



न्याय विभाग
DEPARTMENT OF
JUSTICE



॥वसुधैव कुटुम्बकम्॥

RULES, REGULATIONS & MARKS MATRIX

THIRD EDITION

PROF. V. S. MALLAR MEMORIAL

LEGAL AID COMPETITION 2024

A JOINT INITIATIVE BY

SYMBIOSIS LAW SCHOOL, PUNE

AND

NATIONAL LAW SCHOOL OF INDIA UNIVERSITY,

BENGALURU

IN COLLABORATION WITH

DEPARTMENT OF JUSTICE, MINISTRY OF LAW AND JUSTICE

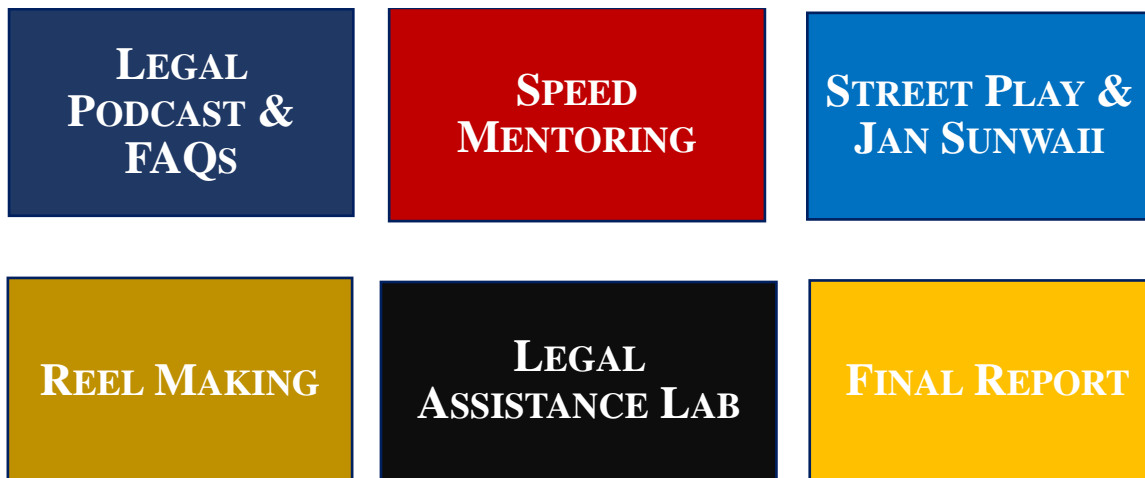
GOVERNMENT OF INDIA

THE THIRD PROF. V.S. MALLAR MEMORIAL LEGAL AID COMPETITION, 2024

GUIDE TO THE RULES, REGULATIONS & MARKS MATRIX

1. SIX CORE DELIVERABLES	2
2. GENERAL GUIDELINES	2
3. THE SIX CORE DELIVERABLES	3
COMPETITION'S MARKS MATRIX	3
A. SPEED MENTORING	4
A. CONDUCTING SPEED MENTORING SESSIONS	4
B. REPORTING AND SUBMISSION	4
C. MARKING CRITERIA FOR SPEED MENTORING	4
B. LEGAL PODCAST & FAQ DRAFTING.....	5
A. CONDUCTING THE LEGAL PODCASTS & FAQs.....	5
B. REPORTING AND SUBMISSION.....	5
C. MARKING CRITERIA FOR LEGAL PODCAST & FAQs	6
C. STREET PLAY AND JAN SUNWAI.....	6
A. CONDUCTING THE STREET PLAY & JAN SUNWAI.....	7
B. REPORTING AND SUBMISSION.....	7
C. MARKING CRITERIA FOR STREET PLAY & JAN SUNWAI	8
D. REEL MAKING	8
A. MAKING OF A REEL.....	9
B. REPORTING AND SUBMISSION.....	9
C. MARKING CRITERIA FOR REEL MAKING	9
E. LITIGATION ASSISTANCE LAB.....	9
A. LITIGATION ASSISTANCE LAB IN ACTION.....	10
B. REPORTING AND SUBMISSION.....	10
C. MARKING CRITERIA FOR THE LITIGATION ASSISTANCE LAB.....	11
F. FINAL REPORT SUBMISSION	11
A. PREPARATION OF THE FINAL REPORT.....	11
B. REPORTING AND SUBMISSION.....	11
C. MARKING CRITERIA FOR THE FINAL REPORT SUBMISSION	12
4. TIMELINE, SUBMISSION OF COMPONENTS & IMPORTANT DATES	12

1. SIX CORE DELIVERABLES



2. GENERAL GUIDELINES

- a. This competition is named as the Prof. V.S. Mallar Memorial Legal Aid Competition, 2024 (Competition).
- b. Symbiosis Law School, Pune (SLS-Pune), Centre for Environmental Law, Education, Research and Advocacy (CEERA), and National Law School of India University, Bangalore (NLSIU) shall be the Organizing Committee.
- c. All the Core team members and Faculty Coordinator of the participating institution should participate in all 6 deliverables.
- d. **The Team must comprise 8 student members, 1 student co-ordinator, and 1 Faculty Coordinator. In total, the strength must be 10 members. These 10 members shall be the Core Team of the Competition.**
- e. The Core Team may be supported by other legal aid volunteers from the participating institutions, whose efforts may be certified by the Participating institution, in connection with the Competition.
- f. The Organizing Committee shall acknowledge and certify only the Core Team after the completion of the Competition.
- g. **All submissions in this entire Competition shall be via a Google Drive link that the Organizing Committee shall be providing before the submission dates as indicated below.**
- h. **There shall be no submission – via any email or WhatsApp to any member of the Organizing Committee.**
- i. **All Intellectual Property generated under this competition will be jointly held by the participating institutions respectively and the Organizing Committee.**
- j. Prize money in this competition shall be transferred to the respective institution's account only.
- k. **Teams and their Core team members shall compulsorily attend all the Legal Aid Conclaves which shall be organized during the tenure of the competition.**

- l.** Teams must follow the highest levels of professionalism, have the utmost respect for the privacy of individuals, and have the highest regard for the sensitivity of issues and towards any disclosure of the identity of individuals.
- m.** Teams must maintain discipline and professionalism in all mediums of communication with the authorities concerned.
- n.** The Organizing Committee shall not be responsible or liable for any breach of discipline or confidentiality or any other breach of UGC and other regulations if done by any team or participating member during this competition. The participating institutions must strictly adhere to enforcing disciplinary rules at all times during visits to the prison, school, Legal Services Authority, and NGO.
- o.** The Teams shall be assigned a Team Code – which the Organizing Committee shall allocate only before the Finale of the Competition.
- p.** In case of any inconsistency, between the brochure and the Rules document, this document’s guidelines shall prevail regarding the interpretation of the Competition.
- q.** We shall be floating a Clarification Form. Teams who have any queries can pose a question via the Form and we shall respond to the same at the earliest.
- r.** **Contacting the Jury members shall amount to direct disqualification from the Competition.**

3. THE SIX DELIVERABLES

The entire Competition shall carry a cumulative score of 1000 marks. The bifurcation is listed below:

COMPETITION’S MARKS MATRIX

SR. NO.	DELIVERABLE PARTICULAR	MARKS
1.	LEGAL PODCAST + FAQs	200
2.	SPEED MENTORING	100
3.	STREET PLAY + JAN SUNWAI	200
4.	REEL MAKING	100
5.	LEGAL ASSISTANCE LAB	100
6.	FINAL REPORT	100
TOTAL		800
ONLY THE 15 SHORTLISTED TEAMS SHALL PROCEED TO THE JURY INTERACTION		
7.	****JURY INTERACTION	200
TOTAL SCORE		1000

NOTE:

**** The Jury Interaction shall take place only for the Top – 15 shortlisted Teams.

1. The **Top – 15** Teams shall be shortlisted based on the total score of the Components from **Sr. No. 1 – 6**.
2. The totalling of all the Teams at first shall be out of 800 marks.

3. The submission of all the six Components shall be in consonance to the timeline provided on **page no. 12**.

A. SPEED MENTORING

The Speed Mentoring programme is envisaged to create legal awareness of social issues among children through a systematic and interactive dialogue. The objective of conducting this programme is to disseminate legal knowledge to children about issues that affect them, and that concern their mental, physical and social well-being.

a. CONDUCTING SPEED MENTORING SESSIONS

1. The Speed Mentoring programme shall be carried out in 3 – 4 schools in an identified semi-urban or rural area where legal awareness is sought to be created.
2. There can be a maximum of three (3) sessions of Speed Mentoring at each of the identified schools and the total duration of the session shall not exceed 50 minutes.
3. Teams must conduct an initial survey and identify schools where legal literacy sessions can be carried out (the process of selecting and identifying schools must be elaborately written in the Final Report).
4. These sessions must be for students studying between standard(s) 5th to standard 12th students.
5. The sessions shall be conducted in English or any regional language which is the medium of instruction in the identified school.

b. REPORTING AND SUBMISSION

1. The Speed Mentoring videos must be shared as one collated video.
2. For instance – If a Team has visited 5 Schools in carrying out the Speed Mentoring activity. This Team will collate all the videos from the 5 Schools into **One (1) single video.**
3. The length of the video should not exceed 30 minutes.
4. The minimum length of the video should be 10 minutes.
5. The Teams are encouraged to be as creative as possible while collating the videos (For instance – Background music, different transitions, Voiceover, etc.) of the Speed Mentoring activity.
6. The Speed Mentoring video must be uploaded in the Google Form – and kindly give access to the same to – ceera@nls.ac.in
7. Kindly upload only the **MP4 file format**.

c. MARKING CRITERIA FOR SPEED MENTORING

Sr. No.	Particular	Marks
1	Content Delivery	25
2	Reach-out to various Schools	25
3	Coverage of Legal Literacy Topics	25
4	Support Provided & Response	25

Total	100
--------------	------------

B. LEGAL PODCAST & FAQ DRAFTING

Each participating Team shall prepare an “Access to Legal Aid and Allied Laws Podcast” that aims to spark dynamic conversations and spread crucial information about legal aid and related laws. In this Podcast series, Teams must propel compelling discussions and expert insights, seeking to elevate legal awareness, educate the public on their rights and available resources, and inspire proactive action in seeking legal help. This initiative strives to empower individuals with the knowledge and confidence to navigate the legal system effectively. Each Team must come up with 3 (three) episodes, spanning not more than 30 minutes.

In addition, Each Team must prepare 3 (three) full-length detailed Frequently Asked Questions (FAQs) with graphics on the topic chosen for the Podcast as well. The FAQs must have a minimum of 15 questions and the answers must not exceed 150 – 200 words.

Please refer to CEERA-NLSIU’s [Legal Aid to Legal Rights 2024](#) as a ready reference. [Click here.](#)

a. CONDUCTING THE LEGAL PODCASTS & FAQs

1. The target audience for this Component includes law students, legal professionals, NGOs, CSOs, school children, and government employees amongst others.
2. The topic of the podcast must be chosen by the Teams themselves, keeping the contemporary issues and challenges in place.
3. Teams are free to do the Podcasts on their own or invite a Guest or Faculty or as creative and innovative as they wish to be.
4. Each Team must do three (3) Legal Podcasts – spanning not more than 30 minutes and a minimum of 15 minutes each.
5. Teams can have **the – three (3) Legal Podcasts on the same topic – as Episodes – 1, 2 & 3** or **three (3) Podcasts on separate topics** as well.
6. The FAQs shall be on the same topic as the Podcast. For the format and type of content of the FAQs, please refer to the CEERA-NLSIU’s publication on [Legal Aid to Legal Rights 2024](#).

b. REPORTING AND SUBMISSION

1. All three (3) Legal Podcasts must be uploaded as three (3) separate videos.
2. The Teams are encouraged to be as creative as possible while finalizing the Podcast (For instance – Background music, different transitions, etc.) of the Podcast.
3. The Legal Podcast video must be uploaded in the Google Form – and kindly give access to the same to – ceera@nls.ac.in
4. Kindly upload only the **MP4 file format**.

- Once the Podcasts are vetted and approved by the Organizing Committee, Teams are free to share them on their Social Media platforms and take the reach to the last mile.
- All three (3) FAQs must be uploaded as one collated single document as a Word file via a Google Form – and kindly give access to the same to – ceera@nls.ac.in

c. MARKING CRITERIA FOR LEGAL PODCAST & FAQs

LEGAL PODCAST

SR. NO.	PARTICULAR	MARKS
1	Content Quality	25
2	Structure & Organization	25
3	Delivery & Engagement	20
4	Research on the Topic	15
5	Graphics and Editing	15
Total		100

FAQs

SR. NO.	PARTICULAR	MARKS
1	Content Quality	25
2	Structure & Flow of Questions	25
3	Clarity of language & legal language	20
4	Research on the Topic	15
5	Presentation and Editing	15
Total		100

C. STREET PLAY AND JAN SUNWAI

The objective of conducting street plays is to tap into the creativity of youth in spreading essential Legal knowledge through artistic performance. This initiative aims to enhance legal literacy, empower citizens and foster a proactive approach to legal problems in the vicinity of the participating Teams.

The Jan Sunwai component enhances that Teams organize a healthy discussion of social issues and legal challenges faced by the residents/community of a particular area where they choose to listen to the audience and provide them with practical legal solutions and follow-up on the challenges faced by the target audience.

a. CONDUCTING THE STREET PLAY & JAN SUNWAI

1. Each participating institution shall conduct at least one (1) street play in the designated area where they want to create legal awareness.
2. The street play can be carried out in the regional language or official language or a language that is understood by the target audience.
3. The Teams are free to choose topics for their street plays. Indicative themes for street play can be – Menstrual hygiene and reproductive health, Consumer rights, Land and property rights, and Labour rights, amongst others.
4. The idea of the street play is to invoke the spirit of legal awareness amongst the target audience.
5. Teams need to submit the script of the street play in English and the regional language in which they are conducting the play.
6. The **duration of the street play** may be around **20 – 25 minutes**.
7. The street play recording must have pictures and videos with Geo-tagging ensuring a real-world context for the issues addressed.
8. The Jan Sunwai or Public Hearing shall be conducted for targeted groups/communities.
9. The Jan Sunwai must be organized in the presence of either **a)** any Panchayat/Government official; **b)** one Independent Advocate/Social Activist or other person not directly associated with the Participating institution; and **c)** Faculty Co-ordinator
10. There should be one (1) Jan Sunwai proceedings that needs to be carried out, at one (1) location.
11. The Jan Sunwai must be followed up with regular follow-ups to check and see if the issue raised has been resolved. For instance – minor property disputes, taking out land records from the Tahisldar's office, issuance of Aadhar cards, or FSSAI licenses for Street Food vendors, amongst others.
12. The Jan Sunwai proceedings can be of 60 – 90 minutes, depending on the target audience.

b. REPORTING AND SUBMISSION

1. The street play must be uploaded as one (1) video, properly edited and formatted.
2. The Teams are encouraged to be as creative as possible while finalizing the Street Play videos (For instance – Background music, different transitions, etc.).
3. The Street Play videos must be uploaded in the Google Form – and kindly give access to the same to – ceera@nls.ac.in
4. The scripts of both the street plays must be uploaded as a PDF file (in regional and English language)
 - a. Font style – Arial Nova (or a Font the Team prefers)
 - b. Font size – 11
 - c. Line spacing – 1.5
 - d. Content – Justified
 - e. The scripts need to be typed

- f. We understand that typing in a regional language is a little difficult, however, we would encourage the same to be typed or else written in neat handwriting on ruled pages and uploaded as a PDF document.
5. The Jan Sunwai session must be recorded – and submitted as one collated video spanning not more than 20 minutes.
6. The editing and formatting of the Jan Sunwai must be clear, as to the issues being addressed and resolved.
7. Kindly upload only the **MP4 file format**.

c. MARKING CRITERIA FOR STREET PLAY & JAN SUNWAI

STREET PLAY

SR. NO.	PARTICULAR	MARKS
1	Content and Relevance of Theme	10
2	Performance and Acting	25
3	Direction and Staging	20
4	Audience Interaction & Script	25
5	Clarity and Communication	10
6	Graphics and Editing	10
Total		100

JAN SUNWAI

SR. NO.	PARTICULAR	MARKS
1	Organization & Planning	10
2	Public Participation	25
3	Transparency and Accountability	20
4	Impact, Outcome & Follow-up provided	25
5	Documentation & Reporting	10
6	Graphics and Editing	10
Total		100

D. REEL MAKING

The primary objective of this event is to engage youth in raising awareness through the creative medium of reels, focusing on digital legal literacy and socio-legal issues. This initiative aims to enhance legal literacy, empower citizens, and foster a proactive approach to legal problems in semi-urban and rural areas.

a. MAKING OF A REEL

1. The duration of each reel can be between **90 seconds to 180 seconds** at max.
2. Each Team must make **6 – 8 reels** in the entire duration of the Competition.
3. Reels must be well-researched and edited in their content.
4. The indicative themes are as follows: Digital safety & cyber-security, Government schemes – for women, and children, start-ups, funding, investment, Rights of vulnerable sections of society, short & impactful case studies on best practices on climate, food security, among others, Legal myths v. Reality, New criminal legislations, Media trials, amongst others.

b. REPORTING AND SUBMISSION

1. All reels must be uploaded as a Google Drive link.
2. The Teams are encouraged to be as creative as possible while finalizing the content and graphics of the reels (For instance – Background music, different transitions, etc.).
3. The reels must be uploaded in the Google Form – and kindly give access to the same to – ceera@nls.ac.in
4. Kindly upload only the **MP4 file format**.
5. Once the reels are vetted and approved by the Organizing Committee, Teams are free to share them on their Social Media platforms and take the reach to the last mile. Kindly post the reels in collaboration with @ceera_nlsiu & @symbiosis_lawschool's Instagram handles.
6. Collaborating with the official handles will also be taken into account while marking this component.

c. MARKING CRITERIA FOR REEL MAKING

Sr. No.	Particular	Marks
1	Content Quality	20
2	Accuracy of Legal Information	15
3	Depth of Insight and knowledge shared	20
4	Creativity & Originality of content	15
5	Engagement & Appeal	15
6	Graphics and Editing	15
Total		100

E. LITIGATION ASSISTANCE LAB

The Litigation Assistance Lab actively engages Teams in providing hands-on support for legal cases, focusing on practical litigation skills and real legal challenges. Teams shall have to work alongside the office of an Advocate or with an Advocate while contributing to Legal Aid matters.

PLEASE NOTE: THIS IS NOT A LEGAL INTERNSHIP.

Teams shall work with the Advocates' offices – in helping them take Legal Aid matters, for instance – providing assistance to Orphans of Justice, assisting in drafting and securing bail for under-trials (if the trial is pending for too long), financial fraud matters, consumer matters (there are a lot of consumer frauds that take place), filing of an FIR, purposeful RTI to the concerned departments, bank loan matters, engage in real client counselling, or other matters, where in Teams actually do the legal assistance work and not just be restricted to research tasks.

a. LITIGATION ASSISTANCE LAB IN ACTION

1. Teams can work with multiple Advocates together, and not just be restricted to one Advocate's office/chamber.
2. Request and explain the purpose of the Litigation Assistance Lab so that the offices engage your services.
3. Alternatively, the Law school can empanel an Advocate/Advocates and conduct a Pro-bono full-time law service clinic within the law school.
4. For this activity it is advised students above the 3rd Year (5-Year course) or 2nd Year and above (3-Year course) take an active part and participate.

b. REPORTING AND SUBMISSION

1. The work carried out under the Litigation Assistance Lab must be documented on a case basis.
2. Each case dealt with – should be documented with the following:
 - a. Facts of the case
 - b. Legal service provided
 - c. Remedy suggested
 - d. Intervention and remedy provided by the Court/Police station/the organisation before which the matter has been approached.
 - e. Conclusion (if the matter has concluded by the end of the Competition) or place a remark that the matter is on-going
3. **The Report for the Litigation Assistance Lab must be provided in a detailed manner and should be submitted along with the Final Report** (as a component of the same). No separate submission of the Litigation Assistance Lab shall be acknowledged.
4. The submission shall be as a PDF document.
 - a. Font style – Arial Nova (or a Font the Team prefers)
 - b. Font size – 11
 - c. Line spacing – 1.5
 - d. Content – Justified
 - e. There should be a Table of Contents and the Teams can be creative in finalizing the Litigation Assistance Lab report.
5. The Report must be certified by the Advocate/Advocates with whom the Teams have worked, with a short remark on the assistance provided. **This will be submitted along with the Final Report.**
6. **There shall be no separate submission of the Litigation Assistance Lab report.**

c. MARKING CRITERIA FOR THE LITIGATION ASSISTANCE LAB

SR. NO.	PARTICULAR	MARKS
1	Legal Support provided	20
2	Assistance in Drafting/preparing Oral submissions	20
3	Remedy or outcome of the assistance provided	20
4	Case-wise analysis of each matter dealt	15
5	Team coordination	15
6	Presentation and organization of the report	10
Total		100

F. FINAL REPORT SUBMISSION

The Final Report shall include a Cover page, Guide to the Table/Table of Contents, Name of the Institution, Name of the Faculty Coordinator, Name of the Student Coordinator, Name of the Core Team members, a two-page Executive summary along with all the 5 components – A, B, C, D & E as mentioned above.

a. PREPARATION OF THE FINAL REPORT

1. The Final Report should not exceed 10,000 words (including footnotes) but excluding annexures & pictures.
2. The Final Report must be submitted alongside, a short **4 – 5 minutes short Testimonial video**. This video – should be about the entire experience and activities carried out during this Competition.
3. This video must be a reflection of the Team's work throughout the entire period of the Competition.

b. REPORTING AND SUBMISSION

1. The Final Report must be submitted as a PDF file only.
2. The Final Report shall have a dedicated section for the Litigation Assistance Lab report.
3. For the **quantitative part** – Teams can make their own table in order to display their work.
4. For the **qualitative part** – Teams can be as creative as possible in presenting the report. They can use graphs, pie-charts, etc. to showcase their entire work. Teams can add their wholesome learning in this entire process.
5. The report can have individual testimonials along with pictures in writing as a part of the same.
6. **The testimonials can be from students, faculties, and people interacted with and engaged during this time.**

7. The Final Report must have the ‘**Declaration Form**’ & ‘**Annexure 1**’ as given below.
8. The final report submitted by each participating institute shall comprise a declaration signed by the Head of the Department/Institution and the Faculty Coordinator certifying the authenticity and originality of the work.
9. The Final Report and Testimonial video must be submitted via a Google Form submission Link which the Organization Committee shall share.
10. If an institute has multiple Team(s) – they must coordinate and mention their Team as Institute Name, Group 1, 2, and so on. For Example, Government Law College, Mumbai: Group 1; Government Law College, Mumbai: Group 2.

c. MARKING CRITERIA FOR THE FINAL REPORT SUBMISSION

Sr. No.	Particular	Marks
1	Executive Summary	10
2	Presentation, Clarity & Language of the report	10
3	Impact of the activities carried out & documented	20
4	Creativity & Innovation in finalizing the report	10
5	Coverage of each aspect of the Competition	20
6	Follow-up and reach provided to the target people	15
7	Testimonial video	15
Total		100

4. TIMELINE, SUBMISSION OF COMPONENTS & IMPORTANT DATES

Sr. No.	Particular	Date & Time
1	RELEASE OF THE COMPETITION	JULY 31, 2024
2	LAST DATE FOR REGISTRATION	AUGUST 24, 2024
3	INAUGURAL OF THE COMPETITION	SEPTEMBER 05, 2024; 03:30 PM
4	FIRST LEGAL AID CONCLAVE	SEPTEMBER 30, 2024; 03:00 PM
5	1. ALL REEL SUBMISSIONS	OCTOBER 12, 2024; 11:59 PM
6	2. JAN SUNWAII VIDEO & STREET PLAY VIDEO SUBMISSION	OCTOBER 15, 2024; 11:59 PM
7	SECOND LEGAL AID CONCLAVE	OCTOBER 30, 2024; 03:00 PM



8	3. LEGAL PODCASTS AND FAQs SUBMISSION	OCTOBER 30, 2024; 11:59 PM
9	THIRD LEGAL AID CONCLAVE	NOVEMBER 08, 2024; 03:00 PM
10	4. SUBMISSION OF SPEED MENTORING COLLATED VIDEO	NOVEMBER 10, 2024; 11:59 PM
11	5. SUBMISSION OF FINAL REPORT + LEGAL AID ASSISTANCE REPORT SUBMISSION	NOVEMBER 15, 2024; 11:59 PM
12	JURY INTERACTION (VIRTUAL)	NOVEMBER 22 & 23, 2024
13	LAW DAY & COMPETITION'S FINALE – ANNOUNCEMENT OF AWARDS & FELICITATION CEREMONY	NOVEMBER 26, 2024; 03:00 PM

PLEASE NOTE:

1. All the time mentioned above is as per the Indian Standard Time (IST).
2. Extension requests of any kind shall not be entertained with regard to the respective submission timelines.

DECLARATION FORM

TO BE ATTACHED TO THE FINAL REPORT

The present report is an independent and original piece of work which highlights the activities carried out by _____ (Name of the Legal Aid Clinic) of _____ (Name of the Institution) under the guidance and supervision of _____ (Name of the Faculty In-Charge) by the following Core-Team Members _____.

The activities described in the Report were carried out in pursuance of the 3rd Edition of the Prof. V.S. Mallar Memorial Legal Aid Competition, 2024 jointly organised by Symbiosis Law School, Pune (SLS-P), Centre for Environmental Law, Education, Research and Advocacy (CEERA) and the National Law School of India University (NLSIU), Bengaluru under the aegis of Department of Justice, Ministry of Law and Justice, Government of India.

We further declare that the faculty and students mentioned in **Annexure – I** of this report were also a part of the exercise.

It is further declared that the information contained in the report is authentic and credible. No misrepresentation or misleading information is being provided in the Report.

NAME OF THE HEAD OF THE INSTITUTION:

DESIGNATION:

DATE:

PLACE & NAME OF THE INSTITUTION:

OFFICIAL SEAL & SIGNATURE



ANNEXURE – 1 TO DECLARATION FORM TO BE ATTACHED TO THE FINAL REPORT

List of Other Faculty and Students who supported the Faculty-in-charge and the Core-Team Members

A. FACULTY COORDINATOR:

SR. NO.	NAME	DESIGNATION
1.		
2.		

B. STUDENTS:

SR. NO.	NAME	DESIGNATION
1.		Legal Aid member
2.		Legal Aid Volunteer
3.		
4.		
5.		
6.		
7.		
8.		
9.		