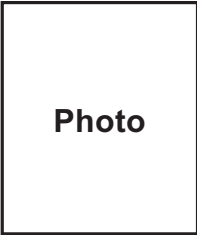


Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
NEW LAW COLLEGE, AHMEDNAGAR
AHMEDNAGAR
Student Handbook



Name Mr./Miss./Mrs.....
(Surname)

.....
(Name) (Father's/Husband's Name) (Mother's name)

Date Of Birth -

Permanent Address

Phone No..... Cell No.....

Email (Compulsory)

Student's Signature

Class	Division	Roll No.	Year	Date of Issue/ renewal
Under Graduate Level LL.B-I/LL.B-II/LL.B-III B.A.LL.B.-I/B.A.LL.B.-II/B.A.LL.B.III /B.A.LL.B.-IV/B.A.LL.B.-V				
Post Graduate Level LL.M.-I / LL. M-II				
Diploma Course D.T.L. / D.L.L. & LW				

PRINCIPAL'S MESSAGE

Dear Students,

I take this opportunity to congratulate you for making right choice to select New Law College, Ahmednagar to study a course in Law. New Law College has attained prestigious name in legal education by its credibility & track record of the institution since 1970. B+ rank by the National Assessment and Accreditation Council - an Autonomous body of University Grants Commission. Generations of students who left portals of this Institution to take up various careers in law have further fortified its reputation. The post liberalization & Globalization scenario in India, law is rapidly becoming one of most desirable career choices in India. In addition to traditional role of practice at law courts, now more opportunities are open to young law graduates, such as corporate lawyers. The current and forecast demand for corporate lawyers in the country can't be met by a handful of institutions. Corporate law practice include transaction lawyers working in corporate law firms, in house company counsel and professionals in Legal process outsourcing (L.P.O.) Sector.

We at New Law College have been riding the tide of change that is sweeping Legal education in India. Learning law at new Law college is not restricted to classroom routine we give emphasis to clinical legal education by conducting moot courts, developing skills in drafting pleading & Conveyancing, Court visits, Socio Legal Surveys, conducting of Legal aid camps in rural areas. The Library of Law College with vast collection of books & journals, the information

center with internet facility to students and continuous guidance of faculty with good infrastructure and ambiance of the college provide necessary tools to law students to seriously pursue the Law course in this college. Our college entered into M.O.U. with National Law School of India University, Bangalore. In addition to LL.B. Three and Five year courses, this college conducts diploma courses in taxation, Labour laws, ADR and certificate course in Human Rights. New Law College has reached another mile stone by starting the Post Graduate Course in Law i.e. LL.M. Course. We are also planning to start research center. Seminars & workshops are conducted round the year. Certain students of our college were employed in Earn & Learn scheme. The U.G.C. has granted library grants towards several schemes viz -Remedial Coaching for SC/ST & Minorities, Coaching class for entry in services for SC/ST & Minorities, and Equal Opportunity Center in Colleges apart from General Development Grant. We have also joined as member of "The Information & Library network centre." (INFLIBI NET) sponsored by U.G.C. All this could not have been possible without active support commitment & cooperation of the Management of Ahmednagar Jilha Maratha Vidya Prasarak Samaj. I welcome you to become part of New Law College family and wish you all success in your future endeavors.

Prof. M. M Tambe
Principal

Details of Fees Paid 201 - 201

Name _____

Class _____ Div. _____ Roll No. _____

Particulars	Amount (Rupees)	Receipt Number	Date	Signature
1) AS Per Bank Challan				
2) AS Per Bank Challan				
3) AS Per Bank Challan				
4) AS Per Bank Challan				

Refund of Deposits

Particulars	Amount Rs.	Date	Signature
1.			
2.			
3.			

Details of Scholarships / Prizes

Date	Particulars	Amount	Signature of the Accountant

Details of Issue of Cards, Kits etc.

Particulars	Date	Sign. of the Authority
1. Identity Card No.		
2. Library Card No.		
3. N.S.S. Badge		
4. Other		

Application for Clearance Certificate

Year 201 - 201

Name _____

Class _____ Division _____ Roll No. _____

To,

**The Principal
New Law College,
Ahmednagar.**

Subject : Application for Clearance Certificate

Respected Sir,

I solemnly declare that I have cleared of all the dues with various departments and sections of the college. The signatures of the heads of the departments and sections concerned have been obtained for the same. Kindly issue me the University Examination Hall Ticket and oblige.

Thanking You,

Your's Obediently,

Date : / /201

Signature of the Student

Clearance from Departments and Sections.

Sr.No.	Department/Section	Signature	Date
1.	Accounts		
2.	Library		
3.	Freeship		
4.	Scholarships		
5.	Class Teacher		

* Library Clearness must be made with in a week after conclusion of the exam. Those who fail to do so their result will be kept reserved.

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Rules of Discipline

1. The students are bound by all the rules and regulations made by the college from time to time. Any matter not expressly stated in these rules shall vest at the discretion of the Principal who also reserves the right of modifying any of these rules as and when felt necessary.
2. The students are required to read regularly the notices displayed on the notice- boards in the college. The college shall not be responsible for any loss to a student due to failure to read the notices in time
3. Every student must carry his/her identity card regularly and produce the same when demanded by the authorities of the college.
4. Any student found guilty of tampering / damaging the property of the college shall be punishable and might result in his/her expulsion from the college.
5. Smoking, chewing tobacco, drinking of alcohol and use of narcotic drugs are strictly prohibited in the premises of the college and hostel.
6. Any one found indulging in ragging in any form within or outside the college or in hostel, shall be immediately expelled from the college.
7. The student shall not make any representation regarding any matter connected with college to the press or other outside institution or agency without the prior permission of the authorities of the college.
8. The student shall not form any organization, hold meeting nor invite any person for any function without the prior permission of the Principal.
9. Every student must actively participate in maintaining cleanliness of the campus of the college. The students must avoid any act which may spoil the campus.
10. The students have to park their vehicles at the students' parking stand only.

11. A student shall not do any misconduct or indiscipline in the classrooms, playground, library, gymnasium or any place of social and cultural activity on the campus of the college. The students shall abide by the general rules of discipline laid down by the college authorities from time to time. In all the matters, the Principal's decision shall be final and binding on all the students.
12. The class-teacher will be appointed for every class. The students should approach to their class-teachers for any help they need regarding their studies or extra-curricular activities or in case of any other difficulty.

Rules & Conditions for Grant of Academic Terms

For the grant of academic terms, the students are required to fulfil the following

1. A student must have satisfactory performance in internal tests / tutorials conducted from time to time.
2. A student should be regular in attending N.S.S. activities, and Physical Education activities.
3. A student should pay all the fees of college before filling in the examination form.
4. Every student admitted to the first year of L.L.B./B.A.LL.B. are required to undergo a compulsory medical examination from the nominated medical practitioner by the College. The student will be informed about the details of the same soon after the commencement of the academic year. If he/she fails to do so, his/her terms will not be granted and he/she will not be eligible to appear for the examination.

एल.एल.बी. व बी.ए.एल.एल.बी. प्रथम वर्षे या वर्गात प्रवेश घेण्यापूर्वी कॉलेज सोडल्याचा दाखला (टी.सी.) च्या झेरॉक्स प्रती भरपूर काढून ठेवाव्या याची विद्यार्थ्यांनी नोंद घ्यावी.

Library at a Glance

We have a rich independent library building located in separate and spacious. The library is equipped with many Reference books, Journals & Text books including those recommended by the University. Besides, we also have Halsbury's Laws of England, Corpus Juris Secundum, Halsbury's Laws of India. We are also subscribing for all important Law Reports in every branch of Law. A regular and bonafide student of the college can avail the facility of Reading Room, where he/she can borrow Periodical/Reference Book or Text book etc. by depositing his Identity card.

- 1) The admission to other outsider readers is subject to the permission of the Principal.
- 2) Disturbances of any kind will not be tolerated and no crowd is permitted either in the reading room or at the counter or in the corridor.
- 3) Ex-students can use the reading room with the prior permission of the Principal.
- 4) Breach of above rules will invite a heavy penalty to be imposed by the Principal on the recommendation of the Librarian. The issuing of books, periodicals and other reading material from the library and return of it is subject to the following rules.
 - I) Books will be issued only after depositing valid library card. Late fee of Rs. 5/- per day will be charged for late returning of the book.
 - II) The Identity-card & Library-card will not be issued after the period of one month from the date of admission.
 - III) If students borrow reading material for 24 hours, the failure to return of which leads to penalty.
 - IV) No reference book, periodical or reading material will be issued at home.
 - V) While borrowing books, students must ensure that it is in good condition and no page of it is torn or disappeared.

- VI) If a student want particular author or book which is already is sued to other, he may place his demand of claims with the Librarian in the prescribed form. Such book will be issued on the basis of priority of time.
- VII) If any book is lost student should replace the copy of the book or pay three times the original price of the book.
- VIII) If a student lost his original identity Card / Library Card, a duplicate Card will be issued only by paying Rs. 100/- The College has established a seperate "Book Bank" for S.C./S.T. Students with the financial assistance of the social welfare Department of Govt of Maharashtra. The S.C./S.T. Student can avail the said facility. The Details of the scheme as follows.
 - 1) The Students has to become a member of the scheme, by applying to the Principal.
 - 2) On deposit of the Lib. Card he will get whole set of books for the year. The book bank facility is available by paying prescribed fees. A student can borrow reading material from library for the whole year on deposit of Library card. We have introduced, "Book Bank Scheme" from the very inception of the college. The rules and benefits of the scheme are as follows.
 - I) A student will become a member of this scheme by making application in the prescribed form
 - II) Student will have to pay separate fee.
 - III) On deposit of the card, a member will be issued set of books for the year. The amount of deposit in the home lending scheme is refundable which is subject to the following rules.
 - I) Student taking admission to any course, he/she will have to pay library deposit compulsory. While availing home lending facilities, the student is also required to pay library deposit These deposits are refundable subject to the University rules.
 - ii) A bonafide student of this college is entitled to claim for refund of deposit after he/she ceases to be a student of college.
 - iii) This claim must be made in a prescribed form, along with original receipt.
 - iv) At the time of refund, his identity card, library card will be cancelled by the librarian which are to be enclosed along with the application form.

- v) If the claim for refund of deposit is not made within one year after he ceased to be a student of the college the deposit stand forfeited.
- vi) Refund of deposit can only be made by producing the original receipt i.e. Challan

STUDENT WELFARE SCHEMES

The College is organizing various student welfare schemes in association with Board of Students welfare, University of Pune. Particulars of these Schemes areas follows.

1. Moot Court Association
2. Earn and Learn Scheme
3. Special Guidance Programme
4. Personality Development Programme for the Girl Students
5. Education in Universal Human Values
6. Socio-Legal Survey
7. Guidance for Various Curricular & Extra-Curricular Competitions.
8. Moot court Association (MCA) :

The Moot Court Association is started in the college with active involvement of students. In order to equip the Students with practical aspects of litigation and to make study of Law Practical oriented and expose the students to improve their Mooting Skills, the MCA organize Moot Courts, Mock Trails and Client Counseling Sessions. Students will be, trained in every stage of advocacy. Student for P. T. must participate in moot Courts, observe cases in courts and prepare for interview technique and pre-trial preparation and complete journal within prescribed time limit.

Rules Regarding Identity Card

1. Once a student is admitted, the Identity Card is issued to him/her from the library. He/ she is required to affix a photograph (6 cms x 4 cms) on the space provided for and get it duly stamped and signed by the Librarian.
2. If a student fails to get the Identity Card before 31st July every year, he/she will have to pay a fine of Rs. 50/
3. If the Identity card is lost, the student should immediately inform in writing to O.S. / Librarian. A duplicate card will be issued on payment of Rs.100/-. If the Original Card is found - thereafter, it must be deposited to the O.S. / Librarian.
4. The college is not responsible for any misuse of Identity Card by the student.
5. A student must always carry with him/her the Identity Card issued to him/her. He/ she must produce it whenever asked by the authorities of the college.
6. The Identity Card issued by the college is not transferable.

Gymkhana Rules

The Gymkhana Managing Committee (GMC) organizes and administers the overall Gymkhana activities of the college. The Principal is the ex-officio Chairman of the Committee. The student selected for various games should be regular in all respect. He/she should follow all the instructions issued by the Director of Physical Education and rules of the Gymkhana.

Cancellation of Admission.

1. If a student wants to cancel his/her admission, he/she should apply in printed form available in the college.
2. The student must deposit his/ her Identity Card, Library Card, library books, etc. with the college and should produce clearance certificate from various departments and sections of the college. Any amount of deposit/ fees of a student will be refunded only after producing the Clearance Certificate.

Rules of Refund of Fees & Deposit :

As per University circular No. P4S/7852 dt. 23/12/09

If the student cancel his admission after the course is started following scheme will be adopted for refund of total fees :

Sr.No.	Time of cancellation	Vacant seat has been filled by another candidate before last date-amount to be deducted
1.	From 1st day to 10 days (first day is inclusive) from the date of commencement of the course	20% of the total fees
2.	From 11th to 30th days from the date of commencement (first day is inclusive) of the course	40% of the total fees
3.	After 30 days (First day is inclusive)	100% of the total fees

Note : Library deposit will not be refunded every year when a student appear for his/her final exam, he / she should apply for the refund of deposit within 30 days of the result. Any type of dues on the name of the student such as books, fine etc. will be deducted from the deposit.

सर्व विद्यार्थ्यांसाठी

Migration पूर्ततेबाबत नियम

- मायग्रेसन फॉर्म विद्यापीठ संकेतस्थळावर उपलब्ध होईल.
संकेतस्थळ - bcud.unipune.ac.in
- मायग्रेसन शेवटच्या परीक्षेच्या गुणपत्रकाच्या चार झेरॉक्स आणणे आवश्यक आहे. हॅण्डबूक नसेल तर कुठलेही प्रमाणपत्र मिळणार नाही.
- बोनाफाईडसाठी मागणी अर्ज दिल्यानंतर बोनाफाईड तीन दिवसांनी मिळेल याची विद्यार्थ्यांनी नोंद घ्यावी.

Transfer Certificate (T.C.)

For the purpose of getting T.C., a student should apply in the prescribed form available in the college along with Handbook.

Transference Certificate Regular & External students		
a.	Within 6 months from the date of declaration of result	60
b.	Between 6 months to 12 months from the date of declaration of result	100
c.	After 12 months from the date of declaration of result	200
d.	Migration Certificate	200
e.	Other fees Bonafide Certificate (Regular & External)	85

Scholarship and Free-ship (Online form)

1. Cast Certificate & Validity Certificate.
 2. Income Certificate.
 3. Statement of Marks.
 4. If the father is not alive than death certificate of the father.
 5. If the father & mother both are dead than income certificate of the guardian.
 6. The ward who is residing with his / her divorced mother, shall submit the copy of the Judgment of the divorce petition.
 7. Educational Gap - Gap Affidavit.
 8. Students from other district with permission letter from concerned District Social Welfare Officer.
 9. Freeship Award No. from the Previous College
- E.B.C. / P T W / S.T.W.**
1. Copy of Mark sheet
 2. Income Certificate - Tahsildar Award No.
 3. Educational Gap - Gap Affidavit.
 4. Minority Post Metric Scholarship To avail Economics Backward Classes Concession (EBC) ,a student should submit income

- Certificate from the competent authority in 4 copies.
5. Notices regarding scholarship and free- ships are displayed on the notice boards. Students should read and follows the contents of the notices. If he / she fail to do so, the college will not be responsible in any matter.
 6. For E.C. Free-ship, the student should preserve the challan of the examination fees paid.
 7. The scholarship holder students have to make the voucher in time, otherwise the scholarship will be returned to the Govt and he /she will have to pay full fees to the college

Examination Rules

1. Students are required to produce Identity Card for appearing University Examinations.
2. A student should not bring with him/her any paper, book, notes, Mobiles or any other material into the examination hall.
3. Strict action will be taken against the student found guilty of copying or intending to copy or for any other unfair means and malpractices during the conduct of examination. This action will be in accordance with the provisions in the relevent University ordinances and will not be permitted to appear for the examination.
4. Students are required to read the notices regarding examination details displayed on the notice boards.
5. Violation of any rules or an act deemed as indiscipline on the part of students shall result in disciplinary action by the college under the Pune University Ordinance No. 7146 dated 10th March, 2003.
6. A Student who has adopted or attempted unfair means in the examination, may not be admitted in the next year by the college.

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Law College, Ahmednagar

Prof. M.M. Tambe B.S.L., LL.M.	Principal
Dr. P.G. Dhirde M.A. in Comn. In. Sc. (Lib. & Inf.) LL.M., D.L.L.& L.W. Ph.D.	Librarian
Shri. P.C. Mhaske	Office Superintendent
Shri. N. M. Kanwade	Account Section

- OFFICE HOURS -

Monday to Friday	-	10-00 am. to 5.30 pm.
Lunch Hours	-	1.00 pm. to 1.30 pm.
Saturday	-	09-00 am. to 1.30 pm.

- LIBRARY HOURS -

Monday to Friday	-	10-00 am. to 6.00 pm.
Lunch Hours	-	1.00 pm. to 1.30 pm.
Saturday	-	09-00 am. to 1.30 pm.
For circulation	-	10.00 am. to 5.30 pm.

सर्व विद्यार्थ्यांसाठी
Transfer Certificate बाबत नियम

- १) विद्यार्थ्यांना स्थलांतर प्रमाणपत्र (टी.सी.) हा विद्यार्थ्यांना हातात देता येत नाही.
- २) स्थलांतर प्रमाणपत्राचा उपयोग फक्त पुढील शिक्षणासाठी होतो. इतर नोकरी अगर दुसऱ्या कुठल्याही कामासाठी होत नाही. म्हणून टी.सी. हातात (By Hand) दिला जात नाही.
- ३) टी.सी. मागणी अर्ज दिल्यानंतर, टी.सी. संबंधीत कॉलेजला १५ दिवसांच्या आत पाठविण्यात येईल.
- ४) टी.सी. मागणीसाठी सोबत हॅण्डबुक व शेवटच्या परीक्षेच्या गुणपत्रकाची झेरॉक्स प्रत गरजेचे आहे.

प्राचार्य

* सूचना *

- १) कॉलेजमधील कोणत्याही स्वरूपाच्या कामासाठी हॅण्डबुक आवश्यक आहे.
- २) वर्ग, कार्यक्रम, परीक्षा चालु असतांना मोबाईल वापरण्यास पूर्ण बंदी आहे. अन्यथा कारवाई केली जाईल.
- ३) महाविद्यालयाच्या आवारात धुम्रपान तसेच तंबाखु, गुटखा, पान इ. खाण्यास सक्त मनाई आहे. गुटखा, पान इ. खाऊन अस्वच्छता केल्यास दंडात्मक कारवाई केली जाईल.
- ४) यु.जी.सी. च्या नियमावली नुसार प्रत्येक विद्यार्थ्यास/विद्यार्थिनीस रॅगींगच्या कृत्यात सहभागी होणार नसल्याबाबतचे लेखी प्रतिज्ञापत्र द्यावे लागेल. रॅगींगमध्ये आढळून आल्यास कडक कायदेशीर कारवाई करण्यात येईल.
- ५) महाविद्यालयाच्या कामासाठी प्रवास करतांना विद्यार्थ्यांनी सवलत घ्यावी.
- ६) विद्यार्थ्यांनी आर्थिक व्यवहारासंबंधीची माहिती श्री. कानवडे सर यांच्या कडून घ्यावी.

प्राचार्य

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