggest themes for the college magazine. Themes are discussed in the faculty meeting and one theme is finalized.





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Selected theme, sub-themes, and other parameters (such as last date of submission, font size, word limit etc) are then conveyed to students, teachers and alumni in the form of a notice.

Write-ups from teachers, students, alumni and non-teaching staff, annual reports, and photographs are collected, edited, arranged, and sent to the printer for publishing.

Scope and limitation of the department:

- Sometimes, students, teachers, and alumni are not much interested to send their write-ups for the college magazine. Reminders are sent regularly to encourage them to contribute. Deadline for submission of the write-ups is also revised several times. Annual departmental reports are not submitted within a stipulated time frame.
- Overall quality of magazine may also depend on printer





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STUDY TOUR DEPARTMENT

Aims and Objectives of the Department:

- To give a valued field exposure and a glimpse of Bombay High Court in session

Eligibility for enrolment to the editorial board of SwaDES:

- Student from any year and program can come for a visit to Bombay HC

Screening Mechanism: NA

Maximum Capacity of the Editorial Board:

40 students

Overall Functioning of the Department:

Date to visit Bombay HC is decided by faculty coordinator and Principal. Accordingly, permission is taken from Bombay HC. After permission is granted, notice is being put up mentioning date, fees, etc. Students are made to sign an undertaking which contains Dos and Don'ts during their visit to Bombay HC.





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SEMINAR DEPARTMENT

POLICY DOCUMENT

About the Seminar Department

DES's Shri. Navalmal Firodia Law College has entered in its 15th year, keeping pace with the social change and answering responsibly, all the demands of any complex and intricate global legal set up. We have brought about tremendous metamorphosis in terms of inculcating legal education through innovative pedagogy. More importantly astride the mandatory curriculum, our institute has rightly entered the realm of legal research, to open up the minds of our students in consonance with the demands of globalization and sensitize you to the current developments in the legal arena.

We believe in education as the way of revolution and ultimate development. Our enthusiastic and talented teachers have thus made a commitment to mould the young minds by giving them insight into law. To achieve the same the Seminar Department has been formed to shape young prodigies of the college into legal luminaries and profound professionals. The seminar department by the help of it various activities, competition, seminars & programs tries to create opportunities for the students of DES's Shri Navalmal Firodia Law College, Pune to be equipped for the legal world. We are the 1st College to host a National Judgment Analysis Competition as well Bill Analysis Competition, which helps in building analytical aptitude among law students.

The department believes that the logic of law is not knowledge but experience. It therefore by its actions makes an initiative to give students a one of it's kind experience through the department.





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Seminar Department Rules and Regulations

1. The functioning of the DES's SNFLC's Seminar Department shall be governed by the present bye-laws and the amendments carried out to the same from time to time as may be approved by the Faculty

Coordinator & principal.

2. The Faculty Coordinator's decision in regard to any subject matter discussed in the present bye-laws or otherwise shall be final and binding on all the members of the Seminar Department.

Seminar Department Induction

1. The Seminar Department shall conduct an induction to induct new members of the Seminar Department for the every academic year.

2. The induction process shall be open only for students who are pursuing the following courses in the college:

A.) BA LLB (5 Years)

B.) LLB (3 Years)

C.) LLM Students.

The students satisfying the above mentioned condition from the following classes shall be allowed to appear for the induction for the Seminar Department for the said academic year.





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3. The seminar department shall consist of a maximum of 50 members who will co-orientate all events taken by seminar department for concern academic year.
4. The members of the Seminar Department of previous year shall continue to be a part of the Seminar Department for next year and it shall not be obligatory on them to undergo the induction process for continuing the membership for the Seminar Department.
5. The induction by audition, interview, article/ case review and telling the process of department etc.
6. Out of the total students appearing for the induction of the seminar department, only top scoring students shall be inducted in the Seminar Department. As the limit is 50 students in department.

Aims & Objectives of the Seminar Department

1. The seminar department works towards crating awareness of how to use values in improving your own professionalism. The seminar department further strives to inculcate basic principles of value management.
2. The seminar department looks forward in making students learn about personal and communication skills/ styles for team building etc. It focuses on inculcating management values in an individual which would assist him be a erudite professional
3. The seminar department by conducting various activities i.e. seminar programs at a national level, analysis sessions etc. provides exposure to the students about the legal profession and allows them to have a different, affirmative vision towards to the legal profession.
4. The seminar department provides opportunities to students to have an out reach to a plethora of subjects i.e. Environment Protection Laws, Space Laws, Sexual Harassment Laws, Laws of National Importance, Pandemic Laws to name a few. Professionals from various walks of life share real life experience, profound knowledge of the fields, its dynamism by the way of activities conducted by the seminar department.
5. To evaluate the progress of the students, the seminar department conducts questionnaires, one-to-one discussion with professionals, filed visits, outside campus activities & provides opportunity to students to participate in State,





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National & International level competitions in activities related to the seminar department.

6. The seminar department arranges guest lectures for a minimum of 5 times in a year & invites luminaries of the legal profession on a variety of subjects in the field of law.
7. The seminar department conducts Judgement & Bill Analysis Competitions inter college as well as prepares students to compete in Intra College competitions globally.
8. The seminar department also conducts workshops for students of the 1st & 2nd Year, on career opportunities in law & further initiates senior-junior transparency.
9. The seminar department calls for articles from students and publishes the same in the yearly college magazine as well as renowned legal journals.

Reimbursement Policy

1. Students should file the reimbursement application within 7 days from the commencement of the competition with the Faculty Coordinator.
2. The application of reimbursement shall contain the following things –
 - Details of the competition & the participants (including the brochure and the certificate of participation),
 - All the valid invoices of the expenses incurred.
3. The faculty-coordinator reserves the right in regard to the amount of reimbursement to be given to the members participating in a particular moot court competition.
4. Every member of the Seminar Department shall produce a copy of their certificate of participation or winning certificate or runners-up certificate before the Seminar Department by the end of every term.

Internal Committees

1. Different internal committees will be formed for the smooth working of the Seminar Department.





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2. The faculty coordinator reserves a right to divide and allocate the members of the society into different committees for the purpose of administrative convenience.

NATIONAL SEMINAR & BILL ANALYSIS SESSION

1. The 11th edition of the National Seminar & Bill Analysis Session Competition will be hosted by the society in the academic year 2021-22
2. The theme, dates, rules and regulations will be notified by the faculty coordinator to the members of the Seminar Department well in advance.

Weekly Meetings

1. Meetings of the Seminar Department would generally be held on every (DAY) at 3pm.
2. The Attendance for the Weekly meeting shall be compulsory. If any member is unable to attend the weekly meeting as a result of any genuine difficulty, then the same has to inform by the member to the

Faculty Coordinator by an email to the official email id of the Department.

Workshops & Guest Lectures

Attendance for All Workshops & Guest Lectures held by the department is mandatory for the members.





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DEBATE DEPARTMENT (MIMANSA FORUM)

Aims and Objectives of the Department:

Argumentation, disagreement, rebutting points argued from the other side, to put forth your point of view in an emphatic and skilful manner is an integral part of legal education. Debate forum plays an important role in honing the student's argumentation and presentation skills. The debating skill will help students to appreciate the judicial process and justice delivery mechanism in more effective manner.

Eligibility for enrolment:

The forum will be open to all the students of Undergraduate and Post Graduate. The students are required to enrol themselves as member of the Mimansa Debate Forum by undergoing the required procedure for the enrolment.

Screening Mechanism:

Aspiring members of the debate forum will be required to give auditions for becoming the member of the debate forum. Audition will comprise three rings of screening, at first ring there will be traditional debate on the declared topic for the period of 7 minutes which will be given to them at least 8 days prior to the audition, second ring will be extempore round of debate where topic and side of the debate will be given to the student on the spot through draw of lots and will be required to speak for the period of 5 minutes, third ring will be personal interview by the panel duly constituted by the college which will test the debating acumen and personality poise of the student.

Maximum Capacity:

After screening through three rings 50 members will be selected for the Mimansa debate forum.





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Overall Functioning of the Department:

This competition is open to all the students up to 25 years of their age from all the streams within state of Maharashtra. Medium of expression shall be English and Marathi. The unique aspect of this competition is the transparency in the conduct of the competition and written feedback of each participant given in the end. Veteran persons from the field of public speaking, arts, culture, social work, thinker, policy framers, academicians, experts in various fields will be called as Chief Guests or Judges in the Late Gopal Ganesh Agarkar State Level Inter-Collegiate Debate Competition.

Scope and limitation of the department:

College shall participate in 25 reputed competitions organized by other colleges and institutions. Preference will be given to the members of the debate forum to participate in the outside competitions organized by other colleges or institutes at state and national level but in exceptional circumstances Principal in consultation with Faculty In-charge can send any meritorious student who may not be formal member of the debate forum. In-house audition shall be the pre-condition for sending team or individual student for outside competition.

Plans with futuristic approach:

Monthly interaction through discussion/debate on recent topics. The discussion or debate will be held in appropriate class of students. The discussion/debate will improve, enhance the knowledge of the student and will also develop the debating skill of the students.

Further internal debate competition is another futuristic approach of debate forum. This competition will improvise various skills amongst the students such as, Argumentation, disagreement, rebutting points argued from the other side. It would also provide the opportunity to college students for developing their debating skills.

