



HIMALAYA LAW COLLEGE

Affiliated To: Patliputra University, Patna

Recognised By: Bar Council of India

Chiksi, Paliganj, Patna - 801110

Phone: 9031068014 | Email: himalayauniv.law@gmail.com

Website: www.himalayalawcollege.in

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LEGAL LITERACY CLUB

Constitution, Structure & Operational Framework

Established pursuant to BLSA Directive No. J-52 dated 25th April 2026

Preamble

This Constitution establishes the Legal Literacy Club (hereinafter referred to as 'the Club') at Himalaya Law College, Patna, affiliated to Patliputra University, in compliance with the directive of the Bihar State Legal Services Authority (BSLSA) vide Letter No. J-52, dated 25th April 2026, issued by the Hon'ble Chief Justice, Patna High Court-cum-Patron-in-Chief, and the Executive Chairman of BSLSA.

The Club is founded on the conviction that legal literacy is a cornerstone of constitutional democracy. Law students, as future legal professionals, carry a social obligation to bridge the gap between law and society, particularly for rural, marginalised, and underserved communities. The Club shall serve as the institutional vehicle through which this obligation is honoured.

Section 1: Name, Establishment & Affiliation

- Name: Legal Literacy Club, Himalaya Law College (LLC-HLC)**
- Established: 7th May, 2026 (Formal Inauguration as per BSLSA directive)
- College: Himalaya Law College, Patna
- University Affiliation: Patliputra University, Patna
- Statutory Authority: Bihar State Legal Services Authority (BSLSA), Budh Marg, Patna – 800001
- Coordinating DLSA: District Legal Services Authority, Patna (or relevant district as applicable)

Section 2: Vision, Mission & Objectives

2.1 Vision

To nurture socially conscious, legally empowered citizens and future legal professionals committed to the ideal of equal access to justice for all.

2.2 Mission

To institutionalise student-led legal awareness initiatives in coordination with BSLSA and DLSAs, bridging the gap between legal institutions and society through sustained outreach, education, and community engagement.

2.3 Objectives

The Club shall aim to:

1. Promote awareness of constitutional rights, duties, and legal provisions among students and the general public.
2. Disseminate information regarding free legal aid services available under the Legal Services Authorities Act, 1987.
3. Encourage community outreach through legal awareness camps, door-to-door campaigns, and field visits.
4. Develop practical legal skills among students through real-world engagement and field-based activities.
5. Support access to justice for marginalised, rural, and economically weaker sections of society.
6. Facilitate participation in Lok Adalats, legal aid clinics, and justice delivery mechanisms.
7. Foster collaboration between law colleges and legal services institutions such as BSLSA and DLSAs.
8. Contribute to research and documentation on access to justice and legal empowerment issues.

Section 3: Structure & Composition

A. Faculty Coordinator (Nodal Officer)

Name	Designation	Contact No.	Email ID
MR. ANUPAM KUMAR TIWARI	FACULTY COORDINATOR CUM NODAL OFFICER	9507991852	anupamkubth0225@gmail.com

1. Mr. Anupam Kumar Tiwari shall act as the Faculty Coordinator and nodal officer between the college and the concerned DLSA/BSLSA and shall provide institutional guidance to the club.

2. The Faculty Coordinator shall be a full-time faculty member of the Law Department.
3. The Faculty Coordinator acts as the primary nodal link between the College and the concerned DLSA/BSLSA.
4. Tenure: One academic year (renewable at discretion of Head of Institution).

B. Student Core Committee (Student Body)

The Core Committee shall consist of 10 to 15 students representing different semesters/years of the law programme. The following students are hereby nominated to the Core Committee of the Legal Literacy Club

Sl. No.	Name	Course	Roll No.	Mobile No.	Email ID	Designation
1	Gaurav Kumar Jha	B.A. LL.B.	16	7667492431	jha177891@gmail.com	President
2	Yuvraj Kumar	B.A. LL.B.	11	9523605116	pushpakumari766778@gmail.com	Vice President
3	Prashant Kumar	LL.B.	47	7488649516	pk915392@gmail.com	Secretary
4	Khushi Priya	BALLB	48	8409236691	swsandsitamarihibihar@gmail.com	Joint Secretary
5	Suniya Subhani	BALLB	57	8406882008	subhanisaniya14@gmail.com	Treasurer
6	Rishek Kumar Raj	BALLB	52	6201941973	rishek22@gmail.com	Media and Documentation In-Charge
7	Ravi Kumar	BALLB	36	6239107114	ravisingh27@gmail.com	Outreach Coordinator
8	Bittu Kumar	BALLB	40	6299742641	bittukumar.carrier@gmail.com	Programme Coordinator
9	Khushbu Kumari	BALLB	84	6205867439	khushbukumari412008@gmail.com	Research and Content Coordinator
10	Manisha Kumari	BALLB	10	7250542732	manikumari3515@gmail.com	Member
11	Md. Samir	BALLB	33	7070938836	mdsamir70700@gmail.com	Member
12	Aakanksha Kumari	BALLB	99	8340319344	aakanksha@gmail.com	Member
13	Satyam Kumar	LLB	44	7250694584	satyamsingh725069@gmail.com	Member
14	Shivchandra Kumar	LLB	48	8228990819	shivchandraraaj242004@gmail.com	Member
15	Uma Bharti	BALLB	34	9540151275	umabharticapawra@gmail.com	Member

1. Selection: Through nomination by Faculty Coordinator or election among enrolled students, as decided by the institution.
2. Eligibility: Any regularly enrolled student of LL.B./B.A.LL.B. programme with satisfactory academic record.
3. Tenure: One academic year (April to March).

Section 4: Roles, Duties & Responsibilities

Position	Roles & Responsibilities
Faculty Coordinator	<ul style="list-style-type: none"> – Nominate and oversee the Core Committee – Coordinate with BSLSA/DLSA for programmes, training, and reporting – Approve the Club's annual activity calendar – Guide students in legal awareness activities and community outreach – Submit monthly/quarterly activity reports to BSLSA/DLSA – Ensure proper documentation and impact records – Attend orientation training conducted by BSLSA/DLSA – Represent the Club in all official communications
President	<ul style="list-style-type: none"> – Preside over all meetings of the Club – Coordinate with Faculty Coordinator on all institutional matters – Lead the Club's overall functioning and direction – Represent the Club at external events, competitions, and inter-institutional activities – Oversee the implementation of the annual activity plan – Ensure discipline and decorum within the Club
Vice-President	<ul style="list-style-type: none"> – Assist the President in all functions – Act as President in the latter's absence – Oversee field visit coordination and logistics – Support community outreach programmes
Secretary	<ul style="list-style-type: none"> – Maintain minutes of all meetings – Manage official correspondence and communications – Prepare monthly activity schedules and circulate among members – Maintain the Club's official register of activities and membership – Coordinate with DLSA/BSLSA for event logistics
Joint Secretary	<ul style="list-style-type: none"> – Assist Secretary in all administrative functions – Maintain attendance records of members at Club activities – Handle logistics for workshops and awareness programmes – Ensure timely communication of events to members
Treasurer	<ul style="list-style-type: none"> – Maintain accounts of all Club expenditures and receipts (if any fund is allocated)

Position	Roles & Responsibilities
	<ul style="list-style-type: none"> – Prepare financial statements for review by Faculty Coordinator – Procure materials required for awareness campaigns, publications, and workshops – Handle reimbursement claims, if applicable
Programme Coordinators	<ul style="list-style-type: none"> – Plan, organise, and execute awareness events, seminars, and workshops – Liaise with external speakers, judicial officers, and legal professionals – Coordinate with DLSAs for Lok Adalat participation and legal aid clinics – Prepare programme reports for each activity undertaken
Research & Documentation Team	<ul style="list-style-type: none"> – Prepare simplified legal guides, pamphlets, and awareness materials in Hindi/local language – Document all field activities with photographs, attendance records, and impact data – Compile research on access to justice and legal aid issues – Draft newsletters, case studies, and annual reports of the Club
Community Outreach Volunteers	<ul style="list-style-type: none"> – Conduct door-to-door campaigns in rural and urban areas – Organise and participate in street plays, nukkad natak, and public drives – Assist in legal literacy camps in villages, schools, and slums – Engage with women, children, and senior citizens for targeted awareness drives

Section 5: Key Functions & Activities

5.1. Legal Awareness Programmes

1. Workshops on fundamental rights, criminal laws, family laws, and cyber laws.
2. Awareness sessions on legal aid entitlements and procedures under the Legal Services Authorities Act, 1987.
3. Interactive sessions on constitutional rights, duties, and remedies.
4. Seminars on consumer protection, RTI, POCSO, domestic violence laws, and other socially relevant legislation.

5.2. Community Outreach

1. Legal literacy camps in villages, urban slums, schools, and public spaces.
2. Door-to-door awareness campaigns in rural and peri-urban areas.
3. Street plays, pamphlet distribution, and public awareness drives.
4. Targeted outreach programmes for women, children, senior citizens, and persons with disabilities.

5. Awareness on free legal aid services available through BSLSA Helpline No. 15100.

5.3. Institutional Engagement

1. Participation in National Lok Adalat campaigns.
2. Observation and guided visits to courts, legal aid clinics, and DLSAs.
3. Collaboration with DLSAs for legal awareness initiatives under Section 4 of the Legal Services Authorities Act, 1987.
4. Participation in BSLSA-organised events, moot courts, and legal aid clinics.

5.4. Research & Documentation

1. Preparation of simple, vernacular legal guides on commonly misunderstood legal rights.
2. Documentation of field activities, attendance records, and impact reports after every event.
3. Student research projects on access to justice, legal empowerment, and marginalized communities.
4. Compilation of an Annual Report of Club activities for submission to BSLSA/DLSA and the institution.

5.5. Other Activities

1. Celebration of Constitution Day (26 November), National Legal Services Day (9 November), and other relevant national days.
2. Inter-college legal literacy competitions, quiz programmes, and essay contests.
3. Collaboration with other Law College Legal Literacy Clubs across Bihar.

Section 6: Meetings

1. General Meeting of the Core Committee shall be held at least once a month.
2. An Annual General Meeting shall be held at the end of each academic year to review activities and elect new office bearers (if applicable).
3. Special meetings may be convened by the Faculty Coordinator or President as and when required.
4. Quorum: 50% of Core Committee members must be present for any meeting to be valid.
5. Minutes of every meeting shall be recorded by the Secretary and signed by the Faculty Coordinator.

Section 7: Reporting & Accountability

1. Monthly Activity Reports shall be submitted by the Faculty Coordinator to the concerned DLSA/BSLSA.
2. Quarterly Progress Reports shall detail activities conducted, persons reached, and impact assessed.
3. An Annual Report shall be compiled at the close of each academic year, covering all activities, outreach data, research outputs, and future plans.
4. All reports shall be submitted to the Principal/Head of Institution as well as the DLSA/BSLSA.
5. Photographs, video documentation, and attendance records shall be maintained as evidence of activities.

Section 8: Implementation Mechanism

The Club shall be operationalized in accordance with the following sequential steps as prescribed by BSLSA:

Step 1	Approval and notification to all law colleges by BSLSA.
Step 2	Formation of the Legal Literacy Club in the institution.
Step 3	Appointment/Nomination of Faculty Coordinator by Head of Institution.
Step 4	Constitution of Core Committee of students representing different semesters.
Step 5	Formal Inauguration of the Club on 7th May, 2026.
Step 6	Orientation training of Faculty Coordinator and Core Committee by DLSA/BSLSA.
Step 7	Monthly and quarterly activity planning, execution, and reporting.

Section 9: Code of Conduct

1. All members shall conduct themselves with dignity, professionalism, and respect at all Club activities.
2. Members shall maintain confidentiality of any personal information received during legal literacy or aid activities.
3. No member shall misrepresent themselves as a practising advocate or legal professional while conducting outreach.
4. Members shall not use the Club platform for any political, commercial, or personal purposes.

5. Any member found guilty of misconduct shall be subject to disciplinary action by the Faculty Coordinator/Head of Institution.
6. All external communications on behalf of the Club shall be routed through the Faculty Coordinator.

Section 10: Amendment Procedure

1. Any amendment to this Constitution may be proposed by the Faculty Coordinator or the President of the Club.
2. Proposed amendments must be placed before the General Body and shall require approval of at least two-thirds of Core Committee members present.
3. All amendments shall be subject to approval by the Head of Institution and shall not conflict with BSLSA directives or guidelines.

Section 11: Dissolution

1. The Club shall not be dissolved as long as the BSLSA directive mandating its existence is in force.
2. In the event of any restructuring or supersession by BSLSA/DLSA guidelines, the institution shall comply accordingly.

Section 12: Concluding Declaration

The establishment of the Legal Literacy Club at Himalaya Law College pursuant to the Bihar State Legal Services Authority's directive shall serve as a sustainable model for legal empowerment and community engagement. It shall not only strengthen legal awareness at the grassroots level but shall also nurture socially conscious legal professionals committed to the cause of equal access to justice.

This Constitution has been adopted and shall come into force with effect from 7th May, 2026, the date of formal inauguration as prescribed by BSLSA.


Principal
HIMALAYA LAW COLLEGE
CHIKSI, PATNA
Himalaya Law College, Patna


Faculty Coordinator
Legal Literacy Club, HLC