

**HERITAGE CLUB, Department of History  
KLE SOCIETY'S LAW COLLEGE, BENGALURU**

*(Constituent College of KLE Technological University, Hubballi and Recognized by BCI and Govt. of Karnataka)*

**HERITAGE CLUB – STANDARD OPERATING PROTOCOL**

**Name and Purpose**

**Section A- Name**

**'HERITAGE CLUB', Dept. of History, KLE Society's Law College, Bengaluru.**

**Section B- Purpose**

The aim of this club is to make History an inherent part and parcel of the everyday curriculum alongside other graduate level subjects by way of providing for continuous active and practical learning. It also focuses on places of Importance, cultural or natural heritage as described in UNESCO world heritage as well as state and Central Archaeological survey of India. It is also an attempt to understand all aspects that demarcates the identity of our Indian Heritage or any other Heritage in the world. The club also tries to develop respect in students towards the diversity in cultures by hosting awareness programs at college on how to protect and preserve our monuments and heritage sites.

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**Section C- Aims and Objectives of the Heritage Club:**

The aim of this club is to make History an inherent part and parcel of the everyday curriculum alongside other graduate level subjects by way of providing for continuous active and practical learning. It also focuses on places of Importance, cultural or natural heritage as described in UNESCO world heritage as well as state and Central Archaeological survey of India. It is also an attempt to understand all aspects that demarcates the identity of our Indian Heritage or any other Heritage in the world. The club also tries to develop respect in students towards the diversity in cultures by hosting awareness programs at college on how to protect and preserve our monuments and heritage sites.

Conducting various programs in collaboration with the Government, various institutional bodies - individually and alongside related organizations interested in the activities of the Heritage Club. The programme has been designed in a way to build and create awareness alongside honing knowledge in different aspects in the field of Heritage with regards to:

- I. Learning about importance of Heritage related matters such as History, Archaeology, Inscriptions, Monuments, Legal History, Coins, museums etc.
- II. Outreach programs and education on Museums



- III. Conducting the training programs and awareness programs for students in the field of History and Archaeology. Example: Excavation, exploration, Heritage walk, Trekking, Workshops, Documentation methods, debate, drawing, quiz etc.
- IV. Visit to the museum for learning ancient Antiquities, copper plates, inscriptions, coins, etc.
- V. Visit to the Archives for learning ancient documents, orders, Judgments, etc.
- VI. Conservations techniques at college as well as at Historical or Archaeological sites.
- VII. To raise awareness about preserving the heritage of the country.
- VIII. To organise training and awareness program on traditional Agriculture, food habits, Folklore and heritage knowledge with children and students.
- IX. To Conduct cultural, social and educational development programs such as symposium, discussion, student's fairs, festivals, conferences etc.
- X. To Provide education on Ancient traditional customs, administration, preservation and conservation at college as well as at historical sites.
- XI. To provide Legal insights, awareness pertaining to policy making and implementation of legislations related to protection of heritage, among others.
- XII. To provide small research grant to Legal Students and Scholars in order to conduct cutting edge research in various fields of Archaeology, History, Heritage, Art, Tribal studies, Legal History that have theoretical, practical, policy implementation value and applicability. The research projects may be on any one of the mentioned disciplines or maybe multi-disciplinary in nature.
- XIII. Demonstration of the method of reading ancient records and preservation.
- XIV. Demonstration of the method of court system in ancient administration.
- XV. Demonstration of the method of reading inscription and manuscripts.
- XVI. The technique used to construct massive Burials.
- XVII. The primitive organ of ancient human life is his daily use of materials, such as pottery, bead making, dieting, and rituals.
- XVIII. Demonstration of stone-making techniques used by Stone Age man in collaboration with skilled scholars.
- XIX. Demonstration of the method of iron making in ancient times.

**Section D- Student/ Scholars and Public who become a member of Heritage club will receive:**

- I. Heritage club badge to become a part of the growing community of being a proud heritage protector.
- II. **"Best Student Heritage Protector"** Award will be given to active students on the basis of various activities undertaken by the Heritage club of the College to preserve Indian Heritage.
- III. Certificate will be providing to all participant students for each activity and Appreciation Certificate will be given at end of the academic year for regular participation.

## **Section E- Membership**

The members of Heritage Club shall be composed of the following classes of Members:

- (i) Life Members (Anyone)
- (ii) Institutional Members
- (iii) Alumni Members
- (iv) Student Members
- (v) Faculties and Ph.D. research Scholars

**(i) Life Members:** A student, Scholar, and any public who has faith on the objectives of the Heritage Club to work for it and Pays Rs 1000 only as a subscription for the Heritage Club once in a life time will be a life member of the Heritage Club, Dept of History, KLE Society's Law College.

**(ii) Institutional Members:** Any Academic or Cultural body, Including, NGO's Trusts, Societies, or a University Department interested in Heritage, culture or social works. They shall collaborate with heritage club activities and pays Rs 5000 only as a subscription for the Heritage club.

**(iii) Alumni Members:** A alumni member of KLE Society's Law college who has faith on the objectives of the Heritage Club to work for it and Pays Rs 1000 only as subscription for the Heritage club once in a life time will be life member of the Heritage Club.

**(iv) Students Members:** Mainly Any student member (Above Graduation level) interested in the Heritage club activities especially in the preservation of natural resources and cultural heritage of the country and Pays Rs 250 only as subscription for three years.

**(v) Faculties and PhD research Scholars:** Any faculties and scholars from across India who has faith on the objectives of the Heritage Club and pays Rs 500 only as subscription for three years.

### **Section E (1) – Eligibility**

Any KLE Society's student and members from other college/institutions, scholars, irrespective of his/her nationality and ethnicity, is eligible to join the club. Heritage Club does not encourage membership based on racial, religious, and ethnic backgrounds. Heritage Club firmly believes in **equal opportunity** for all its members.

### **Section E (2) – Restrictions**

A minimum of 3 Heritage Club general body meeting and activities attendance in previous academic year are required for the returning students to be considered active members.

New Students are given an opportunity to be members in his/her first year.

Also, all returning students who did not get an opportunity to attend the meetings in the previous academic year for various reasons are also given an opportunity to be an active member by just enrolling or participating in the club activities for the academic year and life time as well.



### **Section E (3) – Termination of membership**

Non-adherence to rules may lead to termination of membership at the discretion of the Heritage Club. The Heritage Club reserves sole authority in this regard and decisions taken by it shall be final and binding in all matters.

Adherence of rules includes the rules specified time to time by the Heritage Club.

### **Section E (4)- Faculty/Staff Advisor**

The duties and responsibilities of the any Faculty/Staff Advisor shall be to:

1. Advise and stimulate interest in the organization.
2. Provide guidance in the development and implementation of programs and activities.
3. Serve as a liaison between the Heritage Club and the organization; interpreting, if necessary, the Heritage Club policy and philosophy.
4. Attend meetings and activities regularly.

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### **Faculties Executive Committee**

#### **Section A– Responsibility**

The entire management of the club shall be vested in the hands of the Executive Committee, Primarily the Principal, Club Convenor/Coordinator, IQAC Co-Ordinator and three faculty members.

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#### **Section B-**

#### **Student Executive Committee**

##### **Section B (1) – Officers**

The students officers shall be the President, Vice President, Secretary, Treasurer, Cultural Coordinator, Sports Coordinator and other two executives members.

##### **Section B (2) – Eligibility**

Any active/current Heritage Club member who has stayed with Heritage Club for at least two one regular semesters [Summer sessions applicable] is eligible to take part in the higher levels of Heritage Club Executive Committee [President, Vice President, and Secretary, and Treasurer only]. No special requirements are needed for being the sports Coordinator, and the Cultural Coordinator. Meeting the above-mentioned requirements is a must to be eligible.

#### **Section C (3) – Cultural Coordinator**

The Cultural Coordinator is responsible for coordinating all cultural activities and ensuring that the club's cultural programs are of high quality and are in line with the school's overall goals.

### ***Section B (3) – Term***

The Heritage club shall actually serve for a period of one academic year and their term of HC shall begin at the commencement of Fall Semester every year. However, this can be amended by the virtue of general consensus and majority preferences.

### ***Section B (4) – Absences and Vacancies***

If a vacancy occurs in the office of student President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

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## ***Section C- Duties of Students Executive Committee***

### ***Section C (1) – President***

The President is responsible to preside at Students Executive Committee membership meetings and general meetings, appoint special committees with the approval of the Faculties Executive Board, present an annual report, and perform other such duties as may be required by the SOP or resolutions of the Executive Committee.

### ***Section C (2)– Vice President***

The Vice President is responsible to preside in the absence of the President and to perform other such duties as may be required by the SOP or resolutions of the Executive Committee. In short, the Vice President shall enact the right hand of the President in making and taking decisions, agreeing to a general consensus and backing-up the President in various other aspects. He/she is also responsible for planning and organizing publicity for activities and special events.

### ***Section C (3) – Secretary***

The Secretary is responsible to attend to all general correspondence of the organization and to keep minutes of all Executive Committee and Membership meetings and to preserve the records of the organization. He/she shall also perform other such duties as may be required by the bylaws or resolutions of the Executive Committee.

### ***Section C (4) – Treasurer***

The Treasurer is responsible to supervise the financial administration of all revenues, periodically report to the Executive Committee and membership on the financial condition of the organization, and to perform other such duties as may be required by the bylaws or resolutions of the Executive Committee. The Treasurer's job is a high-risk job. Therefore, the Treasurer is advised to keep track of the financials in a close and confidential manner until it is time to disclose them before the members.

### ***Section C (5) – Cultural Coordinator***

The Cultural Coordinator is responsible for coordinating activities in relation to cultural nights and special events such as festive get-togethers [Sankranthi, Ugadi, Ganesha, Dasara, Diwali,



Onam, Holi, Eid, Christmas, etc.]. This includes assigning responsibilities to participants, taking care of their needs, and leading and guiding them in every way possible. The Cultural Coordinator is also responsible in keeping the Web Designer updated about new issues and events, and making sure that the mentioned changes are posted on Heritage Club's / College website.

### **Section C (6) – Sports Coordinator**

The sports Coordinator is responsible for organizing sports activities individually / collaboration with any sports board. The primary goal of organizing such events shall be to promote cultural understanding and also to enhance the club's welfare. The sports Coordinator will be responsible for conducting heritage/traditional games and activities.

**Note: Prior information should be given by the members in case of withdrawal from the membership or executive committee shall dismiss the position of students members with approved by the board /Principal.**

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### **Committees**

The club shall have the following sub-committees and sub-clubs. The members of the committee will be assigned to each of these sub-committees and shall follow the rules and regulations set by the executive committee. Prior information should be given by the members in case of withdrawal from the membership.

1. Heritage Club Research Forum
2. Heritage Club calendar Committee
3. Organizing Committee
4. Publicity and media committee
5. UNESCO Club
6. Cultural Committee (Heritage, Tradition, Fine Arts, Film, literary etc.)
7. Adventure, Nature and wildlife club
8. Archives Club
9. Legal History Service/Panel Discussion committee
10. Traditional Knowledge and Festivals Committee
11. Kali-Kannada Parampare

### **Duties of Students Executive Committee**

#### **1. Research Committee:**

- To create a conducive environment for promotion of Research pertaining to Heritage, Culture and allied fields.
- To encourage students to apply for Major and Minor Research Projects.
- To review and oversee the implementation of College's policy on research ethics.

- To monitor research submissions and to address shortcomings in the same in consultation with other Committee members and faculties so as to facilitate high quality research activities.

## 2. **Calendar Committee:**

- To prepare and float the calendar of events post prior consultation with the faculty co-ordinators.
- To make necessary amends in the calendar of events as and when required
- To co-ordinate with members of all the sub-committees and faculty co-ordinators of the Heritage Club.

## 3. **Organizing Committee:**

- To prepare the agenda and detailed plan of action in consultation with the concerned sub-committees and faculty co-ordinators prior to hosting any event under the Heritage Club.
- To co-ordinate in finalizing and sending invitation to guest speakers.
- To co-ordinate in setting the chosen venue (stage decoration, ambience etc.) and making necessary arrangements prior to hosting any event under the Heritage Club.
- To maintain records of all expenses in conducting the aforementioned activities.

## 4. **Publicity and media Committee**

- To advertise all the Heritage Club events in relevant social media platforms.
- To establish links with the local media and provide regular reports and press releases
- Collaborate and strategize with the Board and others throughout the organization on incorporating relevant social media techniques into the organization.

## 5. **UNESCO Committee:**

- Strive to organize events and competitions in collaboration with UNESCO.
- To follow the guidelines of a document entitled "*Operational Guidelines for the Implementation of the World Heritage Convention*", Which is regularly revised by the Committee to reflect new concepts, knowledge or experiences.

## 6. **Cultural Committee:**

- To organize and host Heritage, Folk, Tradition, Fine Arts, Film, Literary events.

## 7. **Adventure, Nature and wildlife Committee:**

- To organize trekking and allied adventure activities in consultation with the faculty co-ordinators prior to hosting any event.



### Archives Committee:

- Collection of information pertaining to select historical documents and records that provide insights pertaining to historical places, institutions, groups of people.
- To maintain reports and records of visits to historical sites and other events organized by the Heritage Club.
- To collate such information and circulate it with the sub-committees regularly.

### Legal History Service/Panel Discussion Committee:

- To organize panel discussions in collaboration with historians, Archaeologists and eminent personalities connected with preservation of Heritage and culture.


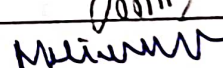



### 10. Traditional Knowledge and Festivals Committee:

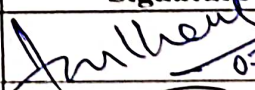
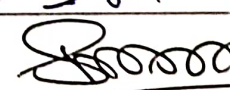
- To spread awareness pertaining Traditional Knowledge in collaboration with other sub-committees
- To organize an event that exposes members to the practical nuances pertaining to laws related to Traditional Knowledge.

### 11. Kali-Kannada Parampare:

- To actively promote and encourage learning of Kannada language.
- To host activities pertaining Heritage and culture of Karnataka in Kannada.

This Standard Operating Procedure (SOP) has been adopted with the presence of executive members and advisory members on 03-09-2022.

SL NO	Executive Member's	Signature
1	Dr. J M Mallikarjunaiah, Chairman	
2	Dr. Manojkumar V Hiremath, IQAC Coordinator	
3	Mr. Praveen Kumar K Coordinator/Convener Asst. Professor of History	 3/9/2022
4	Mr. Jayanth S Kashyap, Member Asst. Professor of Business Management	
5	Ms Zeenia, Member Asst. Professor of Law	

SL NO	Advisory Board Members	Signature
1	Dr. Aswathanarayana, Rtd Professor Department of History, University of Bengaluru.	 03/09/2022
2	Dr. S K Aruni Deputy Director Southern Circle, ICHR, Bengaluru.	



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**Resolution of the Heritage Club Executive Board**

Heritage Club, Meeting of the Committee constituted for start the Research fund scheme in Heritage Club, Dept of History, KLE Societies Law College.

The Meeting convened on **02-08-2022**, 11.00 AM at Conference Room, KLE Societies Law College

Following executive faculty members were present.

SL NO	Executive Member's
1	Dr. J M Mallikarjunaiah, Principal and Chairman
2	Dr. Manojkumar V Hiremath, IQAC Coordinator
3	Mr. Praveen Kumar K, Coordinator/Convenor, Heritage Club
4	Mr. Jayanth S Kashyap, Club Member Asst. Professor of Management
5	Ms Zeenia, Club Member Asst. Professor of Law

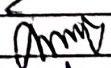
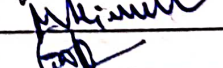

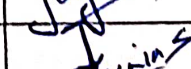
All the members went through thoroughly the proposal which was proposed by Heritage Club, for providing the small research grant to conduct the cutting-edge research by students, Scholars and Professional.

**The meeting proceedings.**

- The Club Convenor welcomed all the members
- The committee has decided to award a maximum of 4 small study and cutting-edge research projects grants with a duration of up to 3 Months and a grant up to not exceeding 15,000 INR for the purpose of undertaking fieldwork, for the acquisition of research materials, and other relevant sources, or those undertaking small scale data collections.

The meeting ended with thanks to the Chair.

Signature of the Committee Members

SL NO	Executive Member's	Signature
1	Dr. J M Mallikarjunaiah, Principal and Chairman	
2	Dr. Manojkumar V Hiremath, IQAC Coordinator	
3	Mr. Praveen Kumar K, Coordinator/Convenor	
4	Mr. Jayanth S Kashyap, Club Member Asst. Professor of Management	
5	Ms Zeenia, Club Member Asst. Professor of Law	