



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandala)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



## Anti - Ragging Committee

### 1.1. Introduction:

At Anand Law College, we are committed to fostering a safe, inclusive, and respectful academic environment. The Anti-Ragging Committee has been established to ensure that every student, especially fresher's, is welcomed with dignity and without fear.

The Anti-Ragging Committee is formed to ensure a safe, respectful, and bully-free campus for all students. It works to build a healthy relationship between seniors and juniors by conducting awareness and interaction programs.

Ragging is not just prohibited it is actively opposed in every form. The Committee remains committed to creating a nurturing environment where all students can pursue academic and personal growth with confidence.

### 1.2. Objectives:

- Prohibit and prevent ragging in any form. Whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness
- Protect the dignity and rights of all students, especially fresher's.
- Ensure strict compliance with Anti-Ragging Regulations and laws.
- Address complaints related to ragging in a fair and timely manner.
- To prohibit, prevent, and eliminate any form of ragging on campus.
- To ensure compliance with the UGC Anti-Ragging Regulations and relevant legal provisions.
- To provide a platform for students to report incidents of ragging without hesitation.
- To conduct enquiries and initiate disciplinary actions against those found guilty.
- Promote awareness through:
  - Anti-ragging rallies



## Anand Law College

(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



- o Legal awareness seminars
- o Anti-ragging campaigns
- o Student orientation sessions

### 1.3. Committee Roles and Responsibility:

- Investigate complaints of ragging promptly.
- Take strict disciplinary action against those involved in ragging.
- Create a welcoming environment for new students.
- Educate students about the legal consequences of ragging.
- Address all complaints with sensitivity and confidentiality.
- Ensure that strict disciplinary measures are taken where required.
- Encourage positive interaction between seniors and juniors through bridge-building activities.
- Spread awareness about the legal, academic, and psychological consequences of ragging.
- The Committee welcomes anonymous or direct complaints, ensuring prompt action.
- Students are encouraged to come forward without fear of retaliation.
- All matters are dealt with in accordance with institutional policies and legal guidelines.
- The committee is open to all complaints—anonymous or named.

### 1.4. Activities Conducted by Anti-Ragging Committee:

Sr.no	Name of the Activities (June – May) Any three
1	Awareness session on UGC anti-ragging regulations
2	Poster and slogan competitions
3	Social media awareness posts
4	Formation of Anti-Ragging Squad
5	Anonymous drop-box for complaints
6	Presentation on case studies of ragging and punishments
7	Sessions by legal experts or local police
8	Open forum meetings with students



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**1.5. Schedule of Anti-Ragging Committee Meetings and Audits:**

**Committee Meetings:**

The Anti-Ragging Committee meetings will be conducted, on the **Tuesday on 29<sup>th</sup> July-2025**, as per the following schedule:

- July 29, 2025
- November 22, 2025
- May 24, 2026

*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*

**Anti-Ragging Compliance Audits**

Internal audits to assess the effectiveness of anti-ragging measures and complaint redressal will be held on:

- Monday, September 1, 2025
- Monday, January 6, 2026
- Monday, April 7, 2026

*Audits will review records, meeting minutes, awareness activities, complaint status, and preventive measures taken by the committee.*

**1.6. COMPLAINT MECHANISIM:**

**Whom to Report:**

- Complaints must be reported **immediately** to the **Anti-Ragging Cell members**.

**Modes of Complaint Submission:**

Complaints can be made through any of the following:

- Written application
- Phone call (to member of anti –ragging cell)
- Email
- Whats App



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**Who Can File the Complaint:**

- The victim student
- A friend of the victim
- The Class Representative (CR)
- Any person having knowledge of the incident

**Confidentiality and Action:**

- All complaints will be handled with **strict confidentiality**
- **Immediate action** will be taken as per UGC regulations

**You can register your complaints with the following:**

College Helpline Anti Ragging Cell: -----

Email id of the Anti-Ragging Cell:- -----

Anti-ragging Helpline:1800-180-5522

UGC Helpline: <https://www.antiragging.in/>

(The Complaints made to be the Anti- Ragging Cell will be Confidential and not made public in any manner.)

**1.7. ACTION TAKEN AGAINST THE PERSON FOUND GUILTY:**

**Disciplinary Action by Anti-Ragging Cell**

Upon **investigation and impartial scrutiny** by the Anti-Ragging Cell.If a student or group of students is **found guilty** of ragging:

- **Strict disciplinary action** will be taken.
- The guilty student(s) may face **expulsion, suspension, or dismissal** from the college.
- An **F.I.R. will be lodged** with the Police under applicable legal provisions.
- However, if the **complaint is found to be false, frivolous, or baseless:**
- **Disciplinary action will also be taken** against the complainant student for misuse of the grievance process.



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandala)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**1.8. Members of Anti Ragging Committee:**

Sr. no	Name	Designation	Representative
1	Dr. Amitkumar Parmar	Director, Anand Law College. Anand	Chair Person
2	Dr. Rekhakumari R.Singh	NAAC Co-ordinator, Anand Law College, Anand	Convener
3	Ms. Nidhi Adhwaryu	Ad. Assistant Professor, Anand Law College, Anand	Co-ordinator
4	Mr. Kapil Mehta	Member	Faculty Member
5	Ms. Nikita Rohit	Member	Faculty Member
6	Padhyuman Sengar	Member	Student Representative
7	Amrita Savjiyani	Member	Student Representative
8.	Mr. Akash Patel	Lab Technician & Clerk	Non-Teaching Staff Member
9.	Adv. Mamta Rajput	Practicing Advocate of District & Sessions Court, Anand (Notary)	Alumni
10.	Adv. Parpal Dethariya	Practicing Advocate of High Court as well as District & Sessions Court, Anand (Notary)	Alumni
11.	Mrs. Ashaben Dalal	President, Jagrut Mahila Sangathan	Law Enforcement



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation 2023)  
Managed by Shri Ramkrishna Seva Mandal  
SRKSM Campus, Near Electric Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1<sup>st</sup> Cycle



## Disciplinary Committee

<b>SR. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>Representative</b>
1.	Dr. Amit Kumar I. Parmar	Director, Anand Law College.	Chairperson
2.	Dr. Rekhakumari R Singh	IQAC Coordinator	Convener
3.	Mr. Mrugesh R Thakkar	Adhyapak Sahayak	Co-ordinator
4.	Dr. Kirankumar C. Bhartiya	Associate Professor	Member
5.	Ms. Nikita Rohit	Assistant Professor	Member
6.	Mr. Devangbhai Suthar	Clerk	Member
7.	Mr. Akash Patel	Clerk cum Technician	Member
8.	Mr. Hemantbhai Ka. Patel	Librarian	Member
9.	Pranav Prajapati	Student	Member
10.	Krupa Joshi	Student	Member

**Dr. Rekhakumari R. Singh**  
IQAC Co-ordinator  
Anand Law College,  
Anand.

**Dr. Amit Kumar Parmar,**  
Director,  
Anand Law College,  
Anand.



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



## Moot Court Society SOP

### **1.1. Introduction:**

At Anand Law College, there is a subject of Moot Court Exercise as a part of curriculum for all the UG courses. The students are taught about real courtroom practice in which they are assigned the tasks of courtroom proceedings, the roles of advocates of opposite parties and faculty member plays a role of a judge to facilitate them.

ALC has a dedicated Moot Court Room for the practice. It is used to conduct moot court subject sessions, guest lectures for moot court practice as well as moot court competitions.

### **1.2. Objectives:**

- To familiarize the students with proceedings & real courtrooms.
- To help students facing challenges in law profession.
- To enhance drafting skills & Legal research skills of students.
- To provide experiential learning.
- To enhance problem solving skills of students.
- To enhance Confidence, Communication and Convincing power in students.
- To improve Presence of mind in students.
- To develop Advocacy Skills of students.
- To create top-notch law professionals.

### **1.3. Committee Roles and Responsibility:**

1. Organizing and Conducting Competitions:
  - i. Internal Competitions
  - ii. External Competitions
2. Student Training and Development
  - i. Skill Enhancement
  - ii. Team Selection and Mentorship
  - iii. Fostering a Mooting Culture
3. Administrative and Operational Tasks
  - i. Formulating Policies



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



- ii. Fiscal Management (Reimbursement)
  - iii. Maintaining Records
  - iv. Publicity and Promotion
4. External Relations
- i. Liaison with External Bodies
  - ii. Representing the Institution

**1.4. Activities Conducted under Moot Court Society:**

Sr. no.	Name of the Activities (June – May)
1.	Intra Moot Court Competition
2.	Inter-class Moot Court Competition
3.	State level Moot Court Competition
4.	National level Moot Court Competition
5.	Tutorial session
6.	Expert lecture
7.	Practical Guidance
8.	Law Software Training Program
9.	Internal Selection for Participation in other Institutes
10.	Trail Advocacy
11.	Judgement Writing Competition
12.	Client Counselling Competition
13.	Internship & Court Visit
14.	MOU with Law Firms, Advocates, Senior Councils
15.	Induction Program and Orientation Program
16.	Workshop for Moot Court
17.	Legal Drafting
18.	Publication of Moot Digest
19.	Moot Court/ Real Court Room Professionalism Skills

**1.5. Schedule of Moot Court Society Meetings and Audits:**

**Committee Meetings:**



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



The meetings of Moot Court Society will be conducted on the **4<sup>th</sup> Saturday**, as per the following schedule:

- July 26, 2025
- November 22, 2025
- March 28, 2026

*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*

**Moot Court Society Compliance Audits:**

Internal audits to assess the effectiveness of the Moot Court Society will be held on:

- Friday, October 24, 2025
- Friday, February 27, 2026
- Friday, May 29, 2026

*Audits will review records, meeting minutes, awareness activities, complaint status, and preventive measures taken by the committee.*

**1.6. Members of Moot Court Society Cell:**

Sr.no	Designation	Representative	Name
1.	Chairperson	Principal / Director	Dr. Amitkumar Parmar
2.	Convener	IQAC Coordinator	Dr. Rekhkumari Singh
3.	Member	Faculty of Law	Dr. Nilesh Shah
4.	Member	Faculty of Law	Ms. Vishwa Trivedi
5.	Member	Faculty of Law	Ms. Mayuri Rathod
6.	Member	Faculty of Law	Ms. Krishna Gohel
7.	Member	Librarian	Mr. Hemant Ka. Patel
8.	Member	Accountant	Mr. Devang Suthar
9.	Student Member	5th Year Student	Dev Sharma
10.	Student Member	4th Year Student	Rafiya Khan
11.	Student Member	2nd Year Student	Riddhi Dwivedi
12.	Student Member	3rd Year Student	Bhumika Teli

<b>ANAND LAW COLLEGE</b> <b>AN AUTONOMOUS INSTITUTION</b> (Affiliated to Sardar Patel University Approved by Bar Council of India   NAAC Accredited with B++ Grade)	
	<b>NCC</b>
<b>Academic Year</b>	<b>2025–2026</b>
<b>File Number</b>	<b>ARC/2025-26/</b>
<b>Date of Initiation</b>	<b>29/07/2025</b>
<b>Maintained By:</b>	<b>Name: Dr. Ranvirsinh M Mahida</b>
<b>Designation</b>	<b>Assistant Professor</b>
<b>Contact</b>	ranvirsinh9999@gmail.com
<b>Internal Audit Responsibility</b>	<b>Name: Mr./Ms.</b>
<b>Meeting Chaired By</b>	Dr.Rekha Kumari Singh , IQAC Co-ordinator
<b>Recorded By</b>	<b>Dr. Ranvirsinh M Mahida</b>

**1. Maintained By:**

<b>Maintained By:</b>	<b>Name: Dr. Ranvirsinh M Mahida</b>
<b>Designation</b>	<b>Assistant Professor</b>
<b>Contact</b>	ranvirsinh9999@gmail.com
<b>Internal Audit Responsibility</b>	
<b>Meeting Chaired By</b>	Dr.Rekha Kumari Singh , IQAC Co-ordinator
<b>Recorded By</b>	<b>Dr. Ranvirsinh M Mahida</b>

**2. Internal Audit Responsibility**

<b>Internal Audit Responsibility</b>	
<b>Scope</b>	Academic & Documentation Audit
<b>Audit Frequency</b>	Three Months
<b>First Audit</b>	
<b>Second Audit</b>	
<b>Third Audit</b>	

**3. External Audit Responsibility:**

<b>Committee/Individual:</b>	
<b>Designation: Scope:</b>	
<b>Audit Frequency:</b>	Annual

**ACADEMIC YEAR: 2025-26**

**ANAND LAW COLLEGE**  
**AN AUTONOMOUS INSTITUTION**  
**(Affiliated to Sardar Patel University)**

**NCC**

**Meeting Agenda**

<b>Date</b>	<b>29/07/25</b>
<b>Time</b>	<b>3:00 PM</b>
<b>Venue</b>	<b>IQAC office</b>
<b>Meeting Type</b>	<b>Special</b>
<b>Meeting Chaired By</b>	<b>Dr.RekhaKumari Singh,IQAC Co-Coordinator</b>
<b>Recorded By</b>	<b>Dr. Ranvirsinh M Mahida, Assistant Professor</b>

Agenda Items:

<b>Sr. No</b>	<b>Agenda Point</b>	<b>Presenter / Responsible Person</b>	<b>Time Allotted</b>
1	Welcome & Opening Remarks	Cell Co-ordinator	5 min
2	Introduction of Members	Cell Co-Ordinator	5 min
3	Enrolment of Students	Cell Co-Ordinator	5 min
4	Orientation program for NCC	Cell Co-Ordinator	5 min
5	Refreshment for cadets	Cell Co-Ordinator	5 min
6	Allocation of Ground for Parade	Cell Co-Ordinator	5 min
7	Closing & Vote of Thanks	Cell Co-Ordinator	5 min

Dr. Rekhakumari R. Singh  
NAAC Co-ordinator,  
Anand Law College,  
Anand.

Dr. Amitkumar Parmar  
Director,  
Anand Law College  
Anand.



## Anand Law College

(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)



OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925

### NCC

#### Introduction:

The National Cadet Corps (NCC) is India's premier uniformed youth organization, which aims to groom young people into disciplined and patriotic citizens. As a tri-services organization with Army, Navy, and Air Force wings, it provides voluntary training in basic military and leadership skills to students from high schools and colleges. Its motto is "Unity and Discipline," and it focuses on developing character, courage, leadership, and a sense of social responsibility among its cadets.

#### Key aspects of the NCC

**Purpose:** To create a pool of organized, trained, and motivated youth who can be available for service to the nation.

**Organization:** It is a tri-services organization that includes the Army, Navy, and Air Force wings.

**Eligibility:** Open to students in high schools, colleges, and universities on a voluntary basis.

**Training:** Cadets receive basic military training and participate in various activities like parades, camps, and certificate exams.

**Motto:** "Unity and Discipline".

**Values:** The NCC promotes values such as patriotism, discipline, leadership, and selfless service.

#### Benefits:

**Character and Leadership:** Develops qualities like discipline, leadership, and a sense of responsibility.

**Social Service:** Encourages participation in community development and social service.

**Adventure:** Organizes adventure activities like treks and camps to build resilience.

**Career:** Provides an edge in selection for the armed forces and other sectors, though there is no obligation for active military service after completion.

**Flag:** The flag is tricolored, with red for Army, deep blue for Navy, and light blue for Air Force, symbolizing the three services.



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**Activities in NCC:**

Sr.no	Name of the Activities (June – May)
Workshops/Seminars	Various Workshops will be organized for the holistic development of cadets.
Guest Lectures	Guest lectures will be given by the experts for the overall development of cadets.
Parade and Drill	Regular parade and Drill will be done.
Camps	Camp will be Organized by the NCC Unit.

**Schedule of NCC Meetings and Audits:**

**Committee Meetings:** The NCC Committee meetings will be conducted, on the **4th Saturday**, as per the following schedule:

*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



### NCC Audits

Internal audits to assess the effectiveness of Cell will be held on:

- Monday, September 1, 2025
- Monday, January 6, 2026
- Monday, April 7, 2026

*Audits will review records, meeting minutes, awareness activities, complaint status, and preventive measures taken by the committee.*

•

### Members of NCC:

Sr.no	Name	Designation	Representative
1.	Dr.Amit Kumar I. Parmar	Director	Chair Person
2.	Dr. Rekhakumari Singh	IQAC Coordinator	Convener
3.	Dr. Ranvirsinh M Mahida	Assistant Professor	Co- Convener
4.	Mr.Krushnrajsinh Dodiya	Adhyapak Sahayak	Member
5.	Ms. Mayuri Rathod	Adhyapak Sahayak	Member
6.	Mr. Devangbhai suthar	clerk	Member
7.	Mr. Akash Patel	Technician	Member
8.	Riddhi Dwivedhi	Student	Member
9.	Mahesh Rathod	Student	Member

Dr. Rekhakumari R. Singh  
NAAC Co-ordinator  
Anand Law College,  
Anand.

Dr. Amitkumar Parmar  
Director,  
Anand Law College  
Anand.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



Date: 28/07/2025

### Circular

All the members of the committee are hereby informed that the meeting of NCC is scheduled on 7<sup>th</sup> August, 2025 at 2:00 PM, please be present in the meeting room on time.

#### Present Members:

Sr.no	Name	Designation	Representative
1.	Dr. Amit Kumar I. Parmar	Director	Chair Person
2.	Dr. Rekhakumari Singh	IQAC Coordinator	Convener
3.	Dr. Ranvirsinh M Mahida	Assistant Professor	Co- Convener
4.	Mr.Krushnrajsinh Dodiya	Adhyapak Sahayak	Member
5.	Ms. Mayuri Rathod	Adhyapak Sahayak	Member
6.	Mr. Devangbhai suthar	clerk	Member
7.	Mr.Hemantbhai Ka patel	Librarian	Member
8.	Mr. Akash Patel	Technician	Member
9.	Riddhi Dwivedhi	Student	Member
10.	Mahesh Rathod	Student	Member

**Dr. Rekhakumari R. Singh**  
NAAC Co-ordinator  
Anand Law College,  
Anand.

**Dr. Amitkumar Parmar**  
Director,  
Anand Law College,  
Anand.



**Anand Law College**  
(NAAC accredited B++ with  
2.97 first cycle and an  
Autonomous Status)



**To**  
The Members of the NCC  
Anand law college, Anand

**Subject: Invitation for NCC Meeting**

Respected Members,

I hope this message finds you in good health and high spirits.

This is to cordially invite you to attend first upcoming meeting of the NCC, scheduled to be held as per the details below:

- **Date: 28/07/2025**
- **Time: 2:00pm**
- **Venue: Dr. Rekha Kumari Singh Office (IQAC Room)**

The agenda of the meeting includes:

1. Welcome by Principal
2. Introduction of Member of the Cell
3. Objective of Cell
4. Discussion of the activities of the cell
5. Roles and Responsibilities of the members
6. Any other points with the permission of principal
7. Area of Improvement and Development
8. Feedback
9. Thanks of vote

Your valuable presence and inputs are crucial for the effective functioning and planning of the committee. Kindly make it convenient to attend the meeting and contribute to the discussion.

Looking forward to your positive confirmation and active participation.

With regards,  
**Sincerely,**  
Dr. Ranvirsinh M Mahida  
Assistant Professor,  
Coordinator



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## **FIRST MEETING OF NCC FOR THE ACADEMIC YEAR: 2025-26**

- **Date:** 29/07/2025, Monday
- **Time:** 3:00 PM
- **Venue:** Principal's Office

### **Present Members:**

<b>Sr.no</b>	<b>Name</b>	<b>Designation</b>	<b>Sign</b>
1.	Dr. Amit Kumar I. Parmar	Director	
2.	Dr. Rekhakumari Singh	IQAC Coordinator	
3.	Dr. Ranvirsinh M Mahida	Assistant Professor	
4.	Mr. Krushnrajsinh Dodiya	Adhyapak Sahayak	
5.	Ms. Mayuri Rathod	Adhyapak Sahayak	
6.	Mr. Devangbhai suthar	clerk	
7.	Mr. Hemantbhai Ka patel	Librarian	
8.	Mr. Akash Patel	Technician	
9.	Riddhi Dwivedhi	Student	
10.	Mahesh Rathod	Student	

**Dr. Rekhakumari R. Singh**  
NAAC Co-ordinator  
Anand Law College,  
Anand.

**Dr. Amitkumar Parmar**  
Director,  
Anand Law College,  
Anand.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation 2023)  
Managed by Shri Ramkrishna Seva Mandal  
SRKSM Campus, Near Electric Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1<sup>st</sup> Cycle



## MEETING MINUTES

Anand Law College, managed by Shri Ramkrishna Seva Mandal, had organized a meeting to discuss and introduction of NCC for academic year 2025-26.

All the Cell members attended the meeting at the principal's office.

**Date:** 29<sup>th</sup> July 2025

**Time:** 3:00 PM.

The agenda focused on an Annual activity of NCC

## MEETING MINUTES

### Meeting of NCC for 2025-26

<b>Meeting Details:</b>	<b>Date:</b> 29 <sup>th</sup> July, 2025 <b>Time:</b> 03:00 PM <b>Venue:</b> Office of Principal
Conducted By	Head of the Institution
<b>Meeting Discussion Led By:</b> Dr. Rekhakumari Singh	

### **Members Present:**

1. Dr. Rekhakumari Singh, (NAAC & IQAC Coordinator)
2. Dr. Ranvirsinh M Mahida, (Assistant Professor)
3. Mr. Krushnarajsinh Dodiya, (Adhyapak Sahayak)
4. Ms. Mayuri Rathod , (Adhyapak Sahayak)
5. Mr. Hemant Bhai KaPatel (Librarian)
6. Mr. Devang Bhai Suthar (Clerk)
7. Mr. Akashbhai Patel (Technician)
8. Riddhi Dwivedhi ( Student)
9. Mahesh Rathod (Student)



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation 2023)  
Managed by Shri Ramkrishna Seva Mandal  
SRKSM Campus, Near Electric Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1<sup>st</sup> Cycle



**Agenda & Action Plan**

Sr. No.	Agenda	Discussion	Action Taken
1.	<b>Introduction of Cell and Members</b>	Given introduction of all cell members including Students and non-teaching staff	Members given their introduction and their roles and responsibility
2.	<b>To Conduct Workshops/Seminar</b>	Discussion to conduct various workshop for the holistic development of students.	Given Permission for Seminars and workshops
3.	<b>Guest Lectures</b>	Discussion on guest lectures by experts.	Given permission for the guest lecture.
4.	<b>Orientation program for NCC</b>	Discussion on the orientation program of NCC	Given permission for the orientation program of NCC
5.	<b>Refreshment For Students</b>	Discussion for the arrangement of refreshment for students	Given permission
6.	<b>Place for Parade</b>	Discussed for the place of parade	Given permission

The meeting concluded with a summary of actions to be taken.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation 2023)  
Managed by Shri Ramkrishna Seva Mandal  
SRKSM Campus, Near Electric Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1<sup>st</sup> Cycle



Sr.no	Name	Designation	Sign
1.	Dr. Amit Kumar I. Parmar	Director	
2.	Dr. Rekhakumari Singh	IQAC Coordinator	
3.	Dr. Ranvirsinh M Mahida	Assistant Professor	
4.	Mr. Krushnrajsinh Dodiya	Adhyapak Sahayak	
5.	Ms. Mayuri Rathod	Adhyapak Sahayak	
6.	Mr. Devangbhai suthar	clerk	
7.	Mr. Hemantbhai Ka patel	Librarian	
8.	Mr. Akash Patel	Technician	
9.	Riddhi Dwivedhi	Student	
10.	Mahesh Rathod	Student	

**Dr. Rekhakumari R. Singh,**  
NAAC Co-ordinator,  
Anand Law College,  
Anand.

**Dr. Amitkumar Parmar**  
Director,  
Anand Law College,  
Anand.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle

---



# **ANAND LAW COLLEGE**

## **(AN AUTONOMOUS INSTITUTE)**

# **CULTURAL COMMITTEE**

## **POLICY DOCUMENT**



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## TABLE OF CONTENTS

<b>Sr. No</b>	<b>Description</b>
1.	List of nominated members of the cultural committee
2.	Preface
3.	Declaration
4.	Introduction and Objective
5.	Roles and Responsibilities of the committee members
6.	Procedure for Conduction of events
7.	SOP
8.	First meeting schedule
9.	Official letters
10.	Signed Minutes and Action taken reports
11.	Notice and Circular
12.	Attendance
13.	Social Media Updates
14.	Event Photographs
15.	Event Reports
16.	Audit Report



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



**ANAND LAW COLLEGE (AUTONOMOUS)**

**(MANAGED BY SHRI RAMKRISHNA SEVA MANDAL)**

**Cultural Committee 2025-26**

**Composition of members of the cultural committee**

SR. NO	NAME	DESIGNATION	REPRESENTATIVE	Contact No.
1.	Dr. Amitkumar I. Parmar	Chairperson	Director	9904296700
2.	Dr. Rekhakumari Singh	Convener	IQAC Coordinator	9033011291
3.	Dr. Anjali Parmar	Coordinator	Assistant Professor	9687321327
4.	Ms. Disha Dave	Coordinator	Ad hoc assistant professor	9512274561
5.	Ms. Radhika Vyas	Coordinator	Ad hoc assistant professor	7778075148
6.	Dr. Kajal Patel	Member	Ad hoc assistant professor	922713684
7.	Ms. Yamini Patel	Member	Ad hoc assistant professor	9099639715
8.	Ms. Krishna Yadav	Member	Ad hoc assistant professor	9898510682



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## **PREFACE**

At Anand Law College, we prioritize the holistic development of our students. The Cultural Committee plays a key role in identifying and nurturing students' hidden talents, offering them a platform to showcase their skills. Through this initiative, we aim to create lasting memories that students will cherish throughout their lives. We foster an energetic environment that celebrates the rich and diverse Indian culture by organizing various events, festivals, and days of significance.

The committee's primary goal is to align with the mission of the institute, enhancing campus life and contributing to a positive environment. Its members work to engage the community and instil the right cultural values and attitudes in the daily lives of students.

The Cultural Committee Policy Document outlines the functioning, procedures, and strategies for upholding the committee's objectives. It serves as a guide for the committee and its stakeholders in organizing and managing cultural activities on campus.

To ensure the document remains relevant, it is recommended that the policy be periodically reviewed and updated as necessary.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle

---



## **DECLARATION**

We are happy to learn that the members of the Cultural Committee of Anand Law College have spelt out the functional procedure in the form of "Policy Document". We congratulate the Members headed by the Chairman in this regard.

We Dr. Amitkumar Parmar and Dr. Rekhakumari Singh, hereby declare that Cultural Committee Policy Document is right in all aspects and deem fit for actual practice in the Auxiliary Cultural functions of the Institute and hence all aspects compiled in this document be wholeheartedly accepted and followed by all the stakeholders of the institute with effect from 15 June 2025



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle

---



## **INTRODUCTION**

The true purpose of education is to explore the past, understand its objectives, and elevate them to new heights. An educated person's personality should, therefore, reflect qualities such as courage, maturity, self-learning, and professionalism in all their endeavours.

## **OBJECTIVES**

The Cultural Committee is dedicated to maintaining a lively atmosphere on campus by organizing a wide array of cultural events throughout the year. Whether it's celebrating various festivals or hosting open-air jamming sessions, we ensure that every event leaves a lasting impression on students.

- To foster a cultured environment at Anand Law College in terms of behaviour, attitude, and presentation.
- To create a conducive atmosphere for both students and staff to actively participate in all celebrations.
- To identify, support, and encourage students to perform on various stages facilitated by the institute.
- To provide a platform for both students and staff to showcase their talents.
- To organise and promote all intra and inter collegiate cultural events in the college to bring out the hidden talents of the students in performing arts.
- To Plan and make a Schedule of cultural events during the academic year and to encourage students to participate.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## **THE COMPOSITION OF THE CULTURAL COMMITTEE IS AS FOLLOWS:**

<b>Sr.no</b>	<b>Name</b>	<b>Designation</b>	<b>Representative</b>
1.	Dr. Amitkumar Parmar	Chairperson	Director
2.	Dr. Rekha Kumari Singh	Convener	Naac Coordinator
3.	Dr. Anjali Parmar	Coordinator	Assistant Professor
4.	Ms. Disha Dave	Coordinator	Ad hoc assistant professor
5.	Ms. Radhika Vyas	Coordinator	Ad hoc assistant professor
6.	Dr. Kajal Patel	Member	Ad hoc assistant professor
7.	Ms. Yamini Patel	Member	Ad hoc assistant professor
8.	Ms. Krishna Yadav	Member	Ad hoc assistant professor

## **ROLES OF THE CHAIRMAN**

1. Formulate a functional hierarchy within the committee, assigning specific activities and responsibilities to each member.
2. Communicate the execution plan clearly and ensure full control over the activities that have been approved.
3. Oversee the overall management and execution of cultural events to ensure everything runs smoothly and as planned.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## **ROLES OF THE CONVENER**

1. Serve as the primary communication link between the committee and the Chairman, ensuring effective exchange of information.
2. Oversee and encourage active participation from all members in the planning, organizing, and execution of approved activities.
3. Draft and propose the agenda for subsequent committee meetings, and establish a system for accurate documentation. The agenda may cover:
  - a) Calendar of cultural events, pending approval from the Principal.
  - b) Budget proposal, requiring Principal

## **ROLES OF THE COORDINATOR**

1. Act as the primary liaison for effective communication between the committee and the Principal.
2. Ensure active participation of all committee members in the planning, organizing, and execution of approved activities.
3. Prepare the agenda for committee meetings, presenting it for discussion and approval. Develop a system for accurate documentation of meeting outcomes. Key agenda items may include:
  - a) Calendar of cultural events, subject to approval from the Principal.
  - b) Budget proposal, followed by Principal's approval.
  - c) Budget utilization report, requiring approval from the Principal.
  - d) Strategies for publicizing the committee's objectives and promoting events.
  - e) Initiatives to enhance cultural development among students and staff.
  - f) Detailed execution planning for upcoming events.
  - g) Measures to ensure the successful execution of events.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle

---



h) Facilitate accurate reporting on event progress and outcomes.

## **PROCEDURE FOR CONDUCTION OF EVENTS**

To conduct an event, the following procedure must be completed by the department prior to execution:

- a) The department must submit a detailed event plan to the Chairman of the Cultural Committee. This plan should include the proposed date and time, venue, estimated audience size, nature of the event, approximate budget, contributions, and any guests (either internal or external to the institute).
- b) The Chairman will then submit the proposal to the Principal to seek approval.
- c) The Chairman will communicate the approval status to the respective Head of the Department.
- d) If the Principal approves the event, the department is authorized to organize and conduct the event.
- e) The Chairman and Convener of the ANAND LAW COLLEGE Cultural Committee will provide any necessary assistance or services requested by the department.
- f) After the event is completed, the department must submit a detailed report to the Chairman of the ANAND LAW COLLEGE Cultural Committee.
- g) Once the report is verified by the Chairman and approved by the Principal, the report must be archived in the department's filing system.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## **SOP CULTURAL COMMITTEE**

### **1.1. INTRODUCTION:**

The Cultural Committee of **ANAND LAW COLLEGE ( AN AUTONOMOUS INSTITUTE)** strives to promote and organize cultural activities in a structured manner, ensuring that these events do not disrupt the academic schedule set by the college and university.

Its primary aim is to provide ample opportunities and support for students to showcase their creativity and theatrical talents.

### **1.2. OBJECTIVES:**

- To organise and promote all intra and inter collegiate cultural events in the college to bring out the hidden talents of the students in performing arts.
- To Plan and make a Schedule of cultural events during the academic year and to encourage students to participate.
- To encourage students to showcase their creativity and shed their inhibitions.
- To promote team spirit among the students.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



### **1.3. COMMITTEE ROLES AND RESPONSIBILITY:**

- The Committee is responsible for the planning, direction, coordination, and logistical arrangements of all cultural events, working in collaboration with other clubs and committees to foster a sense of unity, bonding, and team spirit among students.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- The Committee will appoint the event coordinators as per the event with specific responsibilities for different cultural events.
- The Committee is expected to organize the meeting and agenda.
- The committee is responsible for ensuring that each member or coordinator of the event has submitted and maintained the documents.
- Any other duties the Director / Principal may assign.

### **1.4 Event Coordinators' Responsibilities:**

- **Planning and preparation of whole event with prior permission of the authority.**
- Develop a clear event plan with objectives, schedule, and resources.
- Prepare a list of work or committee and assign to particular faculty member, student and guide them with well-defined roles.
- Arrange venue setup and required logistics efficiently.
- Oversee the event's flow and resolve any on-the-spot issues.
- Budget and Documentation (Track expenses and maintain records with proper documentation.)



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



- **Post-Event Responsibilities** – Manage clean-up, feedback, press note and Photographs and report submission after the event.

**1.5. Activities will be conducted by the Cultural Committee:**

<b>Sr.no</b>	<b>Name of the Activities</b>	<b>Faculty Coordinator</b>	<b>Student Coordinator</b>
1.	Saptdhara Week		
2.	Rakshabandhan Celebration		
3.	Independence Day		
4.	Teacher's day		
5.	Navratri Celebration		
6.	Days Celebration ( February )		
7.	Holi Celebration		
8.	Women's day Celebration		
9.	Annual Day celebration		



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



## **1.6. Schedule of Cultural Committee Meetings and Audits:**

**Committee Meetings:** The Committee meetings will be conducted, on the **2<sup>nd</sup> Saturday** in every three months.

- The first meeting of cultural Committee will be held on July 29, 2025

*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*

### **Compliance Audits**

Internal audits to assess the effectiveness of anti-ragging measures and complaint redressed will be held on:

- Friday, September 4, 2025
- Friday, December 5, 2026
- Friday, April 10, 2026

*Audits will review records, meeting minutes, awareness activities, complaint status, and preventive measures taken by the committee.*



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



### **1.7 Faculty Members of Cultural Committee:**

Sr.no	Name	Designation	Representative
9.	Dr. Amitkumar Parmar	Chairperson	Director
10.	Dr. Rekha Kumari Singh	Convener	Naac Coordinator
11.	Dr. Anjali Parmar	Coordinator	Assistant Professor
12.	Ms. Disha Dave	Coordinator	Ad hoc assistant professor
13.	Ms. Radhika Vyas	Coordinator	Ad hoc assistant professor
14.	Dr. Kajal Patel	Member	Ad hoc assistant professor
15.	Ms. Yamini Patel	Member	Ad hoc assistant professor
16.	Ms. Krishna Yadav	Member	Ad hoc assistant professor

### **1.8 Student Members of Cultural Committee:**

Sr.no	Name of the Student	Class Representative	Mob. No.
1.	Dev Thakkar	95377566953	2 <sup>nd</sup> year
2.	Patel Shruti	9313907554	2 <sup>nd</sup> year
3.	Riddhi Mistry	7874333434	3 <sup>rd</sup> year



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)



NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle

4.	Suhana Kheba	9925425881	3 <sup>rd</sup> year
5.	Jay Baria	9313718631	3 <sup>rd</sup> year
6.	Swayam pandaya	9574523376	3 <sup>rd</sup> year
7.	Divya parmar	6351836600	5 <sup>th</sup> year
8.	Anushka Sharma	9725834317	5 <sup>th</sup> year
9.	Harsh Prajapati	9879931908	2 <sup>nd</sup> year
10.	Dhruvi Suthar	9428479557	3 <sup>rd</sup> year
11.	Arpita Dumraliya	6354754035	1 <sup>st</sup> year
12.	Meet Gujarati	7990466641	1st year
13.	Mayursinh Parmar	9484536030	1 <sup>st</sup> year
14.	Vandana Rathod	7984040957	1 <sup>st</sup> year
15.	Patel Kavya D	9227184935	1 <sup>st</sup> year
16.	Shruti Soni	9925619694	2 <sup>nd</sup> year
17.	Arpita Tiwari	8160497028	1 <sup>st</sup> year
18.	Bhatt Mansi R	9662516352	1 <sup>st</sup> year



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New  
Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle

---





*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



## Intellectual Property Rights (IPR) Cell and startup initiative

### 1.1. Introduction:

Intellectual Property protection is a significant tool for fostering innovation. In absence of adequate intellectual property protection, creative activities and innovation may be hindered. Intellectual Property Rights Cell is established with the objective of contributing to the cause of fostering the innovation ecosystem and promoting the creation of intellectual property in the economy. The cell seeks to achieve the above-said objective by creating awareness to law students on various forms of Intellectual Property Rights by organizing IPR awareness workshops, seminars, Conference and training programs. The cell also provides a platform for students of Intellectual Property Rights for their active engagement in activities of the cell to supplement classroom learning.

### 1.2. Objectives:

1. Educate students and faculty about intellectual property laws and their significance.
2. Support legal research and innovation by providing IPR guidance.
3. Assist in filing and securing patents, copyrights, and trademarks.
4. Provide expert advice on IPR-related legal issues and compliance.
5. Organize workshops, seminars, and Certificate courses on IPR laws and practices.
6. Encourage academic research in IP law and policy development.

### 1.3. Committee Roles and Responsibility:

- The IPR Cell raises awareness about intellectual property rights among faculty, students and staff.
- It helps to develop and implement IP policies and procedures for the institution.
- The cells drafts rules for patents, copyrights, trademarks and trade secrets.
- It identifies inventions and creative works by faculty, students and staff.
- The IPR Cell conducts regular audits of the IP portfolio.



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



- These audits help evaluate its value and commercial potential.

#### 1.4. Activities under IPR and Startup initiative Committee:

Sr.no	Name of the Activities (June – May)
Workshops/Seminars	Conduct sessions on patents, trademarks, copyrights, designs, geographical indications, and plant variety protection.
Guest Lectures	Invite IP attorneys, startup founders, and government officials to interact with students.
Certificate Courses	Organise value-added certification in IPR and Startup Laws (2-4 weeks).
Moot Court / Simulation	Hold IP disputes moot competitions and startup pitch simulations with legal structuring.
Research & Publication	Encourage students to publish research papers on contemporary IP and startup issues.
Startup Clinic / Legal Aid for Startups	Provide basic legal advisory to student-led or local startups under faculty supervision.
Visits & Internships	Arrange visits to Patent Office, Startup Incubation Centres, and IP Law Firms.
Annual IPR Fest / Startup	Organise events showcasing student innovations, legal models, and research posters.

#### 1.5. Schedule of (IPR) Cell. Meetings and Audits:

**Committee Meetings:** The IPR and Startup initiative Committee meetings will be conducted, on the **4th Saturday**, as per the following schedule:

*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



### **Intellectual Property Rights (IPR) Cell Audits**

Internal audits to assess the effectiveness of Cell will be held on:

- Monday, September 1, 2025
- Monday, January 6, 2026
- Monday, April 7, 2026

*Audits will review records, meeting minutes, awareness activities, complaint status, and preventive measures taken by the committee.*

•

#### **1.8. Members of Intellectual property rights(IPR) cell:**

<b>Sr.no</b>	<b>Name</b>	<b>Designation</b>	<b>Representative</b>
<b>1.</b>	Dr. Amitkumar I. Parmar	Director	Chair Person
<b>2.</b>	Dr. Rekhakumari Singh	IQAC Coordinator	Convener
<b>3.</b>	Dr. Pallavi Chauhan	Adhyapak Sahayak	Co- Convener
<b>4.</b>	Mr.KrushnrajSinh Dodiya	Adhyapak Sahayak	Co-ordinator
<b>5.</b>	Ms. Pranali Solanki	Adhyapak Sahayak	Member
<b>6.</b>	Dr.Mayur Parmar	Adhyapak Sahayak	Member
<b>7.</b>	Mr. DevangBhai suthar	clerk	Member
<b>8.</b>	Mr. Hemantbhai Ka patel	Librarian	Member
<b>9.</b>	Mr. Akash Patel	Clerk	Member
<b>10.</b>	Pranav Prajapti	Student	Member
<b>11.</b>	Krishna Patel	Student	Member



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



Dr. Rekhakumari R. Singh

NAAC Co-ordinator

Anand Law College,

Anand.

Dr. Amitkumar Parmar

Principal,

Anand Law College,

Anand.



## PHOTOGRAPHY AND SOCIAL MEDIA CELL

Academic Year 2025-2026

### (Standard Operating Procedure)

#### **Introduction:**

At Anand Law College, the Photography Cell is dedicated to capturing and preserving the vibrancy, memories, and essence of academic and cultural life. This committee serves as a creative platform for students passionate about photography, photojournalism, editing, and digital story telling. Cell documents all college events, manages media coverage, and curates visual content for college publications and digital platforms. It also provides students with opportunities to learn, collaborate, and express themselves through the lens. Whereas the social media Cell of Anand Law College is responsible for building, managing, and strengthening the online presence of the institution. The Cell ensures timely updates of academic, cultural, legal literacy, and student-centric activities on official digital platforms. It promotes transparency, communication, and professionalism while providing creative opportunities for students to develop digital communication skills.

#### **Objectives:**

- To document and preserve all college events through photographs and videos.
- To provide students with a platform to showcase and enhance their photography and editing skills.
- To contribute to the college's official social media pages, magazines, and notice boards.
- To conduct workshops, competitions, and exhibitions related to photography.
- To maintain an archive of photographic memories of the institution's Milestones and achievements.
- To collaborate with other committees for visual coverage of their activities.
- To foster creativity, team spirit, and technical excellence in the field of photography.



- To manage and update all official social media pages of the college.
- To provide timely and accurate information about college events and announcements.
- To strengthen institutional branding and digital visibility.
- To create opportunities for students to learn digital marketing, content creation, and online communication.
- To collaborate with departments and committees for event promotions.
- To maintain annual digital archives for NAAC and institutional records.
- To promote ethical online communication and representation

**Roles and Responsibilities:**

- Cover all college events (academic, cultural, legal, sports, etc.) with quality photo and video documentation.
- Edit and curate photos for newsletters, college magazines, and social media.
- Organize training workshops for students on photography, videography, and editing tools.
- Conduct photography competitions to encourage participation and skill enhancement.
- Ensure ethical standards in photography and respect privacy during coverage.
- Maintain and manage college photography equipment responsibly.
- Build a repository/drive of all documented content for institutional use.
- Coordinate with event organizers for coverage planning and logistics.
- Encourage innovation by exploring new genres such as mobile photography, drone shots, and cinematic reels.
- Manage official social media pages including posting, stories, reels, and captions.



- Plan quarterly content calendars and seek necessary approvals.
- Coordinate with Photography Cell for event coverage.
- Edit and design posters, reels, and event highlights.
- Track engagement insights and prepare weekly reports.
- Maintain branding consistency across all platforms.
- Respond to public queries professionally.
- Ensure accuracy and verification before posting.
- Maintain a repository of posts, captions, and analytics.
- Promote student and institutional achievements regularly.

**1.4. Activities Conducted by the Photography & Social Media Cell:**

Sr. No.	Name of Activity
1	Inter-college Photography Competition
2	"Frames of Anand" – Annual Photography Exhibition
3	Coverage of all Events
4	Event Coverage Coordination
5	Campaign Planning – Life at ALC
6	Social Media Posting Guidelines

**Schedule of Photography & Social Media Cell Meetings and Audits:** Committee Meetings will be conducted on the 2nd Saturday of the following months:

- First meeting on July 28, 2025



### **Internal Review Audits for content quality, equipment status, and performance:**

- The audits will review event coverage records, content archives, team contributions, and technical workshops held.

### **Contribution Mechanism (How to Join or Collaborate):**

- Who Can Join:
  - Any student with an interest in photography, videography, or editing.
  - Students from any stream/year can apply.
- Modes of Application:
  - Email application with portfolio (if available)
- Submission & Contribution:
  - Event coverage requests should be submitted 5 days prior to the event.
  - All captured content is to be submitted to the Media Coordinator within 48 hours post-event.
  - Students may also contribute independently by submitting themed photo stories for social media.

### **Contact Details:**

- College Photography & Social Media Cell Email: Dishadave9990@gmail.com
- Faculty Coordinator Contact: [Dishadave9990@gmail.com](mailto:Dishadave9990@gmail.com)

### **Action Protocol:**

- Committees must submit event details 5 days prior.
- Posts must be approved before upload.
- Photos/videos must be submitted within 48 hours post-event.

### **Copyright & Use:**

All images/videos captured under the Photography Cell are property of Anand Law College.



**Anand Law College**  
(An Autonomous Institute, Under UGC Regulation-2023)  
Managed by Shri Ramkrishna Seva Mandal,  
Near Grid, Anand, Gujarat  
(Affiliated to S. P. University & Approved by BCI, New Delhi)  
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



- Any use for external purposes must be approved by the Principal/Media Head.
- Misuse of Equipment/Content.
- Misuse of college equipment or content without permission may lead to disciplinary action.

**Members of Photography Cell:**

Sr.no	Name	Designation	Representative
1	Dr. Amitkumar Parmar	Chairperson	Director
2	Dr. Rekha Kumari Singh	Convener	Naac Coordinator
3	Ms. Disha Dave	Coordinator	Ad hoc assistant professor
4	Mrs. Krishnaraj Dodiya	Convener	Ad hoc assistant professor
5	Dr. Kajal Patel	Member	Ad hoc assistant professor
6	Mr. Hemant Patel	Member	Librarian
7	Mr. Devangbhai Suthar	Member	Clerk
8	Mr. Akash Patel	Member	Clerk
9	Ms. Mahi Brahmabhatt	Member	Student
10	Ms. Unnati Parmar	Member	Student
11	Mr. Saiyam Shah	Member	Student
12	Mr. Kaushal Joshi	Member	Student

**Dr. Rekha Kumari Singh**  
**IQAC co-ordinator**  
**Anand Law College,**  
**Anand.**

**Dr. Amitkumar Parmar**  
**Director,**  
**Anand Law College,**  
**Anand.**



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



## **Sports Committee**

**Academic Year 2025-26**

**Standard Operating Procedure**

### **Introduction:**

Anand Law College has introduced both indoor and outdoor sports as part of its official academic program. This move supports the goals of the National Education Policy (NEP) and follows the guidelines of the UGC and AICTE, which promote overall student development-not just in academics, but also in physical fitness, mental health, and personal growth.

Sports help build important life skills like teamwork, leadership, discipline, and confidence. To support this, the college offers a variety of sports activities. Indoor games include Chess, Carom, Table Tennis, and Badminton (if space allows), while outdoor sports include Cricket, Football, Volleyball, Kho-Kho, and Athletics. To encourage participation, the college holds intra-college competitions where students can compete and showcase their talent.

Students also take part in inter-college tournaments organized by Sardar Patel University (SP University) and other institutions. One major event is the Khel Mahakumbh, a state-level sports festival in Gujarat, where our students regularly participate with enthusiasm. All training and activities are guided by qualified coaches and faculty advisors, and are conducted according to academic timetables and safety norms. The college also supports students through sports quotas, academic credits, and awards for their achievements in sports.



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**Sports Committee:**

**GOVERNING BODY OF SPORTS COMMITTEE:**

Sr.no	Designation	Representative	Name
1.	Chairperson	Principal / Director	Dr. Amitkumar Parmar
2.	Convener	IQAC Coordinator	Dr. Rekhkumari Singh
3.	Co-ordinator	Assistant professor	Dr.Ranvirsinh M Mahida
4.	Co-ordinator	AD.HOC	Ms.Mayuri J. Rathod
5.	Member	AD.HOC	Mr. Krushnarajsinh
6.	Student Member	5 <sup>th</sup> Year Student BBALLB-	Ayan Malek
7.	Student Member	5 <sup>th</sup> Year Student BALLB	Steve Saji
8.	Student Member	4 <sup>th</sup> Year Student BBALLB	Mahir Khan
9.	Student Member	4 <sup>th</sup> Year Student BALLB	Muhammad Ayan Pathan
10.	Student Member	3 <sup>rd</sup> Year Student BBALLB	Prabal Shukla
11	Student Member	3rd Year Student BALLB	Nisha Rathva
12	Student Member	2 <sup>nd</sup> Year Student BBALLB	Thakrani Sanskruti
13	Student Member	2 <sup>nd</sup> Year Student BBALLB	Jimit patel



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



14	Student Member	2 <sup>nd</sup> Year Student BALLB	Soni shruti
15	Student Member	2 <sup>nd</sup> Year Student BALLB	Parmar Dharmik
16	Student Member	1 <sup>st</sup> Year Student BBALLB	Rishikesh Parmar
17	Student Member	1 <sup>st</sup> Year Student BALLB	Saiyad Kefiya banu
18	Student Member	1 Year Student BALLB	Manmeet K Parmar

### Objectives:

- To promote holistic student development through physical fitness, mental wellbeing, and character-building activities.
- To encourage teamwork, leadership, and sportsmanship via structured intra and inter-college sports programs.
- To support inclusive, safe, and competitive participation in sports at institutional, university, and state levels.

### Roles and Responsibility of Committee :

#### **Notice:**

This is to inform all students and faculty members that the Sports Committee has been constituted for the current academic year to oversee and promote indoor and outdoor sports activities within the college.

#### **Circular- Faculty member:**



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



The Sports Committee has been formed to enhance student engagement in athletics and physical activities. Faculty members are requested to support and encourage students in participating in various sports initiatives throughout the year.

### **Purpose and Scope:**

To manage and promote indoor and outdoor sports in the college through structured, inclusive, and skill-based activities.

### **Sports management Execution**

- **Membership and Participation:**

As per the norms of Institute and University

- **Competitions and Events:** Participation: Based on selection

[1] College Level: Any student can participate in the sports events.

[2] University Level: Selection based on the norms and standards of the university

- **Internal Events:** Includes Annual Sports Day activities and Inter-College sport competition.

- **Safety and Medical Provisions:** The College shall ensure the availability of basic first-aid facilities at all designated sports venues.

- **General Provisions:**

Amendments: Any changes to the rules require the approval of the Principal and the Committee.

- Committee reserve the right to make final decision in all matters related to the competition.



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



## STANDARD OPERATING PROCEDURE FOR ENVIRONMENT CELL

### Introduction:

At Anand Law College, the newly established Environment Cell is a dynamic initiative dedicated to promoting environmental awareness, sustainability, and innovative action throughout the academic year. This cell aims to inspire students to engage in eco-friendly practices, conduct awareness drives, participate in green campaigns, and explore creative solutions to environmental challenges. The Environment Cell plays a vital role in fostering a sense of responsibility towards nature among future legal professionals, encouraging them to integrate environmental values into their personal and professional lives. Its presence in the college is important not only for promoting ecological consciousness but also for nurturing a culture of active citizenship and sustainable development.

### Objectives:

- To promote sustainable practices and eco-friendly infrastructure within the campus.
- To educate students and staff about key environmental laws and their significance in daily life.
- To implement and promote effective waste segregation, recycling, and disposal methods on campus.
- To encourage the use of energy-efficient methods and raise awareness about reducing energy consumption.
- To spread awareness about responsible water usage and methods for conserving water resources.
- To provide legal guidance and support on environmental issues to the campus and surrounding community.



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



- To document environmental practices and conduct research to support sustainable development initiatives.
- To engage students in mock environmental legal proceedings, fostering legal skills and environmental accountability.

**Committee Roles and Responsibility:**

- Committee members organize awareness programs to educate students and staff about key environmental laws.
- Members ensure proper waste segregation, disposal, and promote recycling practices across the campus.
- The team conducts campaigns and initiatives to reduce energy consumption and encourage efficient usage.
- Members spread awareness about saving water and support the implementation of conservation measures.
- The committee facilitates legal assistance and environmental law outreach programs for the community.
- Members carry out research and maintain records of all environmental activities and findings.
- The team organizes mock court sessions to simulate environmental legal proceedings and build legal awareness.

**Activities Conducted by Environment Cell**

Sr.no	Name of the Activities	
1	Green Campus Initiative:	We will plant more trees and keep the campus clean and green.
2	Legal Awareness on Environmental Laws	We will organize sessions to teach students about environmental laws.



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



3	Waste Management Practices	We will promote waste segregation and recycling on campus.
4	Energy Conservation Activities	We will encourage saving electricity and using energy-efficient appliances.
5	Water Conservation Awareness	We will spread awareness about saving water and fixing leaks.
6	Legal Aid & Outreach	We will help communities understand their environmental rights and legal support.
7	Research & Documentation	We will study environmental issues and keep proper records of our findings.
8	Student-Run "Eco Court" Simulation	Students will act as judges and lawyers in a mock court to solve environmental cases.
9	Collaborations and MoUs	We will collaborate with other organizations to work on environmental projects together.

**Schedule of Environment Cell Meetings and Audits:**

Committee Meetings: The Environment Cell meetings will be conducted as per the following schedule:

- July 29<sup>th</sup>, 2025
- November 15, 2025
- May 16, 2026

*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*

**Environment Cell Audits**

Internal audits to assess the effectiveness of Environment Cell will be held on:

- Saturday, September 13, 2025



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramakrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



- Saturday, January 24, 2026
- Saturday, April 25, 2026

*Audits will review records, meeting minutes, awareness activities, and Awareness measures taken by the Cell.*

**Members of Environment Cell:**

Sr.no	Name	Designation	Representative
1.	Dr. AmitKumar I. Parmar	Director, Anand Law College.	Chair Person
2.	Dr. Rekhakumari Singh	IQAC Coordinator	Convener
3.	Ms. Rejoice Christi	Assistant Professor	Coordinators
4.	Ms. Mayuri Rathod	Adhyapak Sahyayak	Coordinators
5.	Mr. Hemant Ka. Patel	Librarian	Member
6.	Mr. Devang Suthar	Jr. Clerk	Member
7.	Ms. Pranali Solanki	Adhyapak Sahyayak	Member
8.	Dr. Ranvirsinh Mahida	Assistant Professor	Member
9.	Mr. Kapil Mehta	Assistant Professor	Member
10.	Ms. Shrusti Solanki	Student	Member
11.	Mr. Chirag Parmar	Student	Member
12.	Ms. Disha Sharma	Student	Member

**Dr. Rekhakumari R. Singh**  
NAAC Co-ordinator  
Anand Law College,  
Anand.

**Dr. Amitkumar Parmar,**  
Principal,  
Anand Law College,  
Anand.



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



## Legal Aid Committee

### 1.1. Introduction:

A Legal Aid Committee is a group, often part of a larger organization like a university or a legal services authority that provides free or low-cost legal assistance to individuals who cannot afford legal representation. These committees aim to ensure access to justice for everyone, regardless of their socioeconomic background. They offer various services, including legal advice, document drafting, and representation in legal proceedings.

### 1.2. Objectives:

- **Providing Free Legal Services:**

This is the core function of a legal aid committee. It involves offering legal advice, assistance in drafting legal documents, and representation in court for individuals who cannot afford legal representation.

- **Promoting Legal Awareness:**

Legal aid committees conduct legal awareness programs to educate people about their rights and responsibilities under the law. This can be done through workshops, seminars, and outreach programs.

- **Facilitating Access to Justice:**

Legal aid committees play a crucial role in ensuring that everyone, regardless of their socio-economic background, has access to the legal system.

- **Bridging the Gap:**

They strive to bridge the gap between the legal system and marginalized communities by providing them with the necessary legal support and guidance.

- **Empowering Individuals:**

By raising awareness and providing legal assistance, legal aid committees empower individuals to understand and assert their rights.



## *Anand Law College*

*(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)*

*(Managed by Shri Ramkrishna Seva Mandal)*

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,

Tel: +91(2692)252034, Fax: 91-(2692)253925



- **Promoting Pro Bono Work:**

They encourage lawyers to take up pro bono cases and provide free legal services to those in need.

- **Resolving Disputes Amicably:**

Legal aid committees also work towards resolving disputes through alternative dispute resolution methods like Lok Adalats, aiming for amicable settlements.

- **Reaching Remote Areas:**

They aim to provide legal aid services to people living in remote areas or those facing geographical barriers.

- **Ensuring Equality:**

Legal aid aims to ensure that everyone is treated equally under the law and that no one is denied justice due to their inability to afford legal representation.

- **Promote awareness through:**

- ✓ Legal Literacy Awareness Program
- ✓ Legal Literacy Awareness Seminar
- ✓ Legal Awareness Drama
- ✓ Debate
- ✓ Guest Lecture on Legal Awareness

### **1. 3. Committee Roles and Responsibility:**

- **Identifying Needs:**

The committee identifies the legal needs of the poor and marginalized sections of society, including issues related to government benefits, evictions, domestic violence, and consumer rights.



## *Anand Law College*

*(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)*

*(Managed by Shri Ramkrishna Seva Mandal)*

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,

Tel: +91(2692)252034, Fax: 91-(2692)253925



- **Providing Legal Aid:**

They offer legal advice, representation, and assistance to individuals who cannot afford legal services, potentially through traditional casework, summary advice, or self-help initiatives.

- **Organizing Legal Literacy Programs:**

The committee conducts legal literacy programs, including legal awareness camps, street plays, and workshops, to educate the public about their rights and legal remedies.

- **Promoting Alternative Dispute Resolution:**

They encourage the use of alternative dispute resolution methods like Lok Adalats, negotiation, arbitration, and conciliation to resolve disputes outside the formal court system.

- **Collaborating with Stakeholders:**

The committee works with various stakeholders, including government bodies, NGOs, law colleges, and other legal aid providers, to enhance the reach and effectiveness of legal aid services.

- **Monitoring and Evaluation:**

They monitor and evaluate the implementation of legal aid programs and schemes to ensure their effectiveness and identify areas for improvement.

- **Advocating for Policy Reforms:**

The committee may engage in policy reform initiatives to address systemic issues related to access to justice.

- **Training and Capacity Building:**

They may provide training to social workers, students, and other stakeholders on legal skills and knowledge to enhance their capacity to provide legal aid.



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**1.4. Activities Conducted by Legal Aid Committee:**

Sr.no	Name of the Activities (June – May) Any three
1	Awareness session in institutions on Legal Awareness
2	Poster and slogan competitions on Legal Awareness
3	Social media awareness posts of legal literacy awareness program
4	Formation of Legal Literacy Awareness Program Group
5	Formation of Theatre Club
6	Legal Literacy Awareness Program under Legal Aid Clinic
7	Sessions by District Legal Service Authority
8	Open forum meetings with students
9	Registration of Para legal Volunteers and awareness programs in interior areas of the Anand and Vadodara District
10	Two Legal Aid Clinic conducted (1) At Anand Law College (2) At Lambhavel, Before Hanumanji Temple
11	Legal Camp

**1.5. Schedule of Legal Aid Committee Meetings and Audits:**

**Committee Meetings:**

The Legal Aid Committee meetings will be conducted, on the **29<sup>th</sup> July, 2025** as per the following schedule:

- July 29, 2025
- November 22, 2025
- May 24, 2026



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



*Note: Dates are subject to minor changes if they fall on holidays or under exceptional circumstances.*

### **Legal Aid Compliance Audits**

Internal audits to assess the effectiveness of anti-ragging measures and complaint redressal will be held on:

- Monday, September 1, 2025
- Monday, January 6, 2026
- Monday, April 7, 2026

*Audits will review records, meeting minutes, awareness activities, complaint status, and preventive measures taken by the committee.*

### **1.6. COMPLAINT MECHANISIM:**

#### **Whom to Report:**

- Complaints must be reported **immediately** to the Legal Aid Committee member.

#### **Modes of Complaint Submission:**

Complaints can be made through any of the following:

- Written application
- Phone call (to member of Legal Aid Committee)
- Email
- WhatsApp

#### **Who Can File the Complaint?**

- **Members of Scheduled Castes or Scheduled Tribes:** Upon producing a certificate as proof.



## *Anand Law College*

*(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)*

*(Managed by Shri Ramkrishna Seva Mandal)*

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,

Tel: +91(2692)252034, Fax: 91-(2692)253925



- **Victims of human trafficking or begar:** As defined in Article 23 of the Constitution.
- **Women and children:**
- **Persons with disabilities:** As defined in relevant disability legislation.
- **Individuals facing underserved circumstances:** Including victims of mass disasters (e.g., floods, earthquakes), ethnic or caste violence, and industrial accidents.
- **Industrial workers:**
- **Persons in custody:** Including those in protective homes, observation homes, or psychiatric hospitals/nursing homes.
- **Individuals with limited income:** Specifically, those with an annual income less than a prescribed limit (which varies for different courts), according to the National Legal Services Authority (NALSA).

### **Confidentiality and Action:**

- All complaints will be handled with **strict confidentiality**
- **Immediate action** will be taken as per **UGC regulations**

### **You can register your complaints with the following:**

- Individuals can approach the nearest legal services institution, such as the
- Taluk Legal Services Committee,
- District Legal Services Authority, or
- State Legal Services Authority, depending on the nature and jurisdiction of the complaint.
- These authorities are responsible for providing free and competent legal services to those who qualify, ensuring access to justice for all citizens, especially those facing economic or other disabilities.

**(The Complaints made to be the Legal Aid Cell will be Confidential and not made public in any manner.)**



*Anand Law College*  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri RamkrishnaSeva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**1.7. ACTION TAKEN AGAINST THE PERSON FOUND GUILTY:**

• **Withdrawal of Legal Aid:**

**The National Legal Services Authority (NALSA) states** that legal aid can be withdrawn if the aided person is found to possess sufficient means, obtained services by misrepresentation or fraud, or if they fail to cooperate with the legal services authority.

• **Reimbursement of Costs:**

Legal Services Authorities Act, 1987, section 13 (2) states: the person found guilty may be required to reimburse the costs of legal aid services.

• **Other Legal Consequences:**

Depending on the case and jurisdiction, a guilty verdict may result in penalties, imprisonment, or other legal actions.

• **Recovery of Compensation:**

In some cases, if compensation was provided to the individual based on a recommendation from a court (e.g., for a false allegation), it may be recovered from the individual.



**Anand Law College**  
(NAAC accredited B++ with 2.97 first cycle and an Autonomous Status)  
(Managed by Shri Ramkrishna Seva Mandal)

OPP. SANKET TOWER, NEAR ELECTRIC GRID, ANAND-388001 GUJARAT,  
Tel: +91(2692)252034, Fax: 91-(2692)253925



**1.8. Members of Legal Aid Committee:**

Sr. no	Name	Designation	Representative
1	Dr. Amitkumar Parmar	Director, Anand Law College. Anand	Chair Person
2	Dr. Rekhakumari R. Singh	NAAC Co-ordinator, Anand Law College, Anand	Convener
3	Ms. Nidhi Adhwaryu	Co-ordinator, Anand Law College, Anand	Co-ordinator
4	Ms. Krishna Gohel	Member	Faculty Member
5	Ms. Radhika Vyas	Member	Faculty Member
6	Adv. Mamta Rajput	Practicing Advocate At District & Sessions Court, Anand	Member
7	Adv. Charuben Patel	Practicing Advocate At District & Sessions Court, Anand	Member
8	Padhyuman Sengar	Member	Member
9	Vidhi Pandya	Member	Member



## **RESEARCH AND DEVELOPMENT CELL**

**w.e.f. ACADEMIC YEAR: 2025-26**

**(STANDARD OPERATING PROCEDURE)**

### **1.1 INTRODUCTION:**

The Research and Development (R&D) Cell in law colleges is established to foster a culture of legal research, innovation and academic excellence. It serves as a platform for students and faculty to engage in meaningful research activities, policy analysis and interdisciplinary studies. The Cell aims to linking the gap between theoretical learning and practical application by encouraging critical thinking, publication of scholarly work and collaboration with legal institutions. Through seminars, workshops, research projects, and publications, the Research and Development (R&D) Cell contributes to the development of informed, research-driven legal professionals committed to societal advancement.

### **COMPOSITION:**

<b>SR. NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>REPRESENTATIVE</b>
1.	Dr. Amitkumar I. Parmar	Chairperson	Director
2.	Dr. Rekhakumari Singh	Convener	IQAC Coordinator
3.	Dr. Kajal Patel	Co. Convener	Assistant Professor
4.	Ms. Nikita Rohit	Coordinator	Assistant Professor
5.	Dr. Pallavi Chauhan	Member	Adhyapak Sahayak
6.	Dr. Ranvisinh Mahida	Member	Assistant Professor
7.	Ms. Radhika Vyas	Member	Adhyapak Sahayak
8.	Mr. Hemant KaPatel	Member	Librarian
9.	Mr. Devangbhai Suthar	Member	Junior Clerk
10.	Mr. Gunvantbhai Valand	Member	Student
11.	Ms. Riddhi Dwivedi	Member	Student



## **1.2 OBJECTIVES:**

- To create research environment for facilitating research activities in the college.
- To inculcate research skills and to develop interest and awareness about research among students and faculty.
- To provide basic infrastructure required for research work.
- To encourage and motivate students and faculty members to undertake research work like research paper, research project, Ph.D. registration etc.
- To provide assistance for applying various research schemes from government and non-government organizations.
- To organize workshop/seminar and conferences related to research.
- To coordinate and solve the research related issues of faculty and students.
- To provide intensives in the form of duty leave (DL) for research work presentation for faculty and students.
- To assist staff members for publishing their research work in reputed journals.

## **1.3 ROLES AND RESPONSIBILITIES:**

- Promote a research-oriented mind-set of faculty, researchers and students.
- Providing administrative and logistical support for research initiatives and projects.
- Assisting in the preparation and submission of research proposals.
- Support researchers in obtaining financial assistance and research grants for their projects.
- Helping researchers to publish their work in well-known journals and conferences.
- Organizing seminars, workshops and training programs to enhance research skills.
- Providing support for students and faculty to attend conferences, workshops and FDP.
- Conducting periodic evaluations of the effectiveness of the Research & Development Cell's activities.
- Guiding students and researcher on research methodologies and best practices.
- Compilation and presentation of reports on achievements, challenges and future plans of R&D Cell to relevant stakeholders.



## 1.4 ACTIVITIES UNDER R & D CELL

Sr.no.	Name of the Activities (Academic Year 2025-26)
1.	Workshop on Research Methodology (5 Years Integrated / LL.B / LL.M).
2.	Expert sessions on Research Ethics and Research Methodology (Hybrid & Offline).
3.	Expert sessions on Plagiarism Detection; Tools and Techniques (Hybrid & Offline).
4.	Expert Sessions on Research Proposal for External Funding and Sponsored Research Schemes and Projects.
5.	Seminar / Webinar on Writing a Research Papers in SCOPUS and Web of Science.
6.	Seminar / Webinar on Writing Research Proposals for Doctorate and Post-Doctorate Programmes.
7.	Expert Session on Writing and Publishing a Book and Book Chapters.
8.	Inter-Class Legal Research Poster Competition.
9.	Faculty Development Program (FDP) on Basic and Advanced Research Skills.
10.	Lecture Series on Referencing Tools (Zotero, Mendely, SPSS, Excel, NVivo, etc.).
11.	Research Journal under R & D Cell.
12.	Refreshers Courses and Orientation Programme.
13.	MoU with Government Sectors / CSR Departments / Law Firms / NGOs / Semi-Government Firms / Academics Institutions and Universities / Corporations.
14.	Student-run Newsletters.
15.	Library Enrichment (Journals and Newsletters from different Field).

## 1.5 Schedule of Research and Development Committee Meetings and Audits:

**Committee Meetings:** The Research and Development Committee meetings will be conducted, on **4<sup>th</sup> Saturday** of every month subject to sudden changes and directions given by appropriate authority.

**Dr. Rekhakumari R. Singh**  
NAAC Co-ordinator  
Anand Law College,  
Anand.



**Dr. Amitkumar Parmar**  
Principal,  
Anand Law College,  
Anand.