

NATIONAL LAW UNIVERSITY DELHI

STATUTES AND REGULATIONS

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NOTE: 1. FOR RECRUITMENT & PROMOTION OF TEACHING STAFF THE UNIVERSITY HAS ADOPTED UGC REGULATIONS ON “MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE

MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010” (Adopted vide E.C. Resolution No.2.3 dated 31.12.2011 and amendments issued by UGC adopted vide resolution No.1.5 dated 28.11.2013)

2. The Executive Council vide Reso. No.2.9 of its meeting held on 11.08.2015 has approved that in terms of Section 25(2) of the National Law University, Delhi Act 2007, the word “Rules” wherever appearing in the Rules/Regulations approved by the Executive Council may be substituted with the word “Regulations”.

NATIONAL LAW UNIVERSITY, DELHI

[Established by the Govt. of NCT of Delhi vide National Law University Act No.1 of 2008]

Sector 14, Dwarka, New Delhi-110078

(Approved by Governing Council vide item No.5 of its meeting held on 19.03.2010)

STATUTES

Short Title	Statute No.		
Commencement.	1	(1)	These Statutes may be called the National Law University Statutes, 2010.
		(2)	They shall come into force on the date of their approval by the Governing Council.
Definitions	2		In these Statutes, unless the context otherwise requires; (a) “Act” means the National Law University Act 2007(Act No.1 of 2008); (b) “clause” means a clause of the Statutes in which that expression occurs; (c) “Section” means Section of the National Law University Delhi Act; (d) “University” means National Law University Delhi; (d) “Governing Council” means the Governing Council of the University; (e) “Executive Council” means the Executive Council of the University; (f) “Academic Council” means the Academic Council of the University; (g) “Finance Committee” means the Finance Committee of the University; (h) “Planning Board” means the Planning Board of the University; (i) “Chancellor” means Chancellor of the University; (j) “Vice-Chancellor” means Vice-Chancellor of the University; (k) “Registrar” means Registrar of the University;
Chancellor	3	(1)	The Chief Justice of High Court of Delhi will be the Chancellor of the University
		(2)	The Chancellor shall be Ex-officio Chairperson of the Governing Council. However the Visitor when present shall preside over the meetings of the Governing Council
		(3)	The Chancellor, if he so desire, may attend the meeting of any authority of the University. When present, he will preside over the meeting of the authorities.
		(4)	The Chancellor shall have the powers as provided under Section 8 of the National Law University, Delhi Act

		(5)	The Chancellor shall be the competent authority to sanction any kind of leave to the Vice-Chancellor
Vice-Chancellor	4	(1)	The Vice-Chancellor shall be whole-time salaried Officer of the University
		(2)	The Vice-Chancellor shall be appointed by the Chancellor in the manner as provided in Section 20 of the Act
		(3)	The emoluments and other conditions of service of the Vice-Chancellor shall be at par with the Vice-Chancellor of a Central University prescribed by the Central Govt./U.G.C. from time to time. He shall be entitled to the free use of the University staff car and, without payment of rent, to the use of furnished residence of the University throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such staff car and residence;
		(4)	In addition to the salary specified in sub-clause (3) above, the Vice-Chancellor shall be entitled to such leave, benefits and other allowance as are admissible to the University employees from time to time.
		(5)	The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Chancellor.
			<p>Provided that when an employee of Central, any State Govt., other University, Autonomous Bodies etc. is appointed as Vice-Chancellor, he may be allowed to continue to be member of provident fund, pension scheme of which he is a member and the University shall contribute towards leave salary and pension contribution/contributory provident fund to his parent department at the admissible rates. However, if the contribution is paid by the Vice-Chancellor from his personal account, the amount will be reimbursed to him by the University. In case the Vice-Chancellor is a retired person he shall be entitled to contribution towards the E.P.F./C.P.F and University shall also contribute towards his E.P.F./C.P.F. at the prescribed rates during his tenure as Vice-Chancellor.</p>
		(6)	The Vice-Chancellor shall be entitled to travel by air in business class and shall be entitled to travelling/other allowances prescribed by the Executive Council from time to time.
		(7)	The authority competent to sanction leave to the Vice-Chancellor shall be the Chancellor

		(8)	The Vice-Chancellor shall have the powers to convene emergency meeting of any authority of the University at a short notice.
Powers & Functions of Vice-Chancellor	5	(1)	The Vice-Chancellor shall be ex-officio Chairperson of the Executive Council, the Academic Council, the Finance Committee and the Planning Board.
		(2)	The Vice-Chancellor shall Chair the meetings of the Governing Council in the absence of the Visitor/Chancellor.
		(3)	The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote unless he is a member of such authority or body.
		(4)	The Vice-Chancellor shall be empowered to grant leave to any Officer of the University and make necessary arrangements for the discharge of the functions of such Officer during his absence.
		(5)	The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and, if he so decides may delegate such power to another officer of the University.
		(6)	The Vice-Chancellor shall have the power to make appointments as per provisions of the Act, Rules and Regulations.
		(7)	The Vice-Chancellor may use emergency powers as provided under Section 20(7)(g). Provided that, if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final. Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Executive Council.
		(8)	The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.
Registrar	6	(1)	The Registrar shall be appointed by the Chancellor as per the provision under Section 21 of the Act.
		(2)	The emoluments and other conditions of service of the

		<p>Registrar shall be equivalent to the Registrar of a Central University or as prescribed by the Ordinances, Rules & Regulations.</p> <p>(3) If the office of the Registrar is vacant or when the Registrar is unable to perform his duties due to ill health or any other cause, the Vice-Chancellor shall have the authority to assign the duties of the Registrar to a teacher/officer of the University until the new Registrar assumes his office or until the existing Registrar attends to the duties of his office, as the case may be.</p> <p>(4) The Registrar shall have the powers to take disciplinary action against non-teaching employees in accordance with such procedure as may prescribed by regulations.</p> <p>(5) An appeal shall lie to the Vice-Chancellor against any order made by the Registrar in pursuance of Clause(4).</p> <p>(6) In cases where an inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, consequent to the inquiry, make a report to the Vice-Chancellor alongwith his recommendations for such action as the Vice-Chancellor may deem fit.</p> <p>Provided that in such a case an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty on an employee.</p> <p>(7) The Registrar shall: (a) issue notices and convene meeting of authorities of the University and the committee(s) constituted by such authorities; (b) keep the minutes of the meetings of the authorities and the committee(s) constituted by authorities; and (c) Conduct the official proceedings and correspondence;</p> <p>(8) The Registrar shall represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose.</p> <p>(9) The Registrar shall perform such other functions as may be specified in the Act, Statutes, Ordinances or Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.</p>
Heads of the Departments	7	The Heads of the Departments shall exercise such powers and discharge such duties as may be prescribed by the Regulations.

Other Officers of the University	8		In addition to the Officers prescribed in the Act, the following shall be other Officers of the University:- 1. Proctor 2. Chief Warden The Proctor and the Chief Warden will be appointed by the Vice-Chancellor from senior teachers of the University
The Governing Council	9	(1) (2) (3) (4)	The Governing Council shall be the supreme authority of the University. The composition of Governing Council shall be as provided under Section 11 of the Act The powers and functions of the Governing Council shall be as prescribed under Section 12 of the Act. The Governing Council shall have the powers to decide the matter not otherwise provided for.
The Executive Council	10	(1) (2) (3) (4) (5)	The composition of Executive Council shall be as provided under Section 13 of the Act. The Executive Council shall have the powers and functions as prescribed under Section 14 of the Act. The Executive Council shall have the powers of management and administration of affairs of the University not otherwise provided for. The Executive Council may delegate any of its powers to the Vice-Chancellor, and on the recommendations of the Vice-Chancellor to the Registrar or any other officer, employee or authority of the University or to a Committee appointed by it. The Executive Council shall exercise all the powers of the University not otherwise provided for by the Act, the Statutes, the Ordinances and the Regulations for the fulfillment of the objects of the University.
The Academic Council	11	(1) (2) (3)	The composition of the Academic Council shall be as prescribed under Section 15 of the Act. The term of nominated members of the Academic Council shall be as specified under Section 15 of the Act. A member of the Academic council shall cease to be member, if he/she resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence, involving moral turpitude. A member other than the Vice-Chancellor or teacher shall also cease to be a member if he/she accepts a full time appointment in the University,

		<p>or if he/she, being a teacher fails to attend three consecutive meetings of the Academic council without the leave of the Vice-Chancellor.</p> <p>(4) A member of the Academic Council other than an ex-officio member, may resign his/her office by a letter addressed to the Vice-Chancellor and such resignation shall take effect as soon as it has been accepted by him/her.</p> <p>(5) Any vacancy in the Academic council shall be filled by nomination by the respective nominating authority and on expiry of the period of vacancy, such nomination shall cease to be effective.</p> <p>(6) Subject to the provisions of the Act, Statutes and Regulations and overall supervision of the Executive Council, the Academic Council shall manage the academic affairs and matters in the University and exercise such powers and discharge such functions as prescribed under Section 16 of the Act</p>
The Planning Board	12	<p>(1) The Planning Board shall consist of the Vice-Chancellor and not more than ten members to be nominated by the Executive Council on the recommendations of the Vice-Chancellor.</p> <p>(2) All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years</p> <p>(3) The Planning Board may design and formulate appropriate plans for development and expansion of the University, and it may, in addition, advise the Executive Council and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University.</p> <p>(4) The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.</p> <p>(5) The Planning Board will meet at such intervals as is deemed expedient but at least once in a year</p>
The Dispute Redressal Committee	13	<p>(1) The composition and scope of functioning of the Dispute Redressal Committee will be as provided under Section 17 of the Act.</p> <p>(2) The procedure for functioning of the Dispute Redressal Committee shall be as prescribed by rules and regulations.</p>
The Finance Committee	14	<p>(1) The composition of the Finance Committee shall be as prescribed under Section 18 of the Act.</p>

		<p>(2) The term of nominated members of the Academic Council shall be as specified under Section 18 of the Act.</p> <p>(3) A member of the Finance Committee shall cease to be member, if he/she resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence, involving moral turpitude.</p> <p>(4) A member of the Finance Committee other than an ex-officio member, may resign his/her office by a letter addressed to the Vice-Chancellor and such resignation shall take effect as soon as it has been accepted by him/her.</p> <p>(5) Any vacancy in the Finance Committee shall be filled by nomination by the respective nominating authority and on expiry of the period of vacancy, such nomination shall cease to be effective.</p> <p>(6) Subject to the provisions of the Act, Statutes and Regulations and overall supervision of the Executive Council, the Finance Committee shall exercise such powers and discharge such functions as prescribed under Section 18 of the Act.</p>
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REGULATIONS FOR THE CONDUCT OF THE MEETINGS OF THE GOVERNING COUNCIL

(Approved by Executive Council vide item No.26 of its meeting held on 30.01.2010)

I. Short Title:

These regulations shall be called the Regulations for the conduct of the meetings of the Governing Council.

2. Chairperson:

- (1) The Visitor when present shall preside over the meeting of the Governing Council {Section-7(2) of the Act}.
- (2) The Chancellor, when present and in the absence of the Visitor shall preside over the meetings of the Governing Council {Section 8(2) of the Act}
- (3) In the absence of the Visitor and the Chancellor, the Vice-Chancellor shall preside over the meetings of the Governing Council (Section 20-7(c) of the Act} and in his/her absence the Council may elect one of its members to the Chair

3. Convening of Meetings

- (1) A written notice of every meeting shall be circulated by the Registrar to the members of the Governing Council atleast 15 days before Meeting {Section 12(5) of the Act}.
- (2) The Vice-Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.
- (3) The Governing Council shall meet at least once in a year. An annual meeting of the Governing Council shall be held on a date to be fixed by the Executive Council, unless some other date has been fixed by the Governing Council in respect of any year{Section 12(2) of the Act}.
- (4) The meeting of the Governing Council shall be called by the Chancellor or by the Vice-Chancellor either on his own or at the request of not less than ten members of the Governing Council {Section 12(4) of the Act}.

4. Agenda Items

- (1) Items for the agenda alongwith notes shall be circulated to the members of the Governing Council atleast 7 days in advance of the date of the meeting.
- (2) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
- (3) The Chairperson of the Governing Council may, however, permit inclusion of any item for which due notice could not be given.

5. Quorum:

One-half of the members existing on the rolls of the Governing Council shall form the quorum.{Section 12(6) of the Act}.

6. Ruling of the Chair:

The ruling of the Chairperson of the Governing Council in regard to all questions on procedure shall be final.

7.Minutes of the Meeting

The minutes of the meeting of the Governing Council shall be recorded by the Registrar(Secretary) and will be approved by the Chairperson of the Governing Council. The Minutes approved by the Chairperson shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within 15 days of the circulation to the Registrar (Secretary)

REGULATION FOR THE CONDUCT OF THE MEETINGS OF THE EXECUTIVE COUNCIL

(Approved by Executive Council vide item No.26 of its meeting held on 30.01.2010)

1. Short Title :

These regulations shall be called the Regulations for the conduct of the meetings of the Executive Council.

2. Chairperson:

Every meeting of the Executive Council shall be presided over by the Vice-Chancellor and in his absence by a member chosen by the members present {Section 14(8) of the Act}.

3. Convening of Meetings

- (1) The meeting of the Executive Council shall be called by the Registrar under instructions of the Vice-Chancellor or at the request of not less than five members of the Executive Council {Section 14(4) of the Act}.
- (2) A written notice of every meeting shall be circulated by the Registrar to the members of the Executive Council atleast 15 days before Meeting {Section 14(3) of the Act}.
- (3) The Vice-Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.
- (4) The Executive Council shall meet, at least, once in three months {Section 14(3) of the Act}

4. Agenda Items

- (1) Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Council atleast 7 days in advance of the date of meeting.
- (2) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
- (3) The Chairperson of the Executive Council may, however, permit inclusion of any item for which due notice could not be given.

5. Quorum:

One half of the members of the Executive Council shall form the quorum at any meeting {Section 14(5) of the Act}

6. Ruling of the Chair: The ruling of the Chairman of the Executive Council in regard to all questions on procedure shall be final.

7. Minutes of the Meeting

The minutes of the meeting of the Executive Council shall be recorded by the Registrar (Secretary) and will be approved by the Chairperson of the Executive Council. The Minutes approved by the Chairperson shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within 15 days of the circulation to the Registrar (Secretary)

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REGULATIONS FOR THE CONDUCT OF THE MEETINGS OF THE ACADEMIC COUNCIL

(Approved by Executive Council vide item No.26 of its meeting held on 30.01.2010)

1. Short Title:

These regulations shall be called the Regulations for the conduct of the meetings of the Academic Council.

2. Chairperson:

Every meeting of the Academic Council shall be presided over by the Vice-Chancellor and in his/her absence by the member chosen in the meeting to preside on the occasion {Section 16(6) of the Act}.

3. Convening of Meetings

- (1) A written notice of every meeting shall be circulated by the Registrar to the members of the Academic Council atleast 15 days before Meeting.
- (2) The Vice-Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.
- (3) The Academic Council shall meet as often as may be necessary, but not less than two times during an academic year{ Section 16(2) of the Act}.

4. Agenda Items

- (1) Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Council atleast 7 days in advance of the date of meeting.
- (2) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
- (3) The Chairperson of the Academic Council may, however, permit inclusion of any item for which due notice could not be given.

5. Quorum:

One half of the existing members of the Academic Council shall form the quorum for a meeting of the Academic Council{Section 16(3)}.

6. Ruling of the Chair: The ruling of the Chairperson of the Academic Council in regard to all questions on procedure shall be final.

7. Minutes of the Meeting

The minutes of the meeting of the Academic Council shall be recorded by the Registrar(Secretary) and will be approved by the Chairperson of the Academic Council. The Minutes approved by the Chairperson shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within 15 days of the circulation to the Registrar (Secretary).

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REGULATIONS FOR THE CONDUCT OF THE MEETINGS OF THE FINANCE COMMITTEE

(Approved by Executive Council vide item No.26 of its meeting held on 30.01.2010)

1. Short Title :

These regulations shall be called the Regulations for the conduct of the meetings of the Finance Committee.

2. Chairperson:

The Vice-Chancellor shall preside over the meetings of the Finance Committee and in his absence, a member elected at the meeting shall preside (Section 18(5) of the Act)

3. Convening of Meetings

- (1) A written notice of every meeting shall be circulated by the Registrar to the members of the Finance Committee atleast 15 days before Meeting.
- (2) The Vice-Chancellor may authorise the convening of an emergency meeting of the Finance Committee at short notice to consider issues of special importance or urgency.
- (3) The Finance Committee shall meet, at least, thrice in every year{Section 18(4) of the Act}.

4. Agenda Items

- (1) Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Finance Committee atleast 7 days in advance of the date of meeting.
- (2) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
- (3) The Chairperson of the Finance Committee may, however, permit inclusion of any item for which due notice could not be given.

5. Quorum:

Three members of the Finance Committee shall form the quorum{Section 18(4) of the Act}.

6. Ruling of the Chair: The ruling of the Chairperson of the Finance Committee in regard to all questions on procedure shall be final.

7. Minutes of the Meeting

The minutes of the meeting of the Finance Council shall be recorded by the Registrar(Secretary) and will be approved by the Chairperson of the Finance Committee. The Minutes approved by the Chairperson shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within 15 days of the circulation to the Registrar (Secretary).

NATIONAL LAW UNIVERSITY DELHI

Regulations for Appointment, Promotion, terms & conditions of service of teachers & other academic staff in National Law University Delhi

(Approved by the Executive Council vide item No.2.5 dated 12.08.2016)

1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Regulations may be called “National Law University, Delhi Regulations for appointment, promotion, terms & conditions of service of teachers & other academic staff, 2016.” These Regulations shall apply to the teachers and other academic staff in the University.
- 1.2 These Regulations shall come into force with effect from the date of approval or otherwise as decided by the Executive Council of the University.

2. DEFINITIONS

- 2.1 ‘University’ means the National Law University, Delhi
- 2.2 ‘Government’ means Govt. of NCT of Delhi and/or Govt. of India as the case may be as per the context.
- 2.3. "UGC' Means University Grants Commission.

3. CLASSIFICATION

- 3.1 The details of sanctioned academic posts and the Pay Band / Grade Pay attached there to, shall be as specified in Annexure “A”.
- 3.2 The National Law University, Delhi may create new posts/cadres as it deems fit.

4. RECRUITMENT & PROMOTION: PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, LIBRARAIN, DEPUTY LIBRARAIN, ASSISTANT LIBRARAIN, DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS.

- 4.1 For recruitment & promotion of teaching & other academic staff, the University has adopted UGC regulations on “minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010” (Adopted vide E.C. Resolution No.2.3 dated 31.12.2011 and amendments issued by UGC adopted vide resolution No.1.5 dated 28.11.2013). Therefore, the University will follow the UGC regulations for recruitment & promotion of teachers & other academic staff on regular basis in the University. **(The Executive Council adopted 3rd and 4th amendments in the Regulations notified by the UGC. Vide item No.2.7 dated 12.08.2016)**
- 4.2 The appointing authority shall be as specified under Section 20(7)(d) of the National Law University, Delhi Act, 2007.

4.3 Service Agreement as per Annexure- B will be signed by the teachers & other academic staff

5. **MEDICAL FITNESS**

5.1. On first appointment

Every person, on first appointment in the University through direct recruitment on regular basis shall be required to produce a medical certificate of fitness in the prescribed form from the Medical Officer of the University or competent authority of a Govt. hospital of Govt. of NCT of Delhi/Govt. of India. In case the candidate is not declared fit by the Medical Officer, the candidate may prefer an appeal within a month against the findings of the Medical Officer examining him, to the Vice-Chancellor who, after considering the appeal of the candidate, may refer the candidate to the Medical Board of a Govt. of NCT of Delhi/Govt. of India Hospital for undergoing fresh Medical Examination and the decision of the Medical Board shall be final.

5.2 For efficient discharge of duties

The competent authority may require the person to appear before a medical board of a Govt. of Delhi/Govt. of India Hospital to test physical or mental fitness of the teacher necessary for the efficient discharge of the duties of his post, whenever it has reasons to believe that the teacher is not fit to perform his duties satisfactorily. The person shall have the right to appeal to the appellate medical board against the decision of the first medical board. Only such person shall be allowed to join the service who is declared medically fit to efficiently discharge the duties by the medical board.

6. **JOINING TIME**

The joining time shall be specified in the appointment letter. In exceptional cases, the Vice-Chancellor at his discretion may allow the extension of joining time, which shall in no-case shall be more than six-months.

7. **DECLARATION OF AGE**

The employee shall make a declaration of his age to the University at the time of his entry into service, based on his birth certificate/matriculation or equivalent certificate. After the declaration of the age and acceptance of the same by the University, it shall be legally binding on him and no revision of age shall be allowed to be made, at a later date for any purpose whatsoever.

8. **WHOLE TIME EMPLOYEE**

8.1 Unless other expressly provided for, the whole time employee shall be at the disposal of the University and he/she shall serve the University in such capacity and in such a manner and at such place/s as he/she may, from time to time, be directed by the University.

8.2. An employees of the University may be called upon to perform any duty as may be assigned to him/her in the interest of and for the purposes of the University.

9. **PAY AND ALLOWANCES**

- 9.1 The teachers appointed by the University shall be placed in the Pay Scales, Pay Band & Grade Pay as adopted/approved by the Executive Council from time to time in accordance with the U.G.C. guidelines, if any. They shall draw Pay & allowances on such Pay Scales, Pay Band, Grade Pay as admissible from time to time.
- 9.2. Incentives for higher qualifications will be admissible as per UGC regulations.

10. **ANNUAL INCREMENTS**

- 10.1 An annual increment equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP shall be granted to each employee as a matter of course w.e.f. 1st July of every year which falls due as per as per rules unless it is withheld. The guidelines/clarifications issued by the Govt. of NCT of Delhi/Govt. of India from time to time will be followed for allowing annual increments.
- 10.2 That the University shall pay the said person Pay Band applicable for the post with the Academic Grade Pay besides other allowances admissible as per regulations from time to time.

Provided that increment may be withheld or postponed with or without commutative effects by a resolution of the Executive Council on a reference by the Vice-Chancellor. However, before withholding or postponing the increment, the teacher shall be given sufficient opportunity to make a representation in writing.

11. **SENIORITY**

The seniority of an employee shall be determined in accordance with the following principles:

- i) Where two or more employees are selected at the same time for appointment, seniority shall be based on the ranking given by the Selection Committee provided that the date of joining in case of a teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter.
- ii) Where no ranking has been indicated by the Selection Committee and two or more employees join on one and the same date, their seniority will be decided in the following manner:
 - a) in case where employees are appointed from a lower post, according to their inter-se-seniority in the lower post, and
 - b) in any other case, according to the age of the persons joining, the older person being deemed senior
- iii) Save in the cases covered by sub-clauses (i) and (ii) above, seniority shall be determined according to the date of joining of the employee concerned.

12. **PERMANENT POSITION**

The Faculty Member shall be placed on a permanent position on regular appointment on successful completion of probation period. During probation period a notice of one month

and after confirmation a notice of three months will be required before termination of services can be effected on either side.

The Faculty Member may, at any time, terminate his engagement by giving the University three months' notice in writing or by payment of an amount equal to three months salary in lieu of notice provided that the Vice-Chancellor may waive the notice period in exceptional circumstances. Such an action of the Vice-Chancellor shall be reported to the Executive Council for information.

13. **RESIGNATION**

Subject to the acceptance of resignation by the competent authority, a teacher may, by giving notice of one month during probation and three months after confirmation in writing to the appointment authority, resign from the service of the University.

14. **SUPERANNUATION**

14.1. A teachers in the permanent whole time service of the University shall retire on superannuation on completing the age of 65 years. While teachers whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month, one whose date of birth is the first day of the month, shall retire on superannuation on the last date of the previous month.

14.2 The age of superannuation for categories of Librarians and Directors of Physical Education shall be 62 years. The date of superannuation will be reckoned as prescribed in 14.1 above.

14.3 The superannuated teachers shall not be employed after the age of superannuation. However the University may engage superannuated teachers as Visiting Faculty on such terms and conditions as may be approved by the Executive Council from time to time.

14.4 The superannuation benefits shall be admissible to the employees as admissible to the employees of the University

15. **LEAVE RULES**

Leave rules, notified by the U.G.C. as adopted by the University shall be followed for University teachers.

16. **CODE OF CONDUCT AND PROFESSIONAL ETHICS:**

The code of conduct and professional ethics as laid down by the University shall be applicable to all the teachers of the University.

17. **LIEN AND DEPUTATION**

The appointing authority may allow a teacher of the University to be on deputation to an outside agency on such terms and conditions relating to the payment of leave and other

contributions etc. as mutually agreed upon between the University and the borrowing authority. The detailed terms and conditions guidelines issued by the Govt. of Delhi in this regard will apply mutatis mutandis.

18. **VACATION**

- 18.1 Vacation will be of such duration and dates as notified by the University every year and in accordance with UG.C. guidelines.
- 18.2 Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of the vacation staff can be called for duty during vacation. In such cases leave at 1/3 of the period during which he/she is asked to work during the vacation, will be credited as earned leave, in addition to the Earned Leave admissible to him/her as per leave rules.

19 **SPECIAL PROVISION FOR EXISTING EMPLOYEES**

Every teacher holding a regular post in the University at the time of approval of these regulations shall on such notification be deemed to have been appointed under the provisions of these regulations and will be required to sign the agreement as prescribed.

20. **RECORD OF SERVICE**

- 20.1 There shall be a personal file of every teacher in which all papers, records and other documents relating to service in the University shall be maintained.
- 20.2 In addition to the personal file, a service book shall also be maintained in respect of teachers in the prescribe form. This shall contain a history of his/her service from the date of appointment in the University including grant of increments, promotions, rewards, punishments, availing of L.T.C., Leave and other important events of his/her career.
- 20.3 The entries in the service book shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.
- 20.4 The person will be entitled for other benefits including L.T.C., Provident Fund, Medical Allowance/ Medical Insurance, Travelling Allowance, gratuity, pension etc., as admissible to the University employees as per rules

21. **APPOINTMENT ON CONTRACT BASIS**

The Executive Council may, in special circumstances, appoint an eminent teacher on contract for a period not exceeding three years, with a provision of renewal for further period. However, in case of immediate necessity, the Vice-Chancellor may exercise these powers and report such appointment in the next meeting of the Executive Council. The duration, terms and conditions shall be determined by the Vice-Chancellor.

The Vice-Chancellor may appoint a teacher on contract basis for a period not exceeding one year at a time and assign such teacher/research and administrative responsibilities as determined by him and report such appointment to the Executive Council in its next

meeting. Provided, if the appointment is required to be continued beyond three years, it shall be made with the approval of the Executive Council.

22. HONORARY/DISINGUISHED PROFESSOR

Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University may be invited by the Vice-Chancellor to function as Honorary/Distinguished Professor in the University for such period as may be determined. The matter may be reported to the Executive Council in the next meeting.

An Honorary/Distinguished Professor shall be associated with the academic activities of the University, and adequate facilities will be provided for the effective performance of these duties.

The University shall provide travel reimbursement and hospitality on such terms as may be determined by the Vice-Chancellor. Honorarium shall be provided on such terms & conditions as may be determined by the Vice-Chancellor and approved by the Executive Council.

22A. PROFESSOR OF EMINENCE

A Professor, who retires from the service of National Law University Delhi, may be invited as Professor of eminence for specific academic and research assignments for a duration that may be decided by the *Executive Council. In such cases, the University will protect the last pay drawn by such Professor at the time of retirement and fix the consolidated salary accordingly along with the residential facilities on the Campus/Office support for the period for which he will be visiting the University for academic/research assignments.

(*as amended by Executive Council vide item No.3.5 dated 09.08.2019)

23. VISITING PROFESSOR, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS

23.1 Distinguished/superannuated persons from India and abroad, having special competence in any field of study of relevance to the University may be invited by the Vice-Chancellor to function as Visiting Professors and their appointment shall be reported to the Executive Council in the next meeting.

23.2 According to the arrangement entered into in each individual case, such visiting Professors, Associate Professors, Assistant Professors will deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in the teaching and research work of the University

23.3. Persons invited as Visiting Professor, Associate Professors, Assistant Professors may be paid such travelling expenses and hospitality as may be decided in each case by the Vice-Chancellor. The honorarium to be paid to such faculty may be decided in each case by the Vice-Chancellor and placed before the Executive Council.

23.4 Subject to above, the Vice-Chancellor will determine at his discretion such other terms and conditions as may be required in the case of any Visiting Professor, Associate Professor, Assistant Professor, including the duration of the appointment.

24. **RESEARCH ASSOCIATES**

The posts of Research Associates will be temporary in nature and appointment shall be on contract basis only. The Vice-Chancellor shall be competent to appoint Research Associate(s) on contract basis on consolidated salary fixed by the Executive Council for a term of one year at a time which may be extended for further periods as per requirement of work. The terms & conditions of service will be as specified in contract appointment letter. The Research Associates will be entitled for vacations as admissible to the teachers and 30 days leave in a year. They will not be entitled for other kinds of leave admissible to regular teachers.

25. **SEMINAR COORDINATORS**

The Vice-Chancellor may engage working professional as Seminar Coordinator for taking seminar courses. The terms & conditions of engagement and remuneration of Seminar Coordinators will be determined by the Vice-Chancellor.

26 **RESIDUARY CONDITIONS OF SERVICE & REMOVAL OF DOUBTS**

Any matter relating to the conditions of service of teachers, for which no specific provision is made in these regulations, shall be determined by the Executive Council. Where a doubt arises as to the interpretation or application of any of the provision of these regulations, the matter will be referred to the Executive Council for a decision, which shall be final.

Annexure-A

NATIONAL LAW UNIVERSITY, DELHI

Details of Sanctioned Academic posts

S. No.	Category/Designation	Pay Band & Grade Pay	No. of Post(s)
1	Professor	PB-4 Rs.37400-67000 with AGP of Rs.10000	10+2*
2	Associate Professor	PB-4 Rs.37400-67000 with AGP of Rs.9,000	16+2*
3	Assistant Professor	PB-3 Rs.15,600-39,100 with AGP of Rs.6000/-	26+4*
4.	Research Associate	1 st Year- Consolidated salary Rs.35,000/- per month 2 nd year onwards consolidated salary Rs.40,000/- per month	21
5.	Librarian	PB-4 Rs.37400-67000 with AGP of Rs.10000	1
6	Deputy Librarian	PB-3 Rs.15,600-39,100 with AGP of Rs.8000/-	1
7	Assistant Librarian	PB-3 Rs.15,600-39,100 with AGP of Rs.6000/-	4
8	Coordinator (For Distance Education with LL.M. Degree in Assistant Professor Scale of UGC)	PB-3 Rs.15,600-39,100 with AGP of Rs.6000/-	1

*sanctioned by UGC for XII Plan period

MEMORANDUM OF AGREEMENT

Memorandum of Agreement made this the day of between (herein after called the “Faculty Member”) of the First Part and the National Law University, Delhi being a body corporate constituted under the Act 1 of 2008 of Govt. of NCT of Delhi (herein after called the University”) of the Second Part.

It is hereby mutually agreed as follows:

1. That the University hereby appoints Mr./Ms./Dr. _____ as _____ in the University with effect from the date the said Faculty Member takes charge of the duties of his office and the said Faculty Member hereby accepts the engagement and undertakes to take such part and perform such duties in the University as may be required by and in accordance with Act, Schedule and Regulations, for the time being in force, of the University, whether the same relate to organization of instruction, or teaching or the examination of students or their discipline or their welfare and generally to act under the direction of the Officers and authorities of the University.
2. That the said person shall be placed on a permanent position after successful completion of probation period. During probation period a notice of one month and after confirmation a notice of three months will be required before termination of services can be effected on either side. The age of superannuation in the University for the teaching faculty is at present 65 years. This may be revised, if found necessary.
3. That the said person shall be a whole time teacher of the University and is liable to be transferred, if necessary, as per University Regulations in force from time to time.
4. That the University shall pay the said person Pay Band of Rs. _____ with the Academic Grade Pay of Rs. _____ besides other allowances admissible as per regulations from time to time.

Provided that increment may be withheld or postponed with or without commutative effects by a resolution of the Executive Council on a reference by the Vice-Chancellor. However, before withholding or postponing the increment, the teacher shall be given sufficient opportunity to make a representation in writing.

5. That the said Faculty Member agrees to be bound by the provisions of the Act and the Regulation in force from time to time in the University.
6. That the said Faculty Member shall devote his whole time to the service of the University, and shall not without the permission of the University engage, directly or indirectly, in any trade or business whatsoever or in any private tuition or other work to which whether any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken with prior

permission of the Vice-Chancellor, in connection with the examination of Universities, or Public Service Commission or any other examination or any other research work and publications thereof.

7. Every Faculty Member shall be subject to the Code of Conduct mutatis mutandis of Govt. of NCT, Delhi and is liable to be proceeded against for any dereliction of the duty under the code in accordance with the procedures established by law/regulations.
8. The engagement under this agreement shall not be terminated, except by a resolution of two thirds of the Executive Council members present at the meeting.

Provided that the two third majority is not less than half the total number of members of the Executive Council. The resolution shall state the reason for the termination.

Before a resolution under this clause is passed, the Executive Council shall give notice of not less than three weeks to the Faculty member of the proposal to terminate the engagements and to make such representation as the Faculty Member may like to make.

Every resolution terminating the services under this clause shall be passed only after consideration of representation of the Faculty Member, if any.

The Faculty member, whose services are terminated under this clause shall be given not less than three months' notice from the date on which he or she is informed of the resolution of the termination of service or not less than three months' salary in lieu of notice.

9. The Faculty Member may, at any time, terminate his engagement by giving the University three months' notice in writing or by payment of an amount equal to three months' salary in lieu of notice provided that the Vice-Chancellor may waive the notice period in exceptional circumstances. Such an action of the Vice-Chancellor shall be reported to the Executive Council for information.
10. On the termination of services under any of the aforesaid clauses/provisions the person shall deliver to the University all properties of the university including books, apparatus, records and such other articles belonging to the University as may be due from him. The faculty member shall be relieved from the university only on production "no dues" certificate from all branches.
11. The matters not covered in this agreement shall be decided as per regulations in force in the University from time to time.

REGISTRAR

NAME OF THE FACULTY MEMBER

**RECRUITMENT AND PROMOTION REGULATIONS
2014**

(Non Academic Group A, B & C Employees other than statutory officers)

**NATIONAL LAW UNIVERSITY, DELHI
SECTOR-14 DWARKA, NEW DELHI-110078**

National Law University Delhi (NLUD)

RECRUITMENT AND PROMOTION REGULATIONS, 2014 **(Non Academic Group A, B & C Employees other than statutory officers)** (Approved by Executive Council vide item No.3.3 of its meeting held on 22.03.2014)

1. SHORT TITLE AND COMMENCEMENT

1.1 These regulations may be called “National Law University, Delhi (Non Academic Group A, B & C Employees other than statutory officers) Recruitment and Promotion regulations, 2014.” These Regulations will apply to the following categories of regular employees:

1. Group ‘A’ Posts (Administrative and Technical)
2. Group ‘B’ and ‘C’ (Administrative, Secretarial, Technical) & Multi Tasking Staff

1.2 These Regulations shall come into force with effect from the date of notification of these Regulations by the National Law University, Delhi, or otherwise as decided by the Executive Council of the University.

2. DEFINITIONS

2.1 ‘University’ means the National Law University, Delhi

2.2 ‘Government’ means Govt. of NCT of Delhi and/or Govt. of India as the case may be as per the context.

3. CLASSIFICATION

3.1 The details of sanctioned non-academic posts, classification and the Pay Band / Grade Pay attached there to, shall be as specified in Annexure “A”.

3.2 The National Law University may

- (a) create new posts/cadres as it deems fit;
- (b) make such alterations, variations, and other modification in the existing cadres and their structure as it deems fit; and
- (c) amalgamate two or more cadres or divide one or more cadres into such number (s), as it deems fit.

4. INITIAL RECRUITMENT

- 4.1 The employees working on regular basis/temporary basis other than on ad-hoc appointment or on deputation or on daily wages or on contract on the date of commencement of these Regulations, would be deemed to have been recruited under these Regulations.

5. FUTURE RECRUITMENT

- 5.1 On notification of these Regulations, the method of recruitment shall be as specified under these Regulations. The qualifications, age, experience etc. required for direct recruitment to the various posts will be as specified in Annexure 'B'.
- 5.2 Age, qualifications and experience specified for direct recruitment may not be insisted upon in case of promotion, unless otherwise specified under eligibility for promotion.

6. APPOINTMENT – RECRUITMENT AND PROMOTION

- 6.1 The various grades with scales of pay, method of recruitment, grade from which promotion is to be made under each cadre referred to in Rule 1.1, shall be as specified in the Annexure-B.
- 6.2 Wherever the mode of recruitment is indicated alternatively – for e.g promotion failing which Tenure/Direct Recruitment/Deputation/Transfer etc, the sequence to be followed is promotion failing which Tenure failing which Direct Recruitment failing which Deputation/Transfer. Transfer is indicated only for absorption of deputationist, if needed in the interest of the University.
- 6.3 (a) Notwithstanding anything contained in Rule 6, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, may be filled by taking officials of appropriate grade on deputation for specified periods from Central / State Governments / Autonomous Bodies without prejudice to the right of the existing employees for promotion in so far as promotion quota is concerned.
- (b) In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year from the date of promotion of the first candidate, such vacancy may be filled by appointment on contract or on deputation.

7. MODE OF RECRUITMENT

- 7.1 The following shall be mode of recruitment for various posts available in the University in accordance with these Recruitment and Promotion Regulations.
- i) Direct Recruitment:
 - ii) Promotion
 - iii) Deputation/ Transfer (Absorption)
 - iv) Appointment on Contract
 - v) Appointment on Tenure

- 7.2 The University may resort to the modes of appointment mentioned in Clause 7.1(iv) and 7.1(v), if the exigencies so warrant, for the reasons to be recorded and approved by the Appointing Authority, provided the claim of the existing employees for promotion under promotion quota is not affected.

8 MINIMUM QUALIFICATION AND EXPERIENCE

For recruitment to various posts, the qualifications and experience shall be as prescribed in the Recruitment and Promotion Regulations and wherever the qualifications are not prescribed, the same may be prescribed by the Executive Council from time to time.

9 AGE LIMIT

The upper age limit for appointment to various posts wherever not prescribed under the Recruitment Regulations will be as may be prescribed by the Executive Council from time to time. Generally, the age limit prescribed by the Government for various posts shall be followed. Relaxation of age may be given to candidates belonging to SC/ST/Ex-serviceman/Govt. Servant/PWD etc. and other categories as per the rules of Government issued from time to time. Age limit will not be applicable for the regular employees of the University. Any relaxation to be given in deserving cases shall be on the recommendation of the screening committee and to be approved by the Appointing Authority before inviting the candidates for interview. If the Appointing Authority is the Executive Council, the Vice-Chancellor may approve and report the matter to the Executive Council.

10 DIRECT RECRUITMENT BY OPEN SELECTION

10.1 Procedure

10.1.1 Direct Recruitment means Open Recruitment and Selection on the basis of written test/skill test and/or interview as may be decided by the Appointing Authority. The ratio of percentage of weightage is 80:20(written: interview)

10.1.2 Appointment by direct recruitment to any post shall be made on the recommendations of a Selection Committee, wherever applicable, from amongst the eligible candidates applying in response to an advertisement, notification through Employment News and website.

10.2 Advertisement

- (i) The post to be filled in through open recruitment shall be advertised in two or three leading newspapers including Employment News and website.
- (ii) All the applications received are indexed post wise and category wise.
- (iii) (a) Minimum age shall not be less than 18 years.
(b) Maximum age limit for different positions is as specified in Annexure 'A'. The age relaxation shall be given as per Govt. Rules.
- (iv) The condition of maximum age limit is not applicable in case of the serving employees of the the University.

- (v) The minimum qualifications and experience for these posts shall be as prescribed.
- (vi) It shall open to the Executive Council to make appointments to these posts in any other manner specified by the Act and the Statutes.
- (vii) The prescribed qualifications and experience shall be the minimum, and the mere fact that the candidate possessed the same shall not entitle him to be called for interview.
- (viii) The details of Written Test, if any, shall be specified in the advertisement
- (ix) Internal candidates shall be eligible to apply for the positions to be filled up on contract basis/tenure basis, if they fulfill the prescribed qualification.
- (x) The University shall have the right to
 - a) offer the post at a level lower than that advertised, depending upon the qualifications, experience and the performance of the candidate;
 - b) draw reserve panel against the possible vacancies in the future;
 - c) consider the applications received after the last date;
 - d) relax any of the qualifications/experience at its discretion; in exceptional cases on the recommendation of the Screening Committee.
 - e) not to fill up any of the advertised positions.

10.3 Procedure for making appointments through Direct Recruitment under different modes:

The University shall decide in advance the mode of Selection for a particular post i.e. Selection through only written test; written test and skill test; written test, skill test and interview; only interview etc. The details of written test shall be specified in the advertisement. The details of written test, skill test etc. shall be made available to the applicants along with the applications. ***There will be no interview for recruitment on Group C posts. (*Inserted vide E.C.Reso. No.3.4 dated 19.02.2018)**

(a) Selection through the mode of Interview only.

- (i) All the applications received for a particular post shall be short-listed/screened by a Committee constituted by the appointing authority/Vice-Chancellor for the purpose, as the case may be. Fulfillment of minimum qualifications may not necessarily lead to shortlisting.
- (ii) The Screening Committee may be headed by an officer nominated by the Vice-Chancellor and where appropriate, consist of specialists in the concerned fields, and shall not, in any case, consist of any person who is a candidate for the post for which selection is being made.
- (iii) The Committee shall lay down the criteria followed while shortlisting the applications, taking into consideration the number of posts, the number of applications received etc.
- (iv) The recommendations of such committee are to be approved by the Appointing Authority/Vice-Chancellor, as the case may be, before inviting the candidates for interview.
- (v) The Screening Committee, constituted for the purpose by the Appointing Authority, may also make recommendations for relaxation of any of the advertised eligibility

conditions in deserving cases for consideration by the Appointing Authority. The Screening Committee may recommend to the competent authority any modification in qualification(s) advertised for future guidance or for re-advertisement.

- (vi) The minutes of the Screening Committee shall be submitted to the Appointing Authority/Vice-Chancellor who may approve the minutes or may ask for reconsideration.
- (vii) The maximum number of candidates to be invited for one post shall not ordinarily exceed 15; and for every additional post 5 candidates each.
- (viii) The Selection Committee, constituted by the Appointing Authority/Vice-Chancellor as per the composition, shall interview the candidates and recommend a panel of candidates in the order of merit. The Selection Committee may even consider the candidature of even those candidates who did not apply for the post if necessary.
- (ix) The Selection Committee shall also make the following recommendations:
 - Basic Pay recommended for each candidate
 - Advance increment(s) recommended, if any, in case of deserving candidates
 - Inter-se-seniority of the candidates recommended under different categories.
- (x) Appointment shall be made from panel recommended by the Selection Committee as approved by the Appointing Authority/Vice-Chancellor/Executive Council as the case may be.

(b) Selection through written examination only.

- (i) The syllabus for the written examination shall be prescribed by a committee, appointed for the purpose by the Appointing Authority/Vice-Chancellor, as the case may be.
- (ii) The fact that selection is made through written examination shall be clearly mentioned in the advertisement.
- (iii) The syllabus for written examination shall be supplied along with the application to all applicants.
- (iv) All the applicants who fulfill the minimum advertised qualifications shall be invited for the examination.
- (v) The University may conduct written examination or may assign the job to an outside agency.
- (vi) A category wise merit list shall be prepared, after getting the answer scripts of the written examination evaluated both merit wise and category wise.
- (vii) The merit list so prepared shall be approved by the Appointing Authority/Vice-Chancellor, as the case may be.
- (viii) Appointment(s) shall be made from the approved merit list in order of merit.

(c) Selection through written examination and skill test

In addition to (i) to (vi) of (b) above -

- (i) All the applicants who qualify in the written exam shall be arranged in the order of merit.
- (ii) The applicants for skill test shall be invited in the ratio of 1:10 for each post according to merit.

- (iii) The final category wise merit list shall be drawn based on the weightage assigned for written exam and skill test, both common and category wise.
- (iv) Appointment(s) shall be made from the final approved merit list in order of merit.

(d) Selection through written examination, skill test and interview:

In addition to (i) to (vi) of (b) and (i) and (iii) of (c) above –

- (i) Candidates appearing in the final merit list prepared as per the procedure laid down in (c) above, shall be invited for an interview in the ratio specified in (a) above.
- (ii) Appointment shall be made on the recommendation of the Selection Committee, following the procedure specified at (a) above.

10.4 Procedure for Written Examination and Skill Test

10.4.1 Written Examination

- a) The University shall ordinarily conduct the written examination as per the prescribed syllabus at Head Quarters and different Centres depending on the strength of candidates spread over different states.
- b) The examination activities - setting of question papers, moderation of question papers, printing of question papers, dispatch of question papers, answer books and examination stationery, advance to Centre Superintendent, appointment of Observers, conduct of examination, receipt of answer books, preparation of merit lists etc. shall be done as per the procedure followed by the examination department of the University.
- c) The Administration Division shall be responsible for these activities. The task may be undertaken wholly by it or in cooperation/consultation with the examination department of the University.
- d) The whole exercise of the written examination may be outsourced to a reputed outside agency, if the University desires so.

10.4.2 Skill-Test

The Skill-Test shall be conducted by the University or a reputed outside agency, as the University may decide. The modalities shall be devised by the Administration Division depending on the expertise required for the purpose.

11 APPOINTMENT ON DEPUTATION/TRANSFER (ABSORPTION)

- 11.1 Appointment on Deputation shall be initially for a period of three years extendable upto five years.
- 11.2 If any person is appointed on deputation basis in any post against an advertisement inviting applications for appointment on deputation /transfer (absorption), he/she can be absorbed in

the service of NLU against the post in which he/she was appointed on deputation basis without any further selection/appointment process with the approval of the Vice Chancellor. If any post is advertised to be filled up through Direct Recruitment and for any compelling reasons, the selected person is appointed on deputation basis, he/she can be absorbed in the services of NLU against such post with the approval of the Vice Chancellor, without any further process of selection/appointment. If any person is appointed on deputation basis only in any post against an advertisement which mentions the mode of appointment as deputation only, he/she can be absorbed in the services of NLU only after placing a proposal before the Appointing Authority for its approval exploring the reasons and justification for such an absorption provided the career progression of any of the employee of the NLU is not affected.

12 APPOINTMENT ON CONTRACT

- 12.1 Appointment on contract for specific assignments shall be made by the Vice-Chancellor on consolidated amount, taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. Duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a period as required if the exigencies of service so warrant with the approval of the Vice-Chancellor.

13 APPOINTMENT ON TENURE

- 13.1 Appointment on tenure basis shall be made for the posts wherever the Recruitment Regulations prescribe Tenure as mode of appointment. The tenure shall be for a period of three/five years with a provision of renewal of tenure for another period of three/five years, if necessary. The persons appointed on tenure basis, if they are serving in Government/Autonomous organization may be granted deputation terms. There shall be no absorption against the post for which the mode of appointment is prescribed as tenure as well.

14 RESERVATIONS AND CONCESSIONS

- 14.1 The policy of the Government of NCT of Delhi on Reservations and Concessions shall be applicable.
- 14.2 Nothing in these Regulations shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribe, PWD, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Government from time to time in this regard.

15 DATE OF EFFECT OF APPOINTMENT

An appointment shall take effect from the date on which the appointee joins duty at the National Law University, Delhi.

16 CONSTITUTION OF SELECTION COMMITTEES

- 16.1 The constitution of Selection Committees for various posts shall be as indicated below. However, as per the rules of the Government, if none of the officers included in the DPC/Selection Committee as per the composition given in the Recruitment Regulations is an SC/ST officer, it would be necessary to co-opt a member belonging to SC/ST Community. This provision would be applicable for all cadres in NLU Delhi.

16.2 For all posts carrying the Pay Band: 3 - Rs. 15600-39100 with Grade Pay of 5400/- and above

1. Vice-Chancellor -

Chairman

2. Registrar
3. One expert not in the service of the University to be nominated by the Vice Chancellor.
4. One member of the Executive Council, not being in the service of the University to be nominated by the Vice-Chancellor.
5. An officer belonging SC/ST in the Grade Pay of one step higher than the Grade Pay of the post.
Representative of woman/OBC/PWD - As per Govt. Rules.
(Note: Quorum 4 including 3)

16.3 For posts carrying the Pay Band: 2 - Rs. 9300-34800 with Grade Pay of Rs.4800/-, Rs. 4600/- and 4200/-

1. Registrar - Chairman.
2. HOD of the concerned Division/Unit.
- 3.& 4. Two experts not in the service of the University to be nominated by the Vice-Chancellor
5. SC/ST representative to be nominated by the Registrar.
Representative of Woman/OBC/PWD - As per Govt. Rules.
(Note: Quorum 4 including 3 or 4)

16.4 For posts carrying the Pay Band: Rs. 9300-34800/- below Grade Pay of Rs. 4200/-

1. Registrar - Chairman.
2. HOD of the concerned Division/Unit.
3. One expert not in the service of the University to be nominated by the Vice-Chancellor.
4. SC/ST representative to be nominated by the Registrar.
Representative of Woman/OBC/PWD - As per Govt. Rules.
(Note: Quorum 4 (3 must))

17 PROCEDURE FOR SELECTION COMMITTEE

17.1 The Selection Committee shall be constituted by the Appointing Authority/Vice Chancellor as per the composition laid down in clause. 16.

17.2 The Selection Committee so constituted shall meet on the date and time decided by the Appointing Authority/Vice Chancellor to hold the meeting for each post.

17.3 A notice of not less than 21 days shall be given to the applicants to be called for interview. The notice period can be reduced in exceptional circumstances with the prior approval of the Vice-

Chancellor, depending on the merits of the case and the reasons and justification is to be recorded.

- 17.4 Every Selection Committee shall be competent to adopt its own procedures for the assessment of the suitability for appointment of candidates appearing before it. While making the recommendations the Selection Committee shall take into consideration the overall assessment based on the credentials of the candidates as well as the performance in the interview.
- 17.5 Outstation candidates called for interview shall be paid such travel expenses as decided by the University from time to time.
- 17.6 The Selection Committee shall consider all candidates referred to it before making its recommendation. Candidates belonging to the Scheduled Castes and the Scheduled Tribes shall be considered separately.
- 17.7 The Selection Committee shall draw up the panel of selected candidates in the order of merit. Any candidate belonging to a reserved category who is selected on his own merit under general standards of eligibility without any relaxation in qualifications or other conditions of eligibility shall not be adjusted against the reserved quota.
- 17.8 The Selection Committee shall recommend candidates from among those referred to it, who it finds suitable for appointment to the post(s) for which the Committee was constituted.
- 17.9 It shall be open to the Selection Committee to recommend, in exceptional cases to be recorded in writing, eminent persons who may not have applied for appointment, to the Appointing Authority.
- 17.10 The decision of a Selection Committee shall be by consensus. Wherever necessary, the decision will be by a majority vote. In case of a tie, the Chairperson of the Selection Committee shall exercise a casting vote.
- 17.11 Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay not exceeding five additional increments over and above the last pay drawn by the candidate or what is normally admissible under the Rules.
- 17.12 The recommendations of the Selection Committee shall be submitted to the Appointing Authority/Vice Chancellor/Executive Council and after the acceptance of the recommendations by the Authority concerned offer of appointment shall be issued to the selected candidate(s).
- 17.13 Provided that, in an emergency, the Vice-Chancellor may make an offer of appointment to a candidate recommended by the Selection Committee and report the matter to the Executive Council, wherever it is necessary.
- 17.14 The proceedings of the Selection Committee shall ordinarily be kept in a sealed cover to be opened by the Appointing Authority/Vice Chancellor/Executive Council following the selection, as the case may be.
- 17.15 The validity of the panel drawn up by the Selection Committee shall be one year from the date of approval of the Appointing Authority/Vice-Chancellor / Executive Council as the case may be. The Validity of the panel may be extended for another six months but not exceeding one

year in exceptional cases, if the circumstances so warrant, for the reasons to be recorded in writing.

18 PROMOTIONS

18.1 All cases of promotion shall be considered by the appointing authority on the recommendations of the DPC.

18.2 There shall be Departmental Promotion Committee (DPC) for considering promotion to various posts.

18.3 The period of service which will qualify for promotion under these Regulations shall be completed years of temporary/continuous service in the University.

18.4 (a) **under rule 7, provision has been made for Promotion. Unless otherwise, provided, such promotions shall be on the basis of seniority and Annual Confidential Reports (ACR)/Annual Performance Appraisal Reports (APAR), as applicable, and shall mean seniority subject to rejection of unfit.**

(b) In case of promotion up to the posts in the Grade Pay of Rs. 6600/- a minimum grade of '**Good**' for the preceding 5 years is required for consideration.

(c) In case of promotion to the post of Deputy Registrar and equivalent positions, a minimum grade of '**Very Good**' for the preceding 5 years is required for consideration. The assessment of the DPC on the performance in terms of grading shall be final

Note: For considering ACRs/APARs by DPC, instructions issued by Govt. rules shall be applicable as amended from time to time.

18.5 Interpretation

The ratio of promotion and direct recruitment i.e. 75% : 25% shall be scrupulously followed as per details given in Annexure 'B'. However, when the post is only one on first three occasions the post will be filled up by promotion and on fourth occasions shall be filled up by direct recruitment. Same pattern will be followed in case of other ratio.

18.6 Refusal of Promotion:

An employee under orders of promotion shall (i) convey his acceptance or otherwise within one month of receipt of orders of promotion, and (ii) in case of acceptance, join duty of the new post within a maximum period of three months of the date of receipt of the said orders. When an employee does not accept a promotion other than adhoc promotion which is offered to him, he may make a written request that he may not be promoted. The appointing authority may, after considering the request, enforce the promotion, if the reasons advanced for refusal of promotion are not acceptable, promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/date of expiry of three months or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-a-vis his erstwhile juniors promoted to the

grade earlier. However if an employee refuses promotion for two consecutive times, he shall not again be considered for promotion.

Further, on the eventual promotion to the higher grade, such employee will lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier.

- 18.7 Persons in the Pay Band: 3 - Grade Pay of Rs.5400/- will have a senior scale of Pay Band: 3 Grade Pay of Rs.6600/- placement to be done after 8 years of services in the Grade Pay and satisfactory performance and appraisal reports.
- 18.8 The University may insist on participation of two training programmes on educational administration, university management, accounts and finance or other relevant subject(s), each of approximately four weeks duration provided such arrangements are made to facilities the employee to undergo these programmes. This provision of senior scale is applicable to all the posts at the level Assistant Registrars and equivalent in the University.

19 TEMPORARY PROMOTION

- 19.1 Notwithstanding anything contained in these Regulations, the Appointing Authority/Vice-Chancellor may make temporary promotion against a vacancy exceeding one year and report such appointment to the Executive Council in respect of Group A positions in cases where
- (a) there is an injunction by a Court/Tribunal directing that the post may not be filled up on a regular basis and the final judgment is not expected early.
 - (b) short-term vacancies arising due to employees proceeding on leave or deputation etc. for a period of one year or more.
 - (c) the panel for appointments by promotion is exhausted or expired and/or delay is anticipated in preparing a fresh panel.
 - (d) in all such cases, the posts cannot be kept vacant.
- 19.2 All temporary appointments by promotion will be made through DPC on the basis of either seniority-cum-fitness or benchmark as specified in Rule 18.4 of these Regulations, after ensuring that:
- (a) the records of the employee concerned are screened by the Appointing Authority.
 - (b) the employees concerned fulfill the eligibility conditions prescribed in the recruitment Regulations.
 - (c) the claims of the SC/ST in temporary promotions are considered in accordance with the guidelines issued by the Government.
 - (d) The officials promoted on temporary basis are also eligible for fixation of Pay under FR 22 (I) (a) (i).
- 19.3 Services rendered in temporary appointment followed by regular appointment shall count for seniority and promotion purpose.
- 19.4 Temporary appointments, wherever necessary, for periods more than 45 days and upto one year may be made by the Appointing Authority.

20 AD-HOC PROMOTIONS

The Appointing Authority may make ad-hoc promotions whenever necessary upto a period of one year ordinarily based on the general guidelines laid down by the Government for such adhoc promotions. However in exceptional cases for the reasons to be recorded, the period of adhoc promotion may be extended by the appointing authority. The period of service rendered on Adhoc basis shall be treated/reckoned for different purposes as per the Govt. rules.

21 COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES AND DEPARTMENTAL CONFIRMATION COMMITTEES

21.1 For all posts carrying the Pay Band: 3 - Rs. 15600-39100 with Grade Pay of Rs.5400/- and above

1. Vice-Chancellor - Chairman
2. Registrar
3. One member of the Executive Council, not in the service of the University, to be nominated by the Vice-Chancellor.
4. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor.
(Note: Quorum shall be 3)

21.2 For posts carrying the Pay Band: 2 - 9300-34800 with Grade Pay 4800, 4600 & 4200 /-

1. Registrar -Chairman.
2. HOD of the concerned Division/Unit.
3. A Professor to be nominated by the Vice-Chancellor.
4. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor.
(Note: Quorum 3)

21.3 For posts carrying the Pay Band: 1 - 5200-20200 with Grade Pay 1800 and above.

1. Registrar - Chairman.
2. Deputy Registrar(s) to be nominated by Registrar.
3. An Officer belonging to SC/ST to be nominated by the Registrar.
(Note: Quorum 3)

21A. The University will conduct qualifying written efficiency test to verify the suitability of candidates for promotion to the posts of Section Officer and above and other equivalent posts in other cadres. It will be only a qualifying test and has no weightage in the promotion/seniority. Under these categories, the cases of only those employees, who qualify the qualifying written efficiency test, will be referred to the Departmental Promotion Committee for consideration. The University will notify the broad syllabus/criteria of examination with the approval of the Vice-Chancellor at least 30 days in advance before the date of examination.**(Inserted vide E.C. Reso. No.3.4 dated 19.02.2018)**

22 GUIDING PRINCIPLES FOR PROMOTION

22.1 (a) Every person eligible for promotion and coming within the zone of consideration shall be considered for promotion.

(b) The meeting of the Departmental Promotion Committee (DPC) may be convened as per the guidelines of NLU or as per the Government guidelines.

(c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for DPC.

(d) Normally the DPC shall be held as per the vacancy year following the Govt. rules. However, the DPC may be held as and when necessary.

(e) The period of service that will qualify for promotion under these Regulations shall be the completed years of service as on the date of DPC meeting for which the panel is to be prepared.

(f) The documents to be placed before the DPC are (a) completed CRs, Integrity, Certificate/Vigilance Clearance, Seniority, Details of Penalties awarded, if any, Vacancy Position etc. as per the Government rules.

(g) The minimum grading should be 'Good'

(h) The recommendations of the DPC stands accepted unless the Appointing Authority disagrees within three months. If the Appointing Authority disagrees, the reasons are to be recorded shall normally be binding on the organization. Review DPC can be held if some factual error comes to notice. Govt. of India order relates to Review D.P.C as amended from time to time shall be applicable.

22.2 Functions of the DPC

22.2.1 The Departmental Promotion Committee (DPC) will consider and make recommendations in all cases of Promotion of employees to selection as well as non selection posts.

22.2.2 The Departmental promotion committee will function as Departmental Confirmation Committee (DCC) to make recommendations in all cases of Confirmation of the employees on their respective posts.

22.3 Procedure of DPC

22.3.1 Each Departmental Promotion Committee will decide for itself the method and procedure to be followed. Generally, the DPC may not hold personal interviews for all or any single category of posts under its consideration and may do so only if it deems necessary. DPC may also recommend relaxation of any condition of recruitment regulations in exceptional cases, if necessary

22.3.2 For each DPC, the zone of consideration, i.e. the number of eligible officers/officials to be considered for inclusion in the panel, will be as per the Government guidelines.

22.3.3 For promotion to the post with grade pay of Rs.7600 and above.

The DPC shall, for promotions to the said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench mark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

22.3.4 For promotion to grades below the grade pay of Rs. 7600/- (including promotions from lower Groups of Group 'A' posts/grades/services)

The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter- se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.

22.3.5 Promotion for other Posts

The employees should be placed in the panel in the order of their seniority, for its consideration. The DPC should categorize the employees as 'Fit' or 'not yet fit' for promotion on an assessment of their records. The inter-se seniority of the persons thus promoted shall not be disturbed.

23 CAREER PROGRESSION

23.1 **The National Law University Delhi is following policies/regulations of the Govt. of NCT of Delhi/UGC in pay scales and pay fixation matters. Therefore, the National Law University Delhi shall follow the Modified Assured Career Progression (MACP) scheme of Govt. of India/Govt. of NCT of Delhi/UGC for career progression of University employees.(Substituted/Amended vide E.C. Reso. No.3.5 dated 19.02.2018 w.e.f. 22.03.2014, the date of approval of Regulations by the Executive Council**

24 SENIORITY

24.1 The seniority shall be fixed as per the Government rules.

24.2 In cases where provision exists in these regulations, for promotion from amongst employees of two or more feeder cadres/posts, the ranking in the panel for promotion will be determined with reference to the seniority assigned in the combined seniority list of the employees relating to the feeder cadres/posts.

24.3 The combined seniority list of the employees shall be prepared based on their dates of appointment in the feeder cadre/posts but the inter-se seniority of employees in the respective feeder cadre/post shall be maintained in the combined seniority list wherever the fixation of such seniority results in tie, age shall be the determining factor.

25 PROBATION

25.1 Every person appointed to a permanent post under the University on direct recruitment shall be on probation in such a post for a period of one year. Persons appointed on promotion which involves change in the Group viz. promotion from Group 'B' to 'A' will also be on probation for a period of one year. There shall be no probation for appointments made on Tenure or Deputation basis.

25.2 **The Appointing Authority may extend the period of probation of an employee not exceeding one more year. However, the concerned employee should be given advance intimation about the extension of probation prior to completion of original period of probation.**

25.3 **Wherein the performance, progress and general conduct of an employee appointed to a post under the University on probation is not found satisfactory or up to the standard required for the post or such an employee does not complete his period of probation satisfactorily, the Appointing Authority may terminate his service under the NLU at any time during or immediately at the end of probation or extended period of probation without assigning any reason.**

25.4 Where a post is available temporarily, the same will be filled up as per Recruitment Regulations on temporary basis only. As soon as that post is available permanently, the employee appointed/promoted on that post on temporary basis will be put on probation as laid down in sub rule (i) of this Rule. The period spent on temporary post shall count towards probation.

26 CONTROLLING AUTHORITY OF POSTS

26.1 The Controlling Authority of Group 'A' and Group 'B' posts of all the cadres shall be the Vice-Chancellor. The Controlling Authority for Group 'C' posts shall be the Registrar.

26.2 Schedule Showing the Appointing/Disciplinary and Appellate/Reviewing Authorities for various posts in National Law University, Delhi under CCS (CCSA) Rules 1965

Sl.	Posts	Appointing Authority	Disciplinary Authority	Penalties under Rule 11 of CCS (CCA) Rules 1965	Appellate Authority	Revisioning/ Reviewing Authority
1.	Group A Level Posts	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Executive Council	Chancellor
Sl.	Posts	Appointing Authority	Disciplinary Authority	Penalties under Rule 11 of CCS (CCA) Rules 1965	Appellate Authority	Revisioning/ Reviewing Authority
2.	Group B Level Posts	Registrar with the approval of Vice-Chancellor	Registrar	Registrar	Vice-Chancellor	Executive Council
3.	Group C Level	Registrar	Registrar	Registrar	Vice-	Executive

	Posts	with the approval of Vice-Chancellor			Chancellor	Council
4.	Multi Tasking Staff	Registrar with the approval of Vice-Chancellor	Registrar	Registrar	Vice-Chancellor	Executive Council

27 POWER TO RELAX

Notwithstanding anything contained in these Regulations, where the Executive Council/Vice-Chancellor as the case may be is of opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Regulations with respect to any clause in the case of any employee.

28 REMOVAL OF DIFFICULTIES

The Executive Council/Vice-Chancellor as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these Regulations. The directions issued by the Vice-Chancellor, if any, shall be reported to the Executive Council, if necessary.

29 AGE OF SUPERANUATION

The age of superannuation for non-academic posts covered under these Regulations shall be 60 years.

30 GENERAL

- i) In respect of all matters not specifically provided for in these Regulations, the corresponding provisions prescribed by Govt. relating to its employees, as amended from time to time, shall be followed.
- ii) Wherever there is a change in the policy of the Govt., in the matters of Pay Scales, age of superannuation, services matters in respect of recruitment, promotion seniority etc., these Regulations shall stand amended to that extant.

31 AMENDMENT OF REGULATIONS

The Executive Council shall have the authority to amend, modify change, withdraw, suspend, relax any or all of these Regulations.

32 OUTSOURCING

The University, if necessary, may outsource the entire gamut of activities of screening of applications, conduct of written exam, skill test, and preparations of merit lists to an established and reputed agency.

33 SAVING / INTERPRETATION

Where any doubt arises as to the interpretation of any of the provisions of these Regulations, the matter shall be referred to the Executive Council for a decision, which shall be final.

Annexure-A

NATIONAL LAW UNIVERSITY, DELHI

Details of Sanctioned non Academic posts (Other than Statutory Officers)

S. No.	Category/Designation	Pay Band & Grade Pay	No. of Post(s)
1	Chief Warden/Warden (Girls Hostel)	To be decided later on	1
2	Deputy Registrar	PB-3 & G.P. 7600 On completion of 5 years of service, PB IV 37400-67000 with GP of Rs.8700	2
3	Principal Private Secretary	PB-3 & G.P. 6600 On completion of 5 years of service, PB-III Rs.15,600-39,100 with Grade Pay of Rs.7600/-	2
4	Assistant Registrar	PB-3 & G.P. 5400	4
5	Technical Officer(I.T.)	PB-3 & G.P. 5400	1
6	Section Officer	PB-2 & G.P. 4800 On completion of 4 years of service, PB-II Rs. 9300-34800 with Grade Pay of Rs.5400/-	5
7	Private Secretary	PB-2 & G.P. 4800 On completion of 4 years of service, PB-II Rs. 9300-34800 with Grade Pay of Rs.5400/-	3**
8	Senior Assistant	PB-2 & G.P. 4200	6
9	Senior Stenographer	PB-2 & G.P. 4200	3**
10	Professional Assistant (Library)	PB-2 & G.P. 4200	5

11	Technical Assistant(I.T.)	PB-2 & G.P. 4200	2
12	Assistant	PB-1 & G.P. 2400	6
13	Stenographer	PB-1 & G.P. 2400	3**
14	Auxiliary Nurse (Female)	PB-1 & G.P. 2400	1
15	Semi Professional Assistant (Library)	PB-1 & G.P. 2400	5
16	Junior Technical Assistant(I.T.)	PB-1 & G.P. 2400	2
17	Technician (Audio & Video)	PB-1 & G.P. 2400	1
18	Junior Assistant	PB-1 & G.P. 1900	6
19	Electrician	PB-1 & G.P. 2400*	1
20	Driver	PB-1 & G.P. 1900	8
21	Cook	PB-1 & G.P. 1900	3
22	Multi Tasking Staff	PB-1 & G.P. 1800	24
	Total		94

*Amended vide E.C. Reso. No.3.2 dated 12.08.2016

* Re-structured vide E.C. Reso. No.3.7 dated 30.07.2018

ANNEXURE-B

NATIONAL LAW UNIVERSITY DELHI

Schedule of posts with qualifications Probation Period:

Sr. No	Name of the post(s)	No. of Post(s)	Pay Scale	Mode of Recruitment	Qualifications & age
1	Deputy Registrar	2	PB-III Rs.15,600-39,100 with Grade Pay of Rs.7600/- On completion of 5 years of service, PB IV 37400-67000 with GP of Rs.8700	Promotion 50% , Direct Recruitment 50% failing which Deputation	<p><u>For Direct Recruitment (No Age Limit)</u></p> <p>i. Master's Degree with at least 55% marks or equivalent grade of 'B' in UGC seven-scale point</p> <p>ii. 9 years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">or</p> <p>5 years of administrative experience as Assistant Registrar or in an equivalent post</p> <p><u>For Deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p> <p><u>For Promotion (No Age Limit)</u></p> <p>1. Master Degree from a recognized University.</p> <p>2. Five years of experience as Assistant Registrar in the GP of Rs.5400/- and above</p>
2	Assistant Registrar	4	PB-III Rs.15,600-39,100 with Grade Pay of Rs.5400/-	Promotion and Direct Recruitment in	<p><u>For Recruitment(No Age Limit)</u></p> <p>i. Master's Degree with at least 55% marks or equivalent grade of 'B' in UGC seven-scale point</p>

				the ratio of 1 : 1 failing which Deputation or Tenure	<p>ii. At least Three years of experience as Section Officer in the University administration/finance and accounts/purchase procedures/examination and evaluation/estate management, store keeping, guest house management, Hostel management etc. preferably in govt. sector.</p> <p><u>For deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p> <p><u>For Promotion(No Age Limit)</u> 1. Bachelor's Degree from a recognized university. 2. Four years of experience as Section Officer in the Grade Pay of Rs.4800/-</p>
3	Section Officer	5	PB-II Rs. 9300-34800 with Grade Pay of Rs.4800/- On completion of 4 years of service, PB-II Rs. 9300-34800 with Grade Pay of Rs.5400/-	Promotion and Direct Recruitment in the ratio of 3 : 1 failing which Deputation	<p><u>For Direct Recruitment (Age upto 37 years)</u> 1. Bachelor's Degree from a recognized University. 2. Five years experience in the GP of Rs.4200 in the in a University/examining body.</p> <p>Desirable: i. Working experience in computer ii MBA/CA/LLB</p> <p><u>For deputation</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p> <p><u>For Promotion(No Age Limit)</u> Four years experience as Senior Assistant or equivalent non-academic cadre in the University</p>
4	Senior Assistant	6	PB-II Rs.15600-39100 with Grade Pay of Rs.4200/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<p><u>For Direct Recruitment (Age upto 35 years)</u> 1. Bachelor's Degree from a recognized university. 2. Five years experience of drafting, noting, correspondence in, preferably in govt. sector</p> <p><u>For promotion(No Age Limit)</u></p>

					Four years of experience in the cadre of Assistant or equivalent non-academic cadres in the university.
5	Assistant	6	PB-I Rs.5200-20200 with Grade Pay of Rs.2400/-	Promotion and Direct Recruitment in the ratio of 3:1	<p><u>For Direct Recruitment(Age upto 32 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University. 2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computer 3. Three years working experience in office, preferably in govt. sector <p><u>For Promotion(No Age Limit)</u></p> <p>Three years experience as Junior Assistant in GP of Rs.1900</p>
6	Junior Assistant	6	PB-I Rs.5200-20200 with Grade Pay of Rs.1900/-	Promotion and Direct Recruitment in the ratio of 1:3	<p><u>For Direct Recruitment(Age upto 30 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university. 2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computer <p><u>For Promotion(No Age Limit)</u></p> <ol style="list-style-type: none"> 1. Matriculate with 3 years experience as MTS 2. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computers
7	Multi Tasking Staff	24	PB-I Rs.5200-20200 with Grade Pay of Rs.1800/-	Direct Recruitment	<p><u>For Direct recruitment(age upto 30 years)</u></p> <p>10th Pass</p>
8	Auxiliary Nurse-cum-Midwife	1	PB-I Rs. 5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<p><u>For Direct recruitment(age upto 32 years)</u></p> <ol style="list-style-type: none"> 1. Diploma in Auxiliary Nursing 2. Two years experience as ANM
9	Technician (Audio/Video)	1	PB-I Rs.5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<p><u>For Direct recruitment(Age upto 32 years)</u></p> <ol style="list-style-type: none"> 1. Diploma in Electronic/Radio and TV servicing from a recognized institution 2. Five years experience in the field of servicing <p><u>Desirable</u></p> <p>Bachelor's degree in Electronic/Radio and TV servicing</p>

					from a recognized institution
10	Electrician	1	PB-I Rs.5200-20200 with Grade Pay of Rs.2400	Direct Recruitment	<u>For Direct recruitment(age upto 30 years)</u> 1. I.T.I. certificate in Electrical Trade 2. 5 years experience in the field
11	Driver	8	PB-I Rs.5200-20200 with Grade Pay of Rs.1900/-	Direct Recruitment	<u>For Direct recruitment(age upto 30 years)</u> 1. 10 th pass or equivalent 2. 5 years valid License holders of Heavy/Medium motor vehicles 3. At least 3 years experience in driving a car/Heavy/Medium vehicles with knowledge of car mechanism
12	Cook	3	PB-I Rs.5200-20200 with Grade Pay of Rs.1900/-	Director Recruitment	<u>For Direct recruitment(age upto 30 years)</u> 1. 10 th pass or equivalent 2. Three years experience of cooking food in Guest House/ Hotel of repute
13	Technical Officer(I.T.)	1	PB-III Rs.15,600-39,100 with Grade Pay of Rs.5400/-	Direct Recruitment 50% : Promotion 50%	<u>For Direct Recruitment(Age upto 42 years)</u> 1. Post Graduation in IT or Computer Science or Computer Applications with at least 55% marks from a recognized university. 2. Five years of experience in software development or EDP, computer programming, Information Technology, Conducting Training programmes. <u>For Deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment. <u>For Promotion(No age limit)</u> 5 years of experience as Technical Assistant(I.T.)
14	Technical Assistant (I.T.)	2	PB-II Rs. 9300-34,800 with Grade Pay of	Promotion and Direct	<u>For Direct Recruitment(Age upto 35 years)</u> 1. Post Graduation in IT or Computer Science or Computer

			Rs.4200/-	Recruitment in the ratio of 3:1	<p>Applications from a recognized university.</p> <p>2. Three years of experience in software development or EDP, computer programming, Information Technology, Conducting Training programmes.</p> <p><u>For Deputation(Age upto 56 years)</u> Employee of Govt/Autonomous Bodies/University recognized Academic Institutions possessing the qualifications prescribed for Direct Recruitment.</p> <p><u>For Promotion(No Age limit)</u> Four years of experience as Junior Technical Assistant(I.T.)</p>
15	Junior Technical Assistant(I.T.)	2	PB-I Rs.5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<p><u>For Direct Recruitment(Age upto 32 years)</u></p> <p>1. Bachelor's Degree from a recognized university. 2. Diploma in Computer/I.T.</p> <p>OR</p> <p>1. Bachelor Degree in Computer Applications</p>
16	Semi Professional Assistant (Library)	5	PB I Rs. 5200-20200 with Grade Pay of Rs.2400/-	Direct Recruitment	<p><u>For Direct Recruitment(Age upto 32 years)</u></p> <p>1. Bachelor's degree in Library Science or equivalent degree from a recognized university. 2. Three years working experience in a library of a recognized academic institution or research institution.</p>
17	Professional Assistant (Library)	5	PB II Rs.9300-34,800 with Grade Pay of Rs.4200/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<p><u>For Direct Recruitment(Age upto 35 years)</u></p> <p>1. Bachelor's degree in Library Science or equivalent degree with 50% or more marks or equivalent degree from a recognized university. 2. Five years experience in a library of a recognized academic institution or research institution.</p> <p><u>For Promotion(No Age Limit)</u></p> <p>3. Four years experience as Semi Professional Assistant</p>

18	Stenographer	3	PB I Rs.5200-20,200 with Grade Pay of Rs.2400/-	Direct Recruitment	<p><u>For Direct Recruitment(Age upto 32 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 80 w.p.m. 3. Typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer 4. Three years experience in stenography in any academic institution
19	Senior Stenographer	3	PBII Rs. 9300-34,800 with Grade Pay of Rs.4200/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<p><u>For Direct Recruitment(Age upto 35 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 100 w.p.m. 3. Typing speed of 50 w.p.m. in English or 40 w.p.m. in Hindi on Computer 4. Four years experience in stenography in any academic institution <p><u>For Promotion(No Age Limit)</u> Four years experience as Stenographer in GP Rs.2400</p>
20	Private Secretary	3	PBII Rs. 9300-34,800 with Grade Pay of Rs.4800/- On completion of 4 years of service, PB-II Rs. 9300-34800 with Grade Pay of Rs.5400/-	Promotion and Direct Recruitment in the ratio of 3 : 1	<p><u>For Direct Recruitment(Age upto 37 years)</u></p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized university 2. Short-hand speed of 120 w.p.m. 3. Typing speed of 50 w.p.m. in English or 40 w.p.m. in Hindi on Computer 4. Five years experience in stenography in any academic institution <p><u>For Promotion(No Age Limit)</u> Four years experience as Senior Stenographer in GP of</p>

					Rs.4200
21	Principal Private Secretary	2	<p>PB-III Rs.15,600-39,100 with Grade Pay of Rs.6600/-</p> <p>On completion of 5 years of service, PB-III Rs.15,600-39,100 with Grade Pay of Rs.7600/-</p>	Promotion and Direct Recruitment in the ratio of 1 : 1	<p><u>For Direct Recruitment(No age limit)</u></p> <ol style="list-style-type: none"> 1. Master's Degree from a recognized university with at least 55% of marks or equivalent grade 2. 5 years experience as Private Secretary in the GP of Rs.4800/- or equivalent grade. <p><u>For Promotion</u></p> <p>5 years experience as Private Secretary in the GP of Rs.4800/- or equivalent grade.</p>

The probation period will be one year for all non-teaching positions.

Note: The post of Coordinator (Distance/Online Programmes) has been included in the Teaching Academic Positions

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Approved by Executive Council vide item No.3.3. of its meeting held on 22.03.2014

NATIONAL LAW UNIVERSITY DELHI

Recommendations on cadre review of Non-Academic employees of the National Law University, Delhi.

The issue was examined by the committee which is appointed for framing the Recruitment Regulations for Non-Academic employees of the university. The committee noted that at present there are 36 types of cadres in the university. The details are at Annexure-I.

The Committee, while appreciating the concern of the University for resorting to need based appointments, observed that the cadres need restructuring due to following factors:

- i.) The structured hierarchy is required to provide opportunity to the employees for their promotion and growth in the University.
- ii.) The hierarchy helps in defining accountability and responsibility.
- iii.) It helps the University to induct new blood to face the challenges of ever changing time.
- iv.) It facilitates implementation of the policies of the Government particularly in respect of reservations for SC, ST, OBC and PWD.
- v.) Implementation of the recommendations of the pay commission also needs structured cadres.
- vi.) It brings uniformity with other university system.
- vii.) Most of the isolated positions also get accommodated in the cadre structure so that the incumbents get their opportunities for growth, unless it is also absolutely necessary to keep the post separate.
- viii.) It helps to create new posts, as and when required, as the University is a growing institution.

On analysing the existing cadres. The committee noticed that the following cadres are of the nature of an isolated post, with no scope for further growth promotion.

- i.) Chief Warden
- ii.) Accounts Officer
- iii.) Technical Officer
- iv.) Estate Officer
- v.) Junior Accounts Officer
- vi.) Manager, Guest House
- vii.) Technical Assistant
- viii.) Store Keeper
- ix.) Jr. Technical Assistant-GP 1900
- x.) Junior Caretaker-GP Rs.1900
- xi.) ANM-GP Rs. 2400/-
- xii.) Technician (A/V)-GP Rs.1900/-
- xiii.) Electrician
- xiv.) Plumber
- xv.) Typist-Cum-Computer Operator

Thus almost 50% of the cadres carry only one sanctioned post. The remaining 50% cadres, though have more than one sanctioned post, they are yet to be made a part a defined and structured hierarchy.

The committee after deliberations at length recommended the following cadre stucture by merging the defferent cadres currently available in the University.

A) Administrative and Ministerial cadres.

i.) Deputy Registrar	PB-III GP Rs. 7600/- (After 5 years GP Rs. 8700/-)
ii.) Assistant Registrar	PB-III GP Rs. 5400/-
iii.) Section Officer	PB-III GP Rs. 4800/-
iv.) Senior Assistant	PB-II GP Rs. 4200/-
v.) Assistant	PB-I GP Rs. 2400/-
vi.) Junior Assistant	PB-I GP Rs. 1900/-
vii.) Multi Tasking Staff	PB-I GP Rs. 1800/-

B) Secretarial Cadres

i.) Principal Private Secretary	PB-III GP Rs. 6600/-
ii.) Private Secretary	PB-II GP Rs. 4800/-
iii.) Senior Stenographer	PB-II GP Rs. 4200/-
iv.) Stenographer	PB-I GP Rs. 2400/-

C) Computer Cadres/IT

i.) Technical Officer (I.T.)	PB-III GP Rs. 5400/-
ii.) Technical Assistant (IT)	PB-II GP Rs. 4200/-
iii.) Jr. Technical Assistant(IT)	PB-II GP Rs.2400

D) Library

i.) Professional Assistant	PB-II GP Rs. 4200/-
ii.) Semi Professional Assistant	PB-II GP Rs. 2400/-

E) Isolated Cadres

i) ANM	PB-I GP Rs. 2400/-
ii) Technician(Audio/Video)	PB-I GP Rs. 2400/-
i.) Driver	PB-I GP Rs. 1900/-
ii.) Electrician	PB-I GP Rs. 1900/-
iii.) Cook	PB-I GP Rs. 1900/-

The rationale followed for suggesting the above cadre stucture.

1. All the cadres with GP of Rs. 1800/- have been merged into one cadre of Multi Tasking Staff (an approved nomenclature recommended by the sixth pay commission and notified by the GOI). The University may have different working fields like office work, Gardening, Plumbing, Room Attendent, Gym Attendent, Xeroxing etc. but they form one cadre under MTS.

2. Now a days, there is no concept of typing on type writers. Every incumbent is expected to know the functioning computer and work on computer. Over a period of time typist and Computer Operator or Key Punch Operator have become synonymous. Therefore, the cadres Computer-cum-Xerox Operator, Typist-cum-computer operator, Junior Caretaker have been merged as one cadre of Junior Assistant. The Junior Assistant is expected to type or work on computer, do noting and drafting , file work etc. The Cadre of Assistant-cum-Computer Operator with GP of Rs.2400 has been designated as Assistant.
3. All the non-technical cadres (Such as General Assistant, Caretaker, Storekeeper, Hostel Supervisor etc.) carrying GP of Rs. 4200/- have been designated as Senior Assistant with GP of Rs. 4200/-. They can work even as Store Keeper, Hostel Supervisor, Care Taker depending on their posting. If they are posted in any Unit/Section, they have to do all the file related work including noting and drafting, dealing the cases Independently etc.
4. All the non-technical cadres (Such as Section Officer, Junior Accounts Officer, Manager Guest House etc.) carrying GP of Rs. 4800/- have been merged and designated as Section Officer. The SO may be in Administration, Finance and Accounts, Office of Library, Guest House (Manager), etc., wherever first level supervision is required.
5. The Positions like Estate Officer, Accounts Officer, Assistant Registrar have been merged as Assistant Registrar. The Assistant Registrar may be in Administration, Finance and Accounts, Estate, Security etc. depending on posting. Even a person appointed as Assistant Registrar (Legal) shall be part of the cadre of Assistant Registrar.
6. The secretarial cadres have been restructured as shown under (B) above.
7. The Computer/ I.T. Personnel will form Separate cadres as shown under (C) above
8. The Library Personnel have been restructured into academic and non-academic cadres on par with University Library System.
9. The remaining cadres like ANM, Technician(Audio/Video), Driver, Electrician etc. shall continue as isolated cadres which are covered under career progression scheme.
10. The Statutory officers i.e Vice –Chancellor, Registrar are not covered under these recruitment Regulations. Separate regulations are to be framed for statutory officers.

NATIONAL LAW UNIVERSITY DELHI

Sector -14, Dwarka, New Delhi-78

LEAVE REGULATIONS FOR NON-TEACHING EMPLOYEES

(Approved by Executive Council vide item No.26 of its meeting held on 30.01.2010)

SECTION –I

1. Extent of Application :-

Save as otherwise provided in these regulations, these Regulations shall apply to the non-teaching staff of the University, but shall not apply to –

- (a) persons in casual or daily-rated or part-time employment;
- (b) persons paid from contingencies;
- (c) persons serving on deputation from a Central Government Department or a State Government or any other source, for a limited duration.

2. Interpretation :-

Under these Regulations, unless the context otherwise requires –

- (a) “Authority competent to grant leave” means the Vice-Chancellor or any subordinate authority to which the Vice-Chancellor may delegate the power to sanction leave to any category of staff, subject to any condition that may be specified in the delegation.
- (b) “Completed years of service” or “one year’s continuous service” means continuous service of specified duration under the University and includes the period spent on duty as well as on deputation to foreign service or on leave including extraordinary leave;
- (c) “Date of retirement” or “date of his retirement” in relation to a non-teaching University employee, means the afternoon of the last day of the month in which the non-teaching University employee attains the age prescribed for retirement under the terms and conditions governing his service;
- (d) Earned leave, half-pay leave, leave not due, Commuted Leave, Extraordinary leave etc; means the leave as provided in these Regulations;
- (e) “Earned leave” means leave earned in respect of period spent on duty; and
- (f) “Half Pay leave” means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained;
- (g) “Commutated leave” means leave commuted as provided for in Regulations hereafter.

(h) “Employee in permanent employ” means an officer who holds substantively or provisionally substantively a permanent post or who holds a lien on a permanent post or who would have held a lien on permanent post had the lien not been suspended.

SECTION – II

GENERAL CONDITIONS

3. Right to Leave:-

3.1 Leave of any kind cannot be claimed as of right.

3.2 When the exigencies of service so demand, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Employee.

4. Effect of dismissal, removal or resignation on leave at credit :-

(1) Except as provided in Rule 28 and this rule, any claim to leave to the credit of an Employee, who is dismissed or removed or who resigns from University service, ceases from the date of such dismissal or removal on resignation.

(2) Where an Employee applies for another post outside the University and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit.

(3) An employee, who is dismissed or removed from service and is re-instated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

(4) An employee, who having retired on compensation or invalid pension or gratuity is re-employed and allowed to count his past service for service benefits, shall be entitled to count his former service towards leave.

5. Commutation of one kind of leave into another :-

(1) At the request of an Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Employee cannot claim such commutation as a matter of right.

Provided that no such request shall be considered unless received within a period of 30 days of the concerned Employee joining his duty on the expiry of the relevant spell of leave availed of by him.

(2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note :- Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of Rule 23.

6. Combination of different kinds of leave

Except as otherwise provided in these Regulations, any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave subject to any limit on the aggregate period of absence as may be prescribed in such cases.

Explanation :- Casual leave which is not recognised as leave under these Regulations shall not be combined with any other kind of leave admissible under these Regulations.

7. Maximum amount of continuous leave

Unless the Executive Council of the University, in view of the exceptional circumstances of the case otherwise determines, no Employee of the University shall be granted leave of any kind for a continuous period exceeding five years.

8. Acceptance of service or employment while on leave

An official (other than an official who is permitted to undertake casual literary work or service as an Examiner or similar employment) while on leave, shall not take up any service or employment elsewhere, including the setting up of a private professional practice as accountant, Consultant or legal practitioner, without obtaining prior sanction of the competent authority.

SECTION –III

GRANT OF AND RETURN FROM LEAVE

9. Application for leave

Any application for leave or for extension of leave shall be made in prescribed form to the authority competent to grant leave. It should be applied for and sanctioned before it is availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.

10. Leave Account

A leave account shall be maintained in prescribed form for each employee. The order sanctioning earned leave, half pay leave to an employee shall hereafter indicate the balance of such leave at his credit.

11. Leave not to be granted in certain circumstances

11.1 Leave shall not be granted to an Employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from University service.

11.2 No leave during suspension :- Leave may not be granted to an Employee under suspension.

12. Grant of leave on medical certificate

12.1 An application for leave on medical certificate shall be accompanied by a medical certificate in prescribed form from such Medical Officer as may be prescribed or a Registered

Medical Practitioner; defining as clearly as possible the nature and probable duration of illness.

12.2 A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Employee concerned will ever be fit to resume his duties and in such case, the opinion that the Employee is permanently unfit for University service shall be recorded in the medical certificate.

12.3 The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Medical Officer not below the rank of a Civil surgeon or Staff surgeon, to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the University.

12.4 The grant of medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

12.5 The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

13. Commencement and termination of leave

Except as provided in Rule 14 leave ordinarily begins on the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

14. Combination of holidays with leave

14.1 (i) When the day, immediately preceding the day on which an Employee's leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the Employee shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing / suffixing holidays to leave specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays.

(ii) In the case of leave on medical certificate-

(a) When an employee is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and

(b) When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any preceding the day he is so certified shall be treated as part of the leave.

14.2 Unless the authority competent to grant leave in any case otherwise directs-

(a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and

(b) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

Note :- A compensatory leave granted in lieu of duty performed by an Employee on Sunday or holiday for a full day may be treated as a holiday for the above purpose.

15. Recall to duty before expiry of leave

In case an Employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases and the Employee shall be entitled to be treated as on duty from the date he starts for the station to which he is ordered, and to draw-

- (i) travelling allowance under Regulations for the journey; and
- (ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty;

16. Return from leave :-

16.1 An Employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

16.2 Notwithstanding anything contained in sub-rule (1), an Employee on leave preparatory to retirement shall be precluded from returning to duty, save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement.

16.3 An Employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness.

17. Absence after expiry of leave

17.1 Unless the authority competent to grant leave extends the leave, an Employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

17.2 Wilful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.

Explanation :-

- (i) Treatment of wilful absence from duty not recognised.-

Wilful absence from duty, even though not covered by grant of leave does not entail loss of lien. The period of absence not covered by grant of leave shall have to be treated as “dies non” for all purposes, viz., increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service and unless sanctioning authority exercises its powers to treat the period as leave without allowance, the entire past service will stand forfeited.

- (ii) Action for overstaying of leave

As to how the cases in which an official overstays the prescribed quantum of extraordinary leave, should be dealt with, it is clarified that the amendment does not take away the power of the disciplinary authority to take appropriate disciplinary action for any misconduct. Action can be taken under these Regulations for unauthorized absence from duty or overstayal of leave even for one day, treating it as misconduct, if the facts and circumstances of the case warrants such an action.

(iii) Action for unauthorized absence from duty or overstayal of leave.

(a) When a temporary University employee asks for leave in excess of the limits prescribed under Rule 24 and if the, circumstances are exceptional, a decision could be taken by the leave sanctioning authority to grant further leave in excess of the limits with the approval of the Vice-Chancellor.

(b) When a temporary University employee applies for leave beyond the prescribed limit of extraordinary leave and the leave sanctioning authority is not satisfied with the genuineness of the grounds on which further leave has been asked for, nor does it consider the grounds as exceptional, the leave cannot be granted. In such a case the University employee should be asked to rejoin duty within a specified date failing which he would render himself liable for disciplinary action. Disobedience of orders to rejoin duty within the specified period would afford good and sufficient reasons for initiating disciplinary action under University Regulations. If he rejoins duty by the stipulated date, he may be taken back to service and the period of absence not covered by leave be treated as overstayal of leave and dealt with in accordance with the orders regarding regularization of overstayal of leave.

If the University employee does not join duty by the stipulated date it would be open to the disciplinary authority to institute disciplinary proceedings against him. If during the course of disciplinary proceedings he comes for rejoining duty, he should be allowed to do so without prejudice to the disciplinary action already initiated against him (unless he is placed under suspension) and the disciplinary action concluded as quickly as possible. The question of regularisation of the period of overstayal of leave be left over for consideration till the finalisation of the disciplinary proceedings.

(c) If a University employee absents himself abruptly or applies for leave which is refused in the exigencies of service and still he happens to absent himself from duty, he should be told of the consequences, viz., that the entire period of absence would be treated as unauthorised entailing loss of pay for the period in question, thereby resulting in break in service. If, however, he reports for duty before or after initiation of disciplinary proceedings, he may be taken back for duty because he has not been placed under suspension. The disciplinary action may be concluded and the period of absence treated as unauthorised resulting in loss in pay and allowances for the period of absence and thus a break in service. The question whether the break should be condoned or not and treated as "dies non" should be considered only after conclusion of the disciplinary proceedings and that too after the University employee represents in this regard.

(iv) It is made clear that a University employee who remains absent unauthorisedly without proper permission should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in the Rule. However, the disciplinary authority should consider the grounds adduced by the University employee for his unauthorised absence before initiating disciplinary proceedings. If the disciplinary authority is satisfied that the grounds adduced for unauthorised absence are justified, the leave of the kind applied for and due and admissible may be granted to him.

SECTION –IV

KINDS OF LEAVE- DUE AND ADMISSIBLE

18. The following kinds of leave, shall be admissible to the employees :-

(i) Leave earned by duty :

Earned leave, half pay leave, commuted leave and leave not due.

(ii) Leave not earned by duty :

Casual leave, special casual leave, maternity leave, hospital leave, study leave, quarantine leave and extraordinary leave.

19. (1) Earned leave admissible to employees :-

(a) Each employee's leave account shall be credited with earned leave in advance, in two instalments of 15 days each on 1st January and 1st July of every calendar year.

(b) The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days. If a University employee is on leave on the last day of any particular half year of the calendar year, he shall be entitled to earned leave credited on the first day of the succeeding half year provided that the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry.

Provided that where the earned leave at the credit of University Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (a) of clause (i) of Rule 19 shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the University employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

(c) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

(2)(i) Maximum earned leave that may be granted at a time shall be 180 days.

Provided earned leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days.

(ii) Earned leave may be granted to a University Employee for a period exceeding 180 days but not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.

Provided that where earned leave exceeding 180 days is so granted, the period of such leave spent in India shall not in the aggregate exceed aforesaid limits.

20. Calculation of Earned Leave

(1) Earned leave shall be credited to the leave account of a University employee at the rate of 2 ½ days for each calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(2) (a) The credit for the half year in which a University employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days for completed calendar month upto the date of retirement or resignation.

(b) When a University employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½

days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

- (3) If a University employee has availed of extraordinary leave and/ or some period of absence has been treated as “dies non” in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/ or “dies non” subject to maximum of 15 days.
- (4) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

21. Half Pay Leave

- (1) The half pay leave account of every University employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.
- (2) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.
- (b) The credit for the half-year in which a University employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
- (c) When a University employee is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
- (d) Where a period of absence or suspension of a University employee has been treated as “dies non” in a half-year, the credit to be afforded in his half pay leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of “dies non” subject to a maximum of ten days.
- (3) The Half-pay leave under this rule may be granted to an employee on medical certificate or on private affairs.

Provided that in case of an employee not in permanent employ, no half pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.

22. Commuted Leave

- (1) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a University employee, subject to the following conditions :-

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

(b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(1-A) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the University interest by the leave sanctioning authority.

(2) Where a University employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the University employee for further service or in the event of his death.

Note :- Commuted leave may be granted at the request of the University employee even when earned leave is due to him.

23. Leave not Due

(1) Save in the case of leave preparatory to retirement, leave not due may be granted to a University employee in permanent employ limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the University employee returning to duty on its expiry;

(b) leave not due shall be limited to the half pay leave he is likely to earn thereafter;

(c) leave not due shall be debited against the half pay leave the University employee may earn subsequently.

(1-A) Leave not due may also be granted to such of the temporary employees as are suffering from TB, Leprosy, Cancer or Mental illness, for a period not exceeding 360 days during entire service, subject to fulfilment of conditions in clauses (a) to (c) of sub-rule (1) and subject to the following conditions, namely :-

(i) that the employee has put in a minimum of one year's service;

(ii) that the post from which the employee proceeds on leave is likely to last till his return to duty; and

(iii) that the request for grant of such leave is supported by a medical certificate.

(2) (a) Where a University employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

- (b) Where a University employee who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the University employee for further service or in the event of his death.

24. Extraordinary leave

- (1) Extraordinary leave may be granted to a University employee in special circumstances –

- (a) when no other leave is admissible;
- (b) when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.

- (2) Unless the Vice-Chancellor in view of the exceptional circumstances of the case otherwise determines, no University employee, who is not in permanent employ, shall be granted extraordinary leave on any one occasion in excess of the following limits :-

- (a) three months;
- (b) six months, where the University employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these Regulations, including three month's extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these Regulations;
- (c) eighteen months, where the University employee has completed one year's continuous service is undergoing treatment for –
- (i) pulmonary tuberculosis or pleurisy of tubercular origin on production of medical certificate from a tuberculosis specialist under whom he is taking treatment;
- (ii) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil surgeon or staff surgeon; or
- (iii) leprosy in a recognised leprosy institution;
- (iv) cancer or for mental illness, in an institution recognised for the treatment of such disease or by a specialist in such disease.
- (d) twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the University interest, provided the University employee concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these Regulations, including three months' extraordinary leave under clause (a).

- (3) (a) Where a University employee is granted extraordinary leave in relaxation of the provisions contained in clause (d) of sub-rule (2), he shall be required to execute a bond undertaking to refund to the University the actual

amount of expenditure incurred by the University during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.

- (b) The bond shall be supported by sureties from two permanent University employees having a status comparable to or higher than that of the University employee concerned.
- (4) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of sub-rule (2).
- (5) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Note :- The power of commuting retrospectively the periods of absence without leave into extraordinary leave is absolute and not subject to any condition.

25. Leave to a person on probation

A person appointed to a post on probation shall be entitled to leave under these Regulations as a temporary or a permanent University employee according as his appointment is against a temporary or a permanent post:

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these Regulations as a permanent employee.

26. Leave to persons re-employed after retirement

In the case of a person re-employed after retirement, the provisions of these Regulations shall apply as if he had entered University service for the first time on the date of his re-employment.

27. Leave preparatory to retirement

A University employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends upto and includes the date of retirement.

Note :- The leave granted as leave preparatory to retirement shall not include Extraordinary leave.

28. Leave/ cash payment in lieu of leave beyond the date of retirement, Compulsory retirement or quitting of service.

- (1) (1) No leave shall be granted to a University employee beyond –
 - (a) the date of his/her retirement, or
 - (b) the date of his/her final cessation of duties, or
 - (c) the date on which he retires by giving notice to the University or he is retired by the University by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
 - (d) the date of his/her resignation from service.

- (2) (a) Where a University employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.
- (b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement.

No House Rent Allowance or Compensatory (City) Allowance shall be payable –

$$\text{Cash equivalent} = \frac{\text{Pay admissible on the date of retirement plus dearness allowance admissible on that date}}{30} \times \text{Number of days of unutilized earned leave at credit on the date of retirement subject to the maximum of 300 days}$$

- (3) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a University employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University dues, if any.
- (4) (a) Where the service of a University employee has been extended, in the interest of public service beyond the date of his retirement, he may be granted-
- (i) during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum as prescribed in Rule 19.
- (ii) after expiry of the period of extension, cash equivalent in the manner provided in sub-rule (2) in respect of earned leave at credit on the date of retirement, plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 300 days.
- (b) The cash equivalent payable under sub-clause (ii) of clause (a) of this sub-rule shall be calculated in the manner indicated in clause (b) of sub-rule (2) above.
- (5) A University employee who retires or is retired from service in the manner mentioned in clause (c) of sub-rule (1), may be granted suo motu, by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit subject to a maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave plus dearness allowance admissible on the leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other

retirement benefits, if admissible, and ad hoc relief / graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No House Rent Allowance or Compensatory (City) Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

(5-A) Where a University employee is compulsorily retired as a manner of penalty and the disciplinary authority has not imposed any reduction in the amount of his/her retirement benefits (including gratuity), the authority competent to grant leave shall suo motu issue an order granting cash equivalent of leave salary for earned leave, if any, at credit of the University employee on the date of such retirement, subject to a maximum of three hundred days in the manner indicated in clause (b) of sub-rule (2).

(6) (a) (i) Where the services of a University employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.

(ii) If a University employee resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

(iii) A University employee, who is re-employed after retirement may, on termination of his re-employment, be granted suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.

(b) The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule (2) and for the purpose of computation of cash equivalent under sub-clause (iii) of Clause (a), the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the dearness allowance appropriate to that pay.

28-A. Cash equivalent of leave salary in case of death in service

In case a University employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, not exceeding leave salary for 300 days, shall be paid to his family (in the manner specified in Rule 28-C) without any reduction on account of pension equivalent of death-cum-retirement gratuity.

Note :- In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased University employee shall also be entitled to payment of dearness allowance only.

28-B. Cash equivalent of leave salary in case of invalidation from service

A University employee who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under sub-rule (5) of Rule 28. A University employee not in permanent employ shall not however be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

28-C. Payment of cash equivalent of leave salary in case of death, etc., of University employee

In the event of the death of a University employee while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under Regulations 28, 28-A and 28-B, such amount shall be payable-

- (i) to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male University employee, or to the husband, if the deceased was a female University employee;
- (ii) failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;
- (iii) failing (i) and (ii) above, to the eldest surviving unmarried daughter;
- (iv) failing (i) to (iii) above, to the eldest surviving widowed daughter;
- (v) failing (i) to (iv) above, to the father;
- (vi) failing (i) to (v) above, to the mother;
- (vii) failing (i) to (vi) above, to the eldest surviving brother below the age of eighteen years;
- (viii) failing (i) to (vii) above, to the eldest surviving unmarried sister;
- (ix) failing (i) to (viii) above, to the eldest surviving widowed sister;
- (x) failing (i) to (ix) above, to the eldest surviving married daughter; and
- (xi) failing (i) to (x) above, to the eldest child of the eldest predeceased son.

28-D. Cash equivalent of leave salary in case of permanent absorption in public sector undertaking/ autonomous body wholly or substantially owned or controlled by the Central/ State Government.

An employee who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of

absorption subject to a maximum of 300 days. This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 28.

Decisions :-

(1) Cash equivalent of leave salary for earned leave to be paid in cases of voluntary retirement/ pre-mature retirement/ invalidation even if the period goes beyond the date of superannuation :-

Encashment of Earned Leave due and admissible subject to a maximum of 300 days may be allowed in cases of pre-mature / voluntarily retirement or retirement on invalidation, even if this exceeds the period between the date on which the officer retires and the date on which he would have retired in the normal course on superannuation.

(2) Increment during leave :-

(a) If the normal date of increment of an employee falls during a period when he remains on earned leave/ commuted leave/ half pay leave/ leave not due, the benefit of such increment will be given to him only from the date he joins duty on expiry of such leave though the actual date of next increment shall remain unaffected.

(b) In the case of an employee who dies while on any of leave for which leave salary is payable, a lumpsum ex-gratia payment, in addition to the normal entitlements under leave Regulations, may be allowed to the member of his family as specified in Rule 28-C. The ex-gratia payment shall be equivalent to the difference between the amount of leave salary as well as cash equivalent of leave salary admissible as per Regulations and 28-A and the amount of leave salary as well as cash equivalent of leave salary which would have been admissible if the benefit of the increment falling due during the currency of leave period until date of death was allowed from its due date without waiting for rejoining duty of the employee.

(3) Applicable to re-employed pensioners also :- The provision of rule 28-A is applicable in the case of re-employed pensioners also.

(4) Calculation of cash equivalent in respect of half pay leave at credit :-

Calculation of cash equivalent in respect of Half pay leave at credit shall be made as under:-

	Half pay leave salary plus Dearness Allowance if admissible (minus) pension, pension equivalent of gratuity and relief on pension if Dearness Allowance is Admissible on half pay leave ----- X	
Cash payment in lieu of half pay leave component =	30	Number of days of HPL due on the date of retirement on superannuation

The amount so calculated shall be paid in one lumpsum as a one-time settlement.

(5) Encashment of earned leave while availing LTC :-

Encashment of 10 days' earned leave may be allowed at the time of availing of Leave Travel Concession, subject to the conditions that :-

- (a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
- (b) earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
- (c) a balance of 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and
- (d) the period of leave encashed shall not be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

29. Leave salary

(1) A University employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

Note :- In respect of any period spent on foreign service out of India, the pay which the University employee would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

(2) A University employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).

(3) A University employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).

(4) A University employee on extraordinary leave is not entitled to any leave salary.

(5) In the case of a University employee who is granted leave earned, by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

30. Advance of leave salary

A University employee, including an employee on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary upto a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances etc.

SECTION –V

SPECIAL KINDS OF LEAVE

31. Maternity Leave

(1) A female University employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.

(2) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) Maternity leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service of that employee in case of miscarriage including abortion on production of medical certificate.

(4) (a) Maternity leave may be combined with leave of any other kind.

(c) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 22 or sub-rule (1) of Rule 23, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) upto a maximum of one year may, if applied for, be granted in continuation of maternity leave granted under sub-rule (1).

(5) Leave in continuation of leave granted under clause (b) of sub-rule (4) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of a new born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

(6) Maternity leave shall not be debited against the leave account.

Note :-

(i) (i) Unmarried female University employees also eligible for maternity leave. Since the word 'female' in the rule does not specifically refer to the marital status of the female and the word 'married' is not prefixed to the word 'female', the maternity leave as admissible may be granted to an unmarried female employee also.

(ii) (ii) The abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting maternity leave under the Regulations.

(iii) (iii) No maternity leave for threatened abortion – It is clarified that 'abortion' does not include 'threatened abortion' and maternity leave cannot be granted in case of threatened abortion.

Paternity Leave for 15 days - A male University employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity leave). It may not normally be refused under any circumstances.

31-A. Leave to a female University employee on adoption of a child

A female University employee on adoption of a child, may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period upto one year or till such time the child is one year old, whichever is earlier. However, this facility will not be admissible in case she is already having two surviving children at the time of adoption.

31-B* Child Care Leave

Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible. Further, the clarifications/guidelines issued by the Govt. of India from time to time for availing the Child Care Leave will also be applicable on the University employees.

32. Hospital Leave

- (1) The authority competent to grant leave may grant hospital leave to an employee for medical treatment in a hospital or otherwise for illness or injury if such illness or injury is directly due to risks incurred in the course of official duty. This leave will be available to such employees only, whose duties expose them to such illness or injury.
- (2) Hospital leave shall be granted on the production of medical certificate from an Authorised Medical Officer.
- (3) Hospital Leave may be granted for such period as the authority granting it may consider necessary, on leave salary-
 - (i) equal to leave salary while on earned leave, for the first 120 days of any period of such leave; and
 - (ii) equal to leave salary during half pay leave, for the remaining period of such leave.
- (4) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible, provided the total period of leave, after such combination, does not exceed 28 months.

33. Quarantine Leave :-

Quarantine Leave is leave of absence from duty necessitated by orders not to attend office in consequence of infectious diseases in the family, in the household of an employee. Quarantine Leave may be granted on the certificate of the medical or Public Health Officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for Quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted if necessary in continuation of other leave subject to the above maximum limit. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

*Inserted vide E.C. Reso. No.3.2 dated 09.03.2016

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SECTION –VI

CASUAL LEAVE AND SPECIAL CASUAL LEAVE

34. Casual Leave

- (1) Casual leave is not a recognised form of leave. An official on casual leave is not treated as absent from duty and his pay is not intermitted on this account.
- (2) Casual leave cannot be combined with any other kind of leave except with special casual leave., It may be combined with holidays including Sundays.
- (3) Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
- (4) Sundays/ public holidays/ weekly offs can be prefixed/ suffixed to casual leave.
- (5) Casual leave can be taken for half-day also.
- (6) Casual leave is essentially intended for short periods. It shall not normally be granted for more than 5 days at any one time.
- (7) Casual leave cannot be carried over to the next calendar year.
- (8) Casual leave cannot be claimed as of right and its grant is always subject to exigencies of service.
- (9) A whole time official shall be entitled to 12 days casual leave in a calendar year.
- (10) Officials joining during the middle of a year may avail casual leave proportionately for the full period at the discretion of the competent authority.

35. Special Casual Leave

35-A. For participation in sports and cultural activities.

- (1) (a) Sports events :- Special casual leave admissible for a period not exceeding 30 days in a calendar year for –
 - (i) participating in sporting events of national/ international importance;
 - (ii) coaching or training campus under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;
 - (iii) Coaching or training campus at the National Institute of Sports, Patiala
 - (iv) Coaching camps in sports organised by National Sports Federation/ Sports Boards recognised by Government
 - (v) Participating in mountaineering/ trekking expeditions.

(b) Special casual leave for a period not exceeding 10 days in any one calendar year may also be granted for participating in inter-university and inter-departmental tournaments and sporting events held in or outside Delhi.

(2) Cultural Activities :- Special casual leave may also be granted to employees participating in dancing and singing competitions at Regional, National or International level, organised by Government of India / State Government/ Government sponsored Bodies, i.e., Institutions and organisations which are substantially controlled by Government and receive substantial assistance in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

35-B. For Family Planning

In addition to above, special casual leave to the extent mentioned below, may also be granted

—

(1) In the case of Male Employees :- Male University employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(2) In the case of Female Employees :-

(a) Female University employees who undergo tubectomy operations – whether puerperal or non-puerperal, may be granted special casual leave not exceeding 14 days.

(b) In the case of female University employees who undergo tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(c) Female University employees who have insertions of Intra-Uterine Contraceptive Devices may be granted special casual leave on the day of the IUCD insertion.

(d) Female University employees who have re-insertions of Intra-Uterine Device (IUD) may be granted special casual leave on the day of the IUD re-insertion.

(e) Female University employees who undergo salpingectomy operation alongwith Medical termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days.

Female employees who undergo salpingectomy operation alongwith medical termination of pregnancy and avail the facility of maternity leave for six weeks will NOT be entitled to additional 14 days of special casual leave.

- (3) Male employees whose wives undergo tubectomy operation –
- (a) Male University employees whose wives undergo either puerperal or non-puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.
- (b) Male University employees whose wives undergo tubectomy/ salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave upto 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/ salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.
- (c) Special casual leave has to follow the date of operation – The grant of special casual leave to a male University employee whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the special casual leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave.
- (4) Special casual leave to women employees when their husbands undergo vasectomy operation – Special casual leave for one day, on the day when their husbands undergo vasectomy operation may be given to women University employees, to enable them to attend on their husbands.
- (5) In case of post-sterilization operation complications – A University employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post-operation complications may be allowed special casual leave to cover the period for which he or she is hospitalized on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities / an authorized medical attendant. In addition, the benefit of the additional special casual leave may also be extended, to the extent of seven days in case of vasectomy operation and fourteen days in case of tubectomy operation, to such University employees who after sterilization operation do not remain hospitalized but at the same time, are not found fit to go to work, subject to the production of a medical certificate from the appropriate authority in the concerned hospital/ authorised medical attendant.
- (6) Admissible for sterilization operation by laproscopic method also – The provisions relating to grant of special casual leave to male and female University employees may also be applied to cases where the sterilization operation is performed by laproscopic method.
- (7) For undergoing recanalization operation :- University employees who undergo operation for recanalization may be granted special casual leave up to a period of 21 days or actual period of hospitalization as certified by the authorised medical attendant, whichever is less. In addition special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalization operation (without any

commitment to the re-imburement of medical expenses) is subject to the following conditions :-

- (i) the operation should have been performed in hospital/ medical college/ institute where facilities for recanalization are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/ Union Territory Administration for performing recanalization operations.
- (ii) the request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the University employee for the period stipulated therein was essential for the operation and post-operation recovery.
- (iii) The concession indicated above is admissible to University employees who-
 - (a) are unmarried; or
 - (b) have less than two children; or
 - (c) desire recanalization for substantial reasons, e.g., a person has lost all male children or all female children after vasectomy/ tubectomy operation performed earlier.

(8) Combining with regular/ casual leave :- Special casual leave connected with sterilization/ recanalization under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed both to regular leave and casual leave. Special casual leave should either be pre-fixed to regular or to casual leave and not both. Similarly special casual leave may be suffixed either to regular leave or to casual leave and not both. The intervening holidays and or Sundays may be prefixed/ suffixed to regular leave, as the case may be.

35-C. Miscellaneous

Special casual leave not exceeding ten days in any one calendar year may also be granted—

- (1) to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are at issue. The leave so granted should be sufficient to cover the period of absence necessary;
- (2) when deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the Committees appointed by the University / Government/ U.G.C; lecturing and examination work or such other work as may be specified by the University.
- (3) to participate in literary, scientific or educational symposia or seminar or cultural or athletic or sports activities conducted by the University or by bodies recognised by the University; or
- (4) Natural Calamities, Bandhs etc. – When employees residing at places 8 km. away from office, are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc.; if the absence was due to picketing or disturbances or curfew, special casual leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g., medical grounds etc; for the day/ days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.

(5) During Elections – During General Elections/ bye-elections to Lok Sabha / State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's special casual leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

(6) Donating blood to recognised Blood Banks on working days (for that day only).

(7) To do such other work as may be approved by the University.

(8) Combination of special casual leave with ordinary casual leave/ regular leave – It is open to the competent authority to grant casual leave in combination with special casual leave; but in cases where it is permissible to grant regular leave in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.

Note :- In computing the ten days' leave admissible, the days of actual journey, if any, to and from the place where activities specified above, take place will be excluded.

36. Study Leave

(1) (1) Study Leave may be granted to University employees with not less than five year's service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability.

(2) Sanctioning authority :- Executive Council of the University on the recommendation of the Vice-Chancellor, subject to the condition –

(i) Course should be certified to be of definite advantage to University from the point of view of public interest.

(ii) The particular study or study tour should be approved by the authority competent to grant leave

(iii) The official on his return should submit a full report on the work done during study leave.

(3) Not granted-

(a) for studies out of India if facilities for such studies exist in India.

(b) to an official due to retire within three years of return from the study leave.

(c) to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.

(4) The official should have satisfactorily completed period of probation and rendered not less than five years of regular continuous service including the period of probation.

(5) Maximum period is 24 months in the entire service and may be granted at a stretch or in different spells.

(6) This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, including vacation, if any, but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.

(7) Requisite Bonds in the prescribed forms are required to be executed by the official.

(8) Before grant of leave outside India, Finance Ministry's agreement for release of foreign exchange is necessary.

(9) If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.

(10) Leave Salary – (a) Outside India :- Pay last drawn plus dearness allowance, house rent allowance, compensatory (city) allowance and in addition, such allowance admissible; (b) In India : Leave salary will be equal to pay last drawn plus dearness allowance, HRA and CCA. No study allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during half pay leave.

Note :- HRA and CCA are payable for the first 180 days at the rates applicable at the last place of a duty, continuance beyond 180 days will be subject to the production of prescribed certificates for the drawal.

(11) Officials granted study leave shall not be paid T.A.

(12) Resignation or retirement after study leave or not completing the course of study – An official, who after availing of study leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, should refund (i) the actual amount of leave salary, study allowance, cost of fees, T.A., and other expenses, if any, incurred by the University, and (ii) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates. In exceptional cases, the Executive Council may waive or reduce such recoveries.

37. Compensatory Off :-

(i) Compulsory attendance on Sundays or other public holidays justifies the grant of compensatory leave in lieu of duty on Sundays etc., for the number of days an employee is required to attend the office unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible.

(ii) The attendance in such cases should be under the previous orders of the officer-in-charge/ Registrar.

(iii) The accumulation of compensatory leave will not be subject to any limit, but such leave should ordinarily be allowed within a month of its becoming due.

Provided that not more than two days' compensatory leave is allowed to be availed at a time.

38. Earned Leave to Ad-hoc/ Contract employees:-

In cases of ad-hoc/contract appointments, which are for brief periods, the ad-hoc/contract employees may be allowed earned leave at the rate of 2 ½ days per month of completed service. While granting the leave, the leave should be for full days and not half a day. They will not be entitled to the benefit of encashment of earned leave on termination of their service.

If ad-hoc/contract appointments made for brief periods initially, however, for some reasons, continue beyond a period of three years without a break, such ad-hoc/contract employees may be extended the benefit of all kinds of leave as admissible to temporary employees under these Regulations, from the date of their initial employment.

39. Interpretation :-

Where any doubt arises as to the interpretation of these Regulations, the clarifications, decisions as contained in Government rules shall be applicable.

40. Power to Relax :-

Where University is satisfied that the operation of any of these Regulations causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the Executive Council.

THE NATIONAL LAW UNIVERSITY DELHI
SECTOR-14, DWARKA, NEW DELHI-110078

LEAVE TRAVEL CONCESSION REGULATIONS

(Approved by Executive Council vide item No.26 of its meeting held on 30.01.2010)

1. Short Title & Application :-

- (1) These regulations may be called the National Law University (Leave Travel Concession) Regulations.
- (2) These shall apply to all persons –
 - (i) who are appointed to any post in the University;
 - (ii) who are employed under Central Government or a State Government or any other University or organisation and who are on deputation with the University;
 - (iii) who are appointed on contract basis; and
 - (iv) who are re-employed after their retirement.
- (3) These shall not apply to –
 - (i) persons not in whole time employment of the University;
 - (ii) persons in casual and daily rated employment;
 - (iii) persons eligible to any other form of travel concession available during leave or otherwise.

2. Admissibility:-

- (1) The leave travel concession shall be admissible on completion of one year's continuous service under the University, provided that in case of the employee mentioned in categories 1.2(ii), 1.2(iii) and 1.2(iv), it is certified that he/she is likely to serve under the University for a period of at least two years in the case of leave travel concession to home town and at least four years in the case of leave travel concession to any place in India. Alternatively the employees mentioned in categories 1.2(ii), 1.2(iii) and 1.2(iv) may be allowed leave travel concession in the last year of block period, if he/she is otherwise entitled.

In case of persons, earlier employed in any other University/ Government department/ autonomous body/ public sector undertaking, joining the university without any break, the service will be treated as continuous with the previous service for the purpose of Leave Travel Concession, provided that he has not availed the Leave Travel Concession for that block year in the earlier organisation.

- (2) In the case of officers appointed on contract basis, where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for the purpose of leave travel concession.

- (3) In the case of persons re-employed, immediately after retirement without any break the period of re-employment service will be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period, provided that the leave travel concession would have been admissible to the re-employed officer had he not retired but had continued as serving officer.

Illustration :- If an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

(4) The leave travel concession shall be admissible during any period of leave, vacation including casual leave, special casual leave and maternity leave.

(5) A period of unauthorised absence due to participation in strike, etc., shall be deemed to cause break in service, unless condoned by the appointing authority, while calculating the minimum period of continuous service.

(6) Not to :- The leave travel concession is Not admissible to :-

(i) Employees whose spouses are employed in Indian Railways and National Airlines as they are entitled for 'Free Pass' facility.

(ii) An employee under suspension; however, his family can avail the concession.

(iii) An employee who proceeds on leave but resigns his post without returning to duty.

3. Scope :-

The leave travel concession will cover the Employee himself and his family.

4. Definitions :-

In these regulations, unless the context otherwise requires-

(a) "a place in India" will cover any place within the territory of India, whether it is on the mainland or overseas;

(b) 'Family' means :-

(i) the Employee's wife or husband, as the case may be, and two surviving unmarried children or stepchildren wholly dependent on the Employee, irrespective of whether they are residing with the Employee or not;

Note :- The "dependency" condition does not apply to the Employee's spouse.

(ii) Married daughters who have been divorced, abandoned or separated from their husbands and are residing with the Employee and are wholly dependent on the Employee;

(iii) Parents and/or step parents (stepmother and stepfather) wholly dependent on the Employee;

(iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters, residing with and wholly dependent on the Employee, provided their parents are either not alive or are themselves wholly dependent on the Employee.

Explanations :-

1. The restriction of the concession to only two surviving children or step children shall not be applicable in respect of (i) those employees who already have more than two children

prior to the coming into force of this restriction, i.e., 20-10-98; (ii) children born within one year of the coming into force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term 'Family' for the purpose of these Regulations. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. It is not necessary for the spouse and children to reside with the Employee so as to be eligible for the Leave Travel Concession. The concession in their cases shall, however, be restricted to the actual distance travelled or distance between the headquarters/ place of posting of the Employee and the home town/ place of visit, whichever is less.

4. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term 'Family'.

5. A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend, etc. does not exceed Rs. 1500 per month is deemed to be wholly dependent on the Employee.

(c) "home town" means the town, village or any other place declared as such by the Employee and accepted by the University. If both husband and wife are University employees, they can declare separate home towns independently.

5. Change Of Home Town :-

The home town once declared and accepted by the University shall be treated as final. In exceptional circumstances, the University may authorize a change in such declaration provided that, such a change shall not be made more than once during the service of the Employee.

6. Declaration of place of visit under leave travel concession to any place in India:-

When the concession to visit any place in India is proposed to be availed of by an Employee or any member of the family of such Employee, the intended place of visit shall be declared by the Employee in advance to the sanctioning authority. The declared place of visit may be changed before the commencement of the journey with the approval of sanctioning authority, but it may not be changed after the commencement of the journey.

7. Types of Leave Travel Concession :-

(a) The leave travel concession to home town shall be admissible irrespective of the distance between the headquarters of the Employee and his home town, once in a block of two calendar years, such as 2008-2009, 2010-11. The present two year block is 2010-11.

(b) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Employee, once in a block of four calendar years, such as 2006-09. The current block of four years is 2010-13.

Provided that in the case of an Employee to whom Leave travel concession to home town is admissible, the leave travel concession to any place in India availed of by him shall be in lieu of, and adjusted against, the leave travel concession to home town available to him at the time of the commencement of the journey.

(c) An employee (married or unmarried) whose family lives away from his headquarters at his home town may, in lieu of all concessions under this scheme, including the leave travel

concession to visit any place in India once in a block of four years which would otherwise be admissible to him and members of his family, choose to avail of leave travel concession for self alone to visit the home town every year instead of having it for self and family once in two years. In such cases, he and his family will lose the right of LTC to anywhere in India.

(d) Fresh recruits to Central Government may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the University employees only for the first two blocks of four years applicable after joining the University/Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the University/Government even though the employee changes the job within University/Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service.

(d) The Vice-Chancellor shall be entitled to avail Leave Travel Concession with family once in a year as per terms & conditions of the appointment letter.

8. (deleted vide notification dated 05.10.2016/E.C. Reso. No.3.1 dated .23.12.2016)

9. Counting of Leave Travel Concession against particular blocks :-

An employee and members of his family availing of leave travel concession may travel in different groups at different times during a block of two or four years, as the case may be. The concession so availed of will be counted against the block of two years or four years within which the outward journey commenced, even if the return journey was performed after the expiry of the block of two years or four years.

10. Carry Over of Leave Travel Concession:-

An employee who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If an employee is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

11. Place to be visited by employee and members of his family under Leave Travel Concession to any place in India :-

(1) Employee and/or member(s) can visit home Town or “any place in India” in the same block :- In the same block of two years, some members of the family can avail the concession to visit home town, while others for visiting “any place in India”.

(2) An employee and each member of his family may visit different places of their choices during a block of four years. It shall not be necessary for members of family of an Employee to visit the same place as that visited by the Employee himself at any time earlier during the same block.

12. Entitlement :-

(1) For travel under the scheme of leave travel concession the entitlement shall be as under :-

(A) Journey by Air/ Rail

Grade Pay	Travel Entitlement
Officers drawing grade pay/academic grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Economy Class by air/AC First class by train. However the Vice-Chancellor shall be entitled to travel by Business/Club Class.
Officers drawing grade pay/academic grade pay of Rs. Rs.7600, Rs.8000, Rs.8700, Rs.8900 and Rs.9000	Economy Class by air/AC First class by train
Officers drawing grade/ academic grade pay of Rs.5400, Rs.6000, Rs.6600 and Rs.7000	Economy Class by air/AC II Tier class by train
Officers drawing grade pay of Rs.4200, Rs.4600 and Rs. 4800	AC II Tier Class by train
Officers drawing grade pay below Rs.4200	First Class/AC III Tier/ AC Chair car by train

The Travel entitlements are subject to following:-

- (i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

(B) Journey by Sea or by River Steamer :-

Grade Pay	Travel Entitlement
Officers drawing grade pay/ academic grade pay of Rs.5400/- and above and those in pay scales of HAG+ and above	Highest Class
Officers drawing grade pay of Rs.4200,	If there be two classes only on the

Rs.4600 and Rs.4800	steamer, the lower class.
Officers drawing grade pay of Rs.2400 and Rs.2800	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class If there be four classes, the third class

Officers drawing grade pay less than Rs.2400 The lowest class

ii) Accommodation entitlement for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows:-

Grade Pay	Entitlement
Officers drawing grade pay/ academic grade pay of Rs.5400/- and above and those in pay scales of HAG+ and above	Deluxe Class
Officers drawing grade pay of Rs.4200, Rs.4600 and Rs.4800	First/ 'A' Cabin class
Officers drawing grade pay of Rs.2400 and Rs.2800	Second/ 'B' Cabin Class
Officers drawing grade pay less than Rs.2400	Bunk Class

(C) Journey by Road :-

Grade Pay	Entitlement
(i) Officers drawing grade pay/academic grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Actual fare by any type of public bus including air-conditioned bus. OR

	at prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR at prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter motor cycle, moped etc. for the journey to the places not connected by rail, subject to the condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less
(ii) Officers drawing grade pay/academic grade pay of Rs.5400, Rs.6,000, Rs.6600, Rs.7000, Rs.7600, Rs.8000, Rs.8700, Rs.8900 and Rs.9000	Same as at (i) above with the exception that journeys by AC taxi will not be permissible.
(iii) Officers drawing grade pay of Rs.4200, Rs.4600 and Rs. 4800	Same as (ii) above
(iv) Officers drawing grade pay of Rs.2400 and above but less than Rs.4200	Actual fare by any type of public bus other than air-conditioned bus OR at prescribed rates of autorickshaw/own scooter/motorcycle/ Moped etc. subject to condition that the claim shall be restricted to bus fare by entitled class or the fare actually paid, whichever is less.
(v) Officers drawing grade pay below Rs.2400	Actual fare by ordinary public bus only OR at prescribed rates for autorickshaw/own scooter/ motorcycle/moped etc. subject to condition that the claim shall be restricted to bus fare by ordinary bus.

Note :- In all cases of travel by AC Taxi, Taxi or Autorickshaw production of fare receipt will be necessary.

(D) Journey by road :-

- (i) Where a public transport system as aforesaid does not exist, the assistance will be regulated as in case of journeys undertaken on transfer by the Govt. of India employees.
 - (ii) where a University employee travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.
- (E) By Air :-
- (i) An employee may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.
 - (ii) If journey between places connected by rail is performed by air, claim will be restricted to fare of the entitled class by rail.
- (F) In regard to places in territory of India connected by shipping services, the entitlement of an Employee to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer by the Govt. of India employees

13. Reimbursement:-

- (i) Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
- (ii) Journeys from a station other than the duty station:- The employee will be entitled to the concession from the place of residence to the place visited/ home town but restricted to the entitlement from his duty station to the place visited/ home town by the shortest route.
- (iii) To home/ declared destination and back :- In every case the journey should be to the home/ declared destination and back, but it need not necessarily commence from or end at the headquarters of the Employee either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled, limited to the amount that would, have been admissible had the journey been performed between the headquarters and the 'home' of the Employee or declared destination.

14. Forfeiture of claim:-

A claim for reimbursement of expenditure incurred on journey under Leave Travel Concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

15. Grant of advance and adjustment thereof :-

- (i) Advance may be granted to Employees to enable them to avail themselves of the leave travel concession. The amount of such advance in each case shall be limited upto 90% of the estimated amount which University would have to re-imburse in respect of the cost of the journey both ways.
- (ii) If the family travels separately from the Employee, the advance may also be drawn separately to the extent admissible.
- (iii) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Employee or the period of anticipated absence of the members of the family does not exceed three months. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- (iv) If the limit of three months is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the University forthwith.
- (v) The advance should be refunded in full, if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made thirty-five days before the proposed date of the outward journey and advance is granted accordingly, the Employee should produce the tickets within ten days of the drawal of the advance, irrespective of the date of the commencement of the journey.
- (vi) Where an advance has been drawn by the Employee, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of return journey. On an Employee's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest @ 2% over GPF/EPF rate of interest on the entire advance from the date of drawal to the date of recovery will be charged. No request for recovery of the advance in instalments shall be entertained.

16. L.T.C. for Escort :-

Escort to single handicapped employee – L.T.C. is admissible to an escort accompanying a handicapped Employee proceeding on Leave Travel Concession journey provided that–

- (a) the nature of physical disability is such as to necessitate an escort.
- (b) The physically handicapped employee does not have an adult family member.
- (c) Any other employee entitled to L.T.C. does not accompany the physically handicapped employee on the journey.
- (d) Prior approval of the competent authority is obtained on each occasion.
- (e) Concessions, if any, allowed by the Railways/ Bus services should be availed.

17. Encashment of Earned Leave at the time of availing L.T.C. :-

The Employee will be permitted to encash ten days earned leave at the time of availing of Leave Travel Concession, subject to the conditions that :-

- (a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
- (b) (deleted vide E.C. Reso. No. 3.1 dated 23.12.2018);

(c) a balance of at least 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and

(d) the period of leave encashed shall not be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

18. Fraudulent claim of Leave Travel Concession :-

(1) If a decision is taken by the Disciplinary Authority to initiate disciplinary proceedings against an Employee on the charge of preferring a fraudulent claim of leave travel concession, such Employee shall not be allowed the leave travel concession till the finalization of such disciplinary proceedings.

(2) If the disciplinary proceedings result in imposition of any of the penalties specified in the relevant Regulations, the Employee shall not be allowed the next two sets of leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings. For reasons to be recorded in writing, the Controlling Authority can also disallow more than two sets of leave travel concession.

(3) If the Employee is fully exonerated of the charge of fraudulent claim of leave travel concession, he shall be allowed to avail of the concession withheld earlier as additional set(s) in future block years but before the normal date of his superannuation.

Explanation :- For this purpose, leave travel concession to home town and leave travel concession to any place in India as specified in clauses (a) and (b) of Rule 7 shall constitute two sets of the leave travel concession.

19. Sanctioning authority :-

Sanctioning authority will be Vice-Chancellor. Leave of the appropriate duration will be sanctioned by the competent authority.

20. Interpretation :-

If there is any doubt regarding any of the provisions in these regulations, the interpretation or clarifications as provided in Govt. of India's L.T.C. rules will be applicable.

21. Power to relax :-

Same as otherwise provided in these regulations, where University is satisfied that the operation of any of these regulations causes undue hardship in any particular case, the Vice-Chancellor, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that regulation to such extent and, subject to such exception and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

NATIONAL LAW UNIVERSITY DELHI

(Approved by Executive Council vide item No.3.1 of its meeting held on 12.02.2011)

1. Short title and application

- (a) These Regulations may be called “ the Regulations for allotment of Residences in National Law University, Delhi”.
- (b) These Regulations come into force on the date of their approval by the Executive Council

2. Definitions

- i) “Allotment: means grant of a Licence to a University employee to occupy a house or a portion thereof, owned by the University for use as a residence, as per the terms of the licence.
- ii) “Family” means the wife or husband, as the case may be, and children, stepchildren, legally adopted children, parents, brothers and sisters of the employee as ordinarily reside with, and are dependent on the employee.
- iii) “University” means the National Law University, Delhi.
- iv) “Priority date” of an employee in relation to a type of residence to which he is eligible means the earliest date from which the employee is continuously drawing Basic Pay/Grade Pay in the N.L.U. Delhi relevant to particular type or higher type of residence.

Explanation:-

Whenever an employee of the University becomes entitled to a particular/higher type of house, he would have date of priority, the date of entry/joining in the Grade Pay as prescribed for eligibility for allotment of that type of house. However, the employee may be entitled to retain earlier date of priority, if any, for the lower type of house also.

Provided that where the priority date of two or more employees is the same, seniority amongst them shall be determined by the Grade Pay and age. Where the above factors are equal, seniority will be decided by draw of lots.

3 Guiding Principle for allotment

The Guiding principle for allotment of houses under the control of the University will be the Grade Pay for the type of houses and the seniority to be reckoned from the date of drawing that Grade Pay in the University.

4. Eligibility of Husband & Wife

i) No employee shall be allotted a house under these Regulations if the wife or the husband, as the case may be, has already been allotted a house by the University, Govt./Semi-Govt. body, autonomous organization or any local body in Delhi unless such house is surrendered simultaneously ; provided that this sub-rule shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any Court of Law.

ii) Where two employees in occupation of separate houses allotted under these Regulations marry each other, they shall within one month of the marriage surrender either of the house allotted to them. Failure to surrender the house within the prescribed time will result in automatic cancellation of allotment of either of the houses and charging of penal rent for that house at the rates prescribed in these Regulations for overstaya.

iii) Where both husband and wife are employed in the University, the entitlement of each of them to allotment of a house under these Regulations shall be considered independently.

5. Classification of houses

Save as otherwise provided by these Regulations, an employee will be eligible for allotment of a house of the type shown in the table given below

<u>Type of Houses</u>	<u>Grade pay for eligibility</u>
Type-1 (One Bed Room+Hall+Kitchen)	Rs.1800/- and above
Type-II(Two Bed Room+Hall+Kitchen)	Rs.2400/- and above
Type-III(Three Bed Room+Hall+Kitchen)	Rs.5400/- and above*
Type-IV (Four Bed Room+Hall+Kitchen)	Rs.8700/- and above*

Earmarked residences will be available for allotment to the incumbent holding the relevant position.

Further, if provided in the terms and conditions of appointment, the house(s) may also be allotted to the persons appointed on consolidated salary. In other cases, transit accommodation may be provided to the employees working on consolidated salary.

The University may reserve certain houses for use as guest house, transit hostel or temporary office, as is considered necessary for furtherance of the objectives of the University.

*Amended vide order dated 28.10.2015 approved by E.C. vide item No.1.10 dated 27.01.2016

6. House Allotment Committee

- i) The House allotment Committee will be constituted by the Vice-Chancellor consisting of minimum three members. One half of the total members will form the quorum
- ii) The House Allotment Committee shall examine and recommend the allotment of Houses to the University employees for approval of the Vice-Chancellor
- iii) The House Allotment Committee shall consider such other matters relating to the University houses as may be referred to it from time to time by the University authorities.
- iv) The term of the House Allotment Committee will be as notified with the approval of the Vice-Chancellor.

7. Allotment of House(s)

- i) House(s) will be allotted by the Vice-Chancellor on the recommendations of the House Allotment Committee. The Vice-Chancellor shall also be competent to allot house(s) without referring to the House Allotment Committee
- ii) Application for allotment/change of allotment shall be invited by the University from time-to-time and seniority list of house allotment shall be finalized as per category of houses. The University may also consider at its discretion, applications received subsequent to the specified dates
- iii) The House Allotment Committee shall prepare the priority list for house allotment and shall submit it to the Vice-Chancellor for approval.
- iv) A house made available for occupation or falling vacant shall be allotted to employees having the earliest priority date for that type of house in the priority list.
- v) No house of a higher type than entitlement shall be allotted to an employee. However, if the request for a type lower than entitlement is received he/she will be considered for allotment for that type.

Provided further that if the name does not figure in the priority list for the next lower type, the date of priority shall be deemed to be the same as for the type of house to which he is entitled.

- vi) The reservation of houses for SC/ST and handicapped employees shall be as per policy of the Govt. of India.

8. Allotment Procedure

- i. Applications for change of house type wise will be considered and allotment made to the extent of availability of vacant quarters in respective types.

- ii. Then fresh allotment will be considered type wise, and allotment will be made in each type in the order of priority date for that type

9. Out-of-turn allotment

The Vice-Chancellor may at his/her discretion allot houses upto 10% of the total houses in the relevant category of houses.

The Vice-Chancellor may also allot a house on priority basis to the essential category staff. The essential category staff shall be as approved by the Vice-Chancellor from time to time. The priority accommodation for essential category staff shall be provided so long as the person holds “the essential post” and makes himself/herself available for duty at any time of the day or night as may be necessary.

Normally the essential staff category shall be allotted quarters of their own entitlement.

Whenever any staff member belonging to essential staff category gets a house in his/her own turn, the essential category quota to that extent will be deemed to have been fulfilled.

In the event of retirement of a University employee who is an allottee of a house, his son, unmarried daughter or wife or husband, as the case may be, may be considered for allotment of a house on the merits of each case provided that the said relation is a University employee eligible for allotment of house and had been continuously residing with the retiring employee for at least three years immediately preceding the date of his retirement, He will be allotted house one type below his own entitlement and in no case a higher type of house than the one in occupation of the retiring employee.

10. Non-acceptance of offer of allotment or failure to occupy the allotted house after acceptance of offer.

- i) If any employee fails to accept the offer of allotment and take possession of a house within 10 days, the allotment shall stand cancelled and he/she shall not be eligible for another allotment for a period of one year from the date of allotment letter. The Vice-Chancellor may, however, extend the period in genuine cases.

Provided that nothing contained in this rule shall apply where the concerned office of the University certifies that the house was not ready for occupation and as a result thereof the employee could not occupy the same within the aforesaid period

- ii) If an employee occupying a lower type of house is allotted or offered a house of the type for which he/she is eligible, he/she may, on refusal of the said offer, be permitted to continue in the previous allotted house on the condition that such an employee shall not be eligible for another allotment for a period of one year from the date of the allotment letter for higher class accommodation.

11. Concessional period for retention

A house allotted to an employee may be retained on payment of normal licence fee on the happening of any of the events specified in Col. 1 of the table below for the period specified in the Col.2 thereof; provided that the house is required for the bonafide use of the employee or members of his family.

The permissible period of retention will also be applicable to the officers of the University who are entitled to rent-free accommodation under the Act/Statue/Ordinance of the University.

	Event	PERMISSIBLE PERIOD FOR RETENTION OF THE HOUSE
	Col. 1	Col. 2 (Proposed)
i)	Resignation, dismissal removal or termination of service or unauthorized absence without permission.	One month
ii)	Retirement or terminal leave, or repatriation to the parent organization on completion of tenure of appointment	One Month*
iii)	Death of the allottee	3 Months* Further 3 months on market rent with approval of the Vice-Chancellor
iv)	(a) Study Leave and/or sabbatical leave	Full period of sanctioned leave
	(b) Extraordinary leave on medical grounds / personal grounds but not for working in other organization or private enterprise	Full period of sanctioned leave
	(c) Deputation/lien/EOL to work in other organization within or outside India	Two months*
v)	On proceeding on training	For the full period of training

*Amended vide E.C. Reso. No.3.2 dated 11.8.2015

Re-employed employees will be allowed to retain the accommodation allotted to them. They will not be entitled for higher type of accommodation during re-employment.

In hard and deserving cases, the Vice-Chancellor, may allow retaining of the houses upto a period of four months beyond the permissible limit mentioned above on payment of normal licence fee.

Notwithstanding anything contained in these Regulations, when an employee is dismissed or removed from the service or when his/her services have been terminated and the University is satisfied and it is necessary or expedient in the interest of the University to do so, University may cancel the allotment of the house made to such

employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to above.

12. Licence Fee

The licence fee in respect of University Houses will be charged as under:-

TYPE OF HOUSE	*Licence fee per month
I	200
II	500
III	800
IV	1000

Where an allotment of house or alternative house has been accepted, the liability for licence fee shall commence from the date of taking the possession.

Where an employee, who is in occupation of a house is allotted another house and occupies the new house, the allotment of the former house shall be deemed to be cancelled from the date of occupation of the new house. He/She may, however retain the former house without payment of licence fee for seven days for shifting. If any employee fails to hand over the possession of former house after the 7th day of the acceptance of the offer of allotment, penal rent at the rate of double the market rent will be charged for the former house. The Vice-Chancellor may allow extension in time in genuine cases.

13. Personal Liability of the Employee for payment of Licence Fee till the House is vacated.

The employee to whom a house has been allotted shall be personally liable for payment of the licence fee, conservancy, water, electricity, and other common charges if any.

14. Surrender of an Allotment.

An employee may at any time surrender an allotment by giving advance notice. The allotment shall be deemed to be cancelled from the day he/she hands over the possession of the house to the University.

An employee who surrenders the house shall not be considered again for allotment of University accommodation for a period of one year from the date of such surrender.

*Approved by Executive Council vide item No.3.1 of its meeting held on 20.08.2011

15. Change of House

- i) An employee to whom a house has been allotted and is in actual occupation of it under these Regulations, may apply for a change to another house of the same type or a house of the type to which he/she eligible whichever is lower. Not more than one change be allowed in respect of one type of house allotted to the employee. Change shall be offered in order of seniority determined in accordance with these Regulations from priority date and having regard to the employee's preference as far as possible.

- ii) If an employee fails to accept a change of house offered to him/her within seven days of the issue of such offer of allotment, he/she shall not be considered again for a change of house of that type for a period of one year.

16. Mutual Exchange of House

Employees to whom houses of the same type have been allotted under these Regulations may apply for permission to mutually exchange their houses. Permission for mutual exchange may be granted if both the employees are reasonably expected to be on duty and to reside in their mutually exchanged houses for at least six months from the date of approval of such exchange.

17. Proper Maintenance of House.

The employee to whom a house has been allotted shall:

- (a) maintain it to the satisfaction of the University;
- (b) keep it in such a manner that it does not become public nuisance;
- (c) not carry out any structural changes;
- (d) not grow any tree shrubs or plants contrary to the instructions issued by the University nor cut or chop off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the University; and tree, plantation or vegetation grown in contravention of this rule may be caused to be removed by the University at the risk and cost of the employee concerned;
- (e) not use the premises for any purpose other than residence;
- (f) not use the premises against any rules or bylaws of MCD, DDA or any other local authority whatsoever; and
- (g) not make any additions or alternations in the premises allotted.

University shall have the right of entry into the premises at all reasonable times for purposes of inspection in respect of breach of contract etc., without prior notice. The allottees shall maintain the house in such a manner that it does not become a public nuisance.

18. Subletting /Sharing of House.

- i) Subletting of the University houses is strictly prohibited. In case any employee is found subletting the house, the allotment shall be cancelled with immediate effect besides taking other disciplinary action as per Regulations.
- ii) The Vice-Chancellor may allow sharing of the University house by the allottee with other University employee. In such cases, the House Rent Allowance will not be admissible to both the employees. However the licence fee will be paid by the original allottee.
- iii) The full particulars of the servants who are allowed to occupy the out houses and garages shall be communicated by the allottees to University. Any change in occupancy will also be communicated by them forthwith.

19. Consequences of Breach of Regulations and Conditions.

- i) If any employee, to whom a house has been allotted, unauthorisedly sublets the house or erects any unauthorized structure in any part of the house or uses the house or any portion thereof for any purposes other than that for which it is meant or tampers with the electric and water connection or commits any other breach of the Regulations in this regard or of the terms and conditions of the allotment or uses the house or premises or permits the house or premises to be used for any purpose which the University considers to be improper or conducts himself/herself in a manner which in its opinion is prejudicial to the maintenance of harmonious relations with his neighbour or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the University, without prejudice to any other disciplinary action that may be taken against him/her, may cancel the allotment of the house by giving 30 days' notice. The allotment shall be deemed cancelled after expiry of 30 days notice period.

EXPLANATION: In this context the expression Employee includes, unless the context otherwise requires, members of his/her family.

- ii) Where the allotment of a house is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the employee at the discretion of the University may be allotted another house in the same type at any other place.

20. Overstayal in house

- i) Where after an allotment has been cancelled or is deemed to have been cancelled under these Regulations or the permissible period of retention is over and the house remains in occupation of the employee to whom it was allotted, the penal rent at double rate of market rent will be charged from the allottee. The market rent will be the maximum market rent prevailing in the locality for similar accommodation.

- ii) In addition appropriate charges towards furniture and garden will be recovered. Action will also be taken against the employee under the provisions of Public premises (Eviction of Unauthorized Occupants) Act, 1971.
- iii) The employee shall ensure that he/she signs an inventory of fixtures and fittings at the time of taking over possession of the house and shall also ensure its proper handing over to the University at the time of its “vacation”.

21. Continuance of Allotment made prior to the issue of these Regulations.

All allotments of houses which have been made before the commencement of these Regulations shall be deemed to be the allotments duly made under these Regulations and all the provisions of these Regulations shall apply in relation to that allotment and that employee accordingly.

22. Interpretation of Regulations.

If any question arises as to the interpretation of these Regulations, it will be referred to the House Allotment Committee and on the recommendations of that Committee, the Vice-Chancellor shall take a decision which will be final.

Provided further that wherever Regulations for allotment of residences of the University are silent on any subject, the Vice-Chancellor shall finally decide the matter after taking into account all relevant factors.

NATIONAL LAW UNIVERSITY DELHI GUEST HOUSE REGULATIONS

(Approved by Executive Council vide item No.3.2 of its meeting held on 31.12.2011)

1. Short Title

- (a) These Regulations shall be called the National Law University, Delhi(NLUD) Guest House Regulations.
- (b) These Regulations shall come into force with effect from the date of approval by the Executive Council.

2. Eligibility to Stay

A. Official Guests of the National Law University, Delhi and Delhi Judicial Academy

The following persons shall be eligible to stay in the Guest House as guest of NLU Delhi/ Delhi Judicial Academy:

- (a) Members of the Statutory Bodies of the NLU Delhi/Delhi Judicial Academy;
- (b) Members of Selection Committee(s) and other Committee(s) constituted by the statutory bodies of NLU Delhi/ Delhi Judicial Academy or by the Vice-Chancellor , NLU Delhi/Chairperson Delhi Judicial Academy ;
- (c) All academics/delegates invited by the NLU Delhi/ Delhi Judicial Academy to attend / participate in the Seminars/ Conferences/ Workshops and other programmes organized by the NLU Delhi/ Delhi Judicial Academy or in collaboration with NLU Delhi/ Delhi Judicial Academy;
- (d) Any other Guest of NLU Delhi/ Delhi Judicial Academy allowed by the Vice-Chancellor, NLU Delhi/ Chairperson, Delhi Judicial Academy as official guest.

B. Non-Official Guests:

The Guest House will mainly be used for training/ research and academic purposes. The non-official guests falling in the following categories may be considered for booking of accommodation in the Guest House subject to the availability:

- (a) Persons sponsored by Academic Institutions to visit Delhi in connection with their academic activities;
- (b) Academics/Officers/Officials of Academic Institutions coming to Delhi on personal visit.
- (c) Guests of Academics and Administrative Staff of NLU Delhi/ Delhi Judicial Academy on specific written requests.
- (d) Any other person approved by Vice-Chancellor, NLU Delhi/ Chairperson, Delhi Judicial Academy

3. Period of Stay

- (a) The Non-official Guests are permitted to stay in the Guest House for a maximum period of 3 days. The period of stay can be extended for further 2 days with the permission of the Vice-Chancellor, NLU Delhi/ Chairperson, Delhi Judicial Academy subject to the availability of accommodation. No non-official guest will be allowed to stay in the Guest House beyond the period of 5 days.
- (b) The official guests of NLU Delhi/ Delhi Judicial Academy shall be eligible to stay in the Guest House for attending the meetings of the University bodies/ Committee(s)/ Seminars/ Conferences/ Workshops and other programmes.

4 Lodging Charges

The following shall be the charges for stay in the Guest House:

S.No.	Guest Category	Room Rent	Bed/Tea Break-fast	Lunch/Dinner
1	Official Guests	Nil	Nil	Nil
2	Non-official Guests *-----	Rs.3000 per day	Rs. 100/- per breakfast	Rs.200/- per lunch/dinner

Note:-

1. The guest may check in at any time in the afternoon. Checkout time will be up to 12.00 noon, after which it will be counted another full day.
2. In case any guest stays in the guest house beyond permissible time, he/she will be charged at double the rates given above.

5. The Authority

The Vice-Chancellor, NLU Delhi/ Chairperson Delhi Judicial Academy will be the competent authority for granting permission for stay in Guest House. In the absence of the Vice-Chancellor, NLU Delhi/ Chairperson Delhi Judicial Academy, the Registrar, NLU Delhi/ Director Delhi Judicial Academy will be eligible to allow stay in the Guest, but the same should immediately be got vetted from the Vice-Chancellor, NLU Delhi/ Chairperson Delhi Judicial Academy on their return.

6. Reservation of Accommodation

- (a) The reservation will be made on request from the guest to the Vice-Chancellor, NLU Delhi/ Chairperson Delhi Judicial Academy, subject to availability of accommodation.
- (b) Prior reservation is necessary to avoid inconvenience on arrival.

7. Procedure for reservation of Guest House accommodation

A request for reservation in Guest House should be made at least one week in advance. Necessary recommendations from the concerned authorities, if required, must be enclosed with the request. Block booking of rooms for Seminars/Conferences etc. will be allowed on payment of 50% advance. Cancellation of booking will be allowed at least three days in advance. After that only 50% of the advance paid will be refunded.

8. Reservation slips

On receipt of request(s) for reservation of accommodation in the Guest House, the office shall issue a reservation slip in duplicate : one copy thereof will be sent to the attendant on duty and the other will be retained in the office. The form of the slip is given below:

ADMINISTRATION SECTION

Room No is reserved for Shri
fromto

Office
Incharge

9. Accommodation Allotment Register

The office shall maintain an accommodation allotment register in the form given below and shall keep it up-to-date to avoid overlapping of reservations.

S.No.	Date	Name & Address of the Visitor	Period of Booking From To	Room No.	Remarks

10. Guest House Register

(a) The Guest House Register (Guest Book) containing the following columns shall be maintained in the Guest House::

- (i) S. No.
- (ii) Name & Designation of the Guest
- (iii) Date and time of arrival
- (iv) Date and time of departure
- (v) Amount paid to the attendant
- (vi) Signature of the guest
- (vii) Receipt No. & date, for amount deposited with cashier
- (viii)Remarks.

(b) The guests on arrival will append their signature in the Guest House Register and will make the payment of the dues and enter the said amount in the register at the time of their departure. The Caretaker or the In-charge of the Guest House will issue a formal receipt of the amount received by him.

(c) The register will be kept in the custody of the Caretaker. It is the duty of the Caretaker to deposit such amounts with the Accounts Section either the same day or on the next working day.

11. Miscellaneous

- (a) Accommodation shall not be claimed as matter of right.
- (b) The NLU Delhi/Delhi Judicial Academy shall have the right to get the rooms vacated at any time without giving any notice/ assigning any reasons in case of unauthorized stay / over stay / special circumstances.
- (c) Any unauthorized person will not be allowed to stay in the Guest House. If any unauthorized person is found staying in the Guest House, the University will take strict action as per rules/law and will file criminal complaint against such person.
- (d) Persons against whom amounts are outstanding in respect of charges of the guest house will not be provided with accommodation until they pay the arrears due to them.
- (e) An inventory of furniture and other articles kept in the room will be displayed prominently in the room. Guests may check these inventory articles at the time of occupying/ vacating the room.
- (f) Smoking/drinking in the Guest House is strictly prohibited.
- (g) The person(s) occupying room(s) will be liable to make good the damages caused to any articles shown in the inventory by them or any other articles entrusted to them for their use.
- (h) The guests may be requested to keep valuable in their safe custody as the guest house will not accept any responsibility for any losses, damages etc. happening during their stay.
- (i) The bill to the guest house will be settled in cash before the guests vacate the building.

12. Guest House Committee:

There shall be a Guest House Committee consisting of the following:

- 1. The Vice-Chancellor, NLU Delhi;
- 2. The Chairperson, Delhi Judicial Academy;
- 3. The Registrar, NLU Delhi;
- 4. The Director, Delhi Judicial Academy.

The Committee shall be competent to frame/amend regulations in the matter of Guest House to be ratified by the Executive Council.

13. In case of any matter not covered by the above Regulations, the Vice-Chancellor, NLU Delhi/ Chairperson Delhi Judicial Academy shall be competent to decide the matter. The Vice Chancellor, NLU Delhi/Chairperson Delhi Judicial Academy shall also be competent to relax any of the above Regulations in deserving cases.

NATIONAL LAW UNIVERSITY, DELHI
Sector-14, Dwarka, New Delhi-78

REGULATIONS FOR ALLOWING USE OF AUDITORIUM BY OTHER DEPARTMENTS/ORGANISATIONS.

The Vice-Chancellor will be competent authority to allow use of Auditorium by the other departments/ organizations on the following rates:-

Morning Shift:	9.00 A.M. to 1.00 P.M.	(Rs.35000/-) Rs.50000/-
Evening Shift:	3.00 P.M. to 10.00 P.M.	(Rs.70,000/-) Rs.100000/-
Full day:	9.00 A.M. to 10.00 P.M.	(Rs.1,00,000/-) Rs.150000/-

TERMS & CONDITIONS

Availability and Booking

1. The Auditorium will be available for Four Hours use between 0900 to 1300 hours for morning and between 1500 to 2200 hrs for evening sessions.
2. Booking will be accepted as per the availability of the Auditorium on receipt of application with 100% advance payment by demand draft in favour of the Registrar, National Law University, Delhi.
3. Notwithstanding confirmation of the booking, the National Law University, Delhi reserves the right to refuse/cancel the booking of the Auditorium at any time without assigning any reason whatsoever.
4. Any changes additions or amendments in the Regulations made by Executive Council from time to time will be binding on the party booking the Auditorium.
5. Postponement/ Preponement is permissible with prior written consent of the University subject to availability on next/required date, otherwise cancellation charges will be applicable @ 20% of the Booking Amount.
6. The Auditorium has a seating capacity of 550 persons.
7. The following activities will be Responsibility of the Hirer:
 - I. Full responsibility for liaison with Police for maintenance of law and order, traffic control, etc.
 - II. Payment of Municipal or other taxes, if any.

- III. Ensuring that all stage properties and props are fire proof
- IV. Poster/Publicity material will be allowed to be displayed only at specified places.
- V. The Auditorium will be vacated latest by 2300 hours

8. **Statutory Requirement**

The permission of any Govt. Department/Statutory Body, if required, for arrangement of the programme, will be the sole responsibility of the organizers/person hiring the auditorium.

9. **The following items and activities are Strictly Prohibited**

- I. Smoking, consumption of liquor, eatable items, carrying of fire arms, weapons, briefcases, transistors, hand bags, Tiffin boxes, food packets, drinking water etc. are not allowed in the Auditorium
 - II. Open fire and fire cracker in the Auditorium
 - III. Handling, shifting of Auditorium properties
 - IV. Fixing of nails, tags, tapes, posters etc. on any wall and stage
10. The University will not be liable for any loss in cases the Hirer is unable to use the Auditorium due to failure of electricity, riot, strike and earthquake, an act of war or for any other reason beyond the control of the University.
 11. Hirer will indemnify the University against any claims or liabilities of whatsoever nature.
 12. Any damage to the Auditorium property will be responsibility of the Hirer and amount of damage will be recovered from the Hirer.
 13. Any additions or amendments to the Terms & Conditions made by the University from time to time will be binding on the organization/person booking the Auditorium. The decision of the University in the interpretation of the terms and conditions will be final and binding.
 14. The booking organization will be solely responsible for any loss/damage to any equipments/property brought for the function or kept in the Auditorium premises.
 15. All the Audience entering the Auditorium may be subjected to security checks.
 16. The cleaning of the Auditorium after the function is responsibility of the Institution/persons by whom the Auditorium is hired.
 17. Parking of vehicles of the hirer will be allowed to a comfortable limit so that it may not obstruct the day today activities of the University. The University reserves the right to deny the parking space on the University Campus.
 18. The hirer will have to arrange additional security guards, if required.

19. The Auditorium will be primarily given to Educational Institutions and other organizations engaged in Education, Research, Training and Advocacy.
20. The Vice-Chancellor, if deemed fit, may relax any conditions

THE HIRER WILL ENSURE STRICT COMPLIANCE OF THE ABOVE TERMS. THE VICE-CHANCELLOR, NATIONAL LAW UNIVERSITY DELHI WILL HAVE THE RIGHT TO STOP/SUSPEND THE FUNCTION IN CASE OF VIOLATION OF ANY OF THE TERMS AND CONDITIONS.

(SIGNATURE OF HIRER)

The Executive Council vide item No.3.4 of its meeting held on 12th February, 2011 decided as under:-

Approved with the following suggestions:-

1. **To limit use of Auditorium only to the Academic Programmes and Institutions with a discretion to the Vice-Chancellor.**
2. **25% of money from this may be kept in a separate account for maintenance of the Auditorium.**
3. **The rates for morning shift be kept at Rs.50,000/-, Evening Shift Rs.1,00,000/- and Full day Rs.1,50,000/-. The Vice-Chancellor shall have discretion to relax the minimum rate in appropriate cases.**

ENDOWMENT SCHEME

(Approved by Executive Council vide item No.14 of its meeting held on 11.08.2008 and further amended vide item No.3.2 dated 18.09.2012)

I. Endowments for Institution of Chairs

- (a) An Endowment Chair can be instituted by donating a sum of not less than Rupees Two Crore (Rs.2,00,00,000/-) or US Dollars equivalent in Indian rupees as corpus fund.
- (b) The Chair can be named after an institution or an individual in any specific branch of Law or a subject of inter-disciplinary area.
- (c) The Endowment amount shall be invested in Bank deposits or such other safe deposits like Unit Trust of India so that the maximum possible annual interest is accrued.
- (d) The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount.

Provided that in case the expenditure over and above the income from the deposits is incurred in a particular year the same shall be met by the University.

Provided further that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the Endowment.

- (e) The University shall invite eminent academicians or jurists to occupy the Chair **approved by the Committee constituted by the Executive Council***.

II. Endowments Lectures

The University proposes to organize endowment lectures. For this, the donor has to make a contribution of Rupees Twenty Lakhs (Rs.20,00,000/-). The series of lectures delivered would be published in the form of a booklet.

III. Endowment for Institution of Scholarships

- (a) Scholarships/Fellowships/Freeships for deserving and meritorious Under-graduate/Post-graduate students can be instituted by Institutions or individuals on donating a sum not less than Rupees Twenty Lakhs (Rs. 20,00,000/-).
- (b) For the accrual of maximum possible interest the endowment amount shall be invested in fixed deposits.

*added by E.C. while confirming the Minutes vide item No.1 dated 27.02.2009

- (c) A donor who wishes to name the Scholarships after an institution or an individual can do so with the approval of the University by donating a sum not less than Rupees Twenty Lakhs (Rs.20,00,000/-). Ordinarily these Scholarships shall be awarded purely on considerations of academic merit and achievement. However any specific conditions of the donor for the award of the scholarship shall be fulfilled once approved by the University.
- (d) Once a Scholarship under this clause is awarded it will continue for the full period of the programme provided a report of satisfactory progress is made by the University.
- (e) The donors will be informed about the names of students who are awarded the Scholarships as soon as they are announced by the University.

IV. Endowments for Institution of Gold Medals

- (a) A gold medal can be instituted by institutions or individuals upon donation of a sum of not less than Rupees Five Lakhs (Rs.5,00,000/-).
- (b) The endowment amount shall be invested in a fixed deposit to earn the maximum possible interest.
- (c) The interest so derived shall be utilized for the award of the gold medal and the unspent balance shall be added to the corpus of the endowment.
- (d) The donor can institute the gold medal in the name of an individual or institution.
- (e) The medal to be awarded shall have (inscribed on it) the name of the medal and the name of the recipient.
- (f) The selection of candidates for the award of the medals shall be made by a Selection Committee constituted by the Vice-Chancellor.
- (g) The donor shall be informed the name of the student selected for the award of the medal by the University.

V. Student Welfare Fund

- (a) Institutions and individuals can make contribution of a sum of not less than Rupees Two Lakhs (Rs.2,00,000/-) to the Student Welfare Fund.
- (b) The amount in the fund shall be exclusively utilized for the welfare of the students and the co-curricular and extra-curricular activities of the students (including travel expenses) in accordance with the guidelines provided by the University, provided the student maintains a constant good academic performance.

VI. Faculty Development Fund

- (a) Institutions and individuals can donate a sum of not less than Rupees Two Lakhs (Rs.2,00,000/-) towards the Faculty Development Fund.
- (b) The amount shall be vested in Fixed Deposits and the interest accrued on the corpus of the fund shall be utilized for the faculty welfare and the other schemes approved by the University.

NATIONAL LAW UNIVERSITY DELHI

FINANCIAL REGULATIONS

(Approved by the Executive Council in its meeting held on 27.02.2009 & further amended by The Executive Council vide item No.25 of its meeting held on 30.01.2010)

1. These regulations are known as Finance Regulations of the National Law University of Delhi.
2. The words Governing Council, Executive Council, Academic Council, Finance Committee, Vice Chancellor and Registrar shall have the same meaning as defined in the Act.
3. The Accounts Officer/Finance Officer means ‘Accounts Officer/Finance Officer’ appointed by the University. Till the Accounts Officer/Finance Officer is appointed, the Registrar or any other officer authorized by the Vice-Chancellor shall be in charge of the post of the Accounts Officer/Finance Officer
4. The Financial Year of the University is from 1st April to 31st March of the following calendar year.
5. All the funds in whatever shape paid to the University shall be credited to the account of the University and shall be entered into Accounts.
6. As far as possible the money shall be received in the form of Bank Draft or Pay Order issued by any bank. Cash payment may also be accepted by the University.
7. As far as possible the cash received shall be deposited in the Bank on the same day. If it is a Bank holiday or if the cash is received after Bank business hours, it shall be deposited on the next working day.
8. The funds of the University have to be deposited or invested in Nationalized Bank. The Accounts shall be opened in the name of the University. The Registrar is competent to operate the accounts. If the Registrar is away from the office either on leave or for official purpose, the account may be operated by the signature of the Vice-Chancellor. The Vice-Chancellor shall be competent to delegate the powers for signing the cheques to Accounts Officer/ Finance Officer.
9. A receipt duly signed by duly authorised person shall be issued for the money received. For drafts and pay orders of the Banks also a separate receipt shall be issued in person.
10. Accounts Officer/Finance Officer is permitted to keep the amount of Imprest as approved by the Vice-Chancellor.
11. The amounts received for a specific purpose from any source shall be invested separately.

12. The funds of the University shall be spent only for the purpose of achieving the objectives and fulfilling the functions of the University.
13. The expenditure shall be made as per the Budget sanctions.
14. The Budget shall contain the various heads under which expenditure is sanctioned.
15. The Vice Chancellor is authorised to appropriate the funds allotted to one head to the other head if there is requirement of additional funds under any head during that financial year.
16. But the capital expenditure not provided in the Budget Estimates shall not be incurred without the previous sanction of the Executive Council.
17. The Vice Chancellor shall be entitled to incur expenditure sanctioned by the budget save as otherwise directed by the Executive Council.
18. The Registrar shall be entitled to incur expenditure as approved by the Vice-Chancellor from time to time. He shall be competent to release salary to full extent.
19. The payment of TA/DA, Sitting fee to the members of various Committee, Guest Faculties shall be made in cash or by cheque/Electronic Transfer. As far as possible, all other payments above Rs.10,000/- shall be made by cheque/Electronic Transfer. However, the competent authority may allow cash payment keeping in view the nature of payment/circumstances.
20. The Vice Chancellor shall have the authority to spend or incur expenditure of an emergent nature not provided for in the budget not exceeding Rs. 50,000/- during a month for the purpose of the University subject, however, the total amount so spent during one year does not exceed Rs.2,00,000/-. The expenditure so incurred shall be got ratified by the Executive Council in its earliest meeting following the period during which such expenditure was incurred.
21. A separate Bank account be opened in a nationalized Bank for meeting the contingent expenditure for day today administration of the University. The Registrar is authorized to spend from this amount on items approved in the budget.
22. The members and staff shall be eligible for travelling and halting allowance according to the rates prescribed in the Regulations. The Registrar shall be the authority to sanction traveling allowance and daily allowance bills to the members and staff.
23. The Registrar is entitled to permit to draw advance of traveling allowance and daily allowance of officers and employees of the University.
24. Budget Estimates of income and expenditure for the coming financial year shall be prepared according to the directions of the Finance Committee and be placed before the Finance Committee/Executive Council /Governing Council for approval before 31st March every year
25. The Accounts Officer/Finance Officer shall be responsible for the proper maintenance of all the accounts of the University. The cash book shall be balanced and signed by the Accounts Officer/Finance Officer and the Registrar
26. The University shall keep and maintain such books of accounts, registers, receipt books and files, as far as possible, confirming to those maintained by the University.

27. Postage account shall be maintained separately and expenditure on postage incurred in a day shall be posted in the book and signed by the authorized Officer. The University shall also be authorized to engage courier services for dispatch letters/material.
28. The books of accounts and all other books and documents connected with them shall remain under the custody of the Accounts Officer/Finance Officer of the University.
29. The annual audit of accounts shall be conducted by Chartered Accountants appointed by the Executive Council on such terms and conditions as the Executive Council may deem fit and the accounts as audited be laid before the Executive Council not later than 31st March of each year.
30. All the property, assets, money and securities belonging to the University shall stand in the name of the National Law University, Delhi.
31. The Executive Council may establish one or more funds by transferring such sums as it may deem fit out of the amount of the receipt of the University.
32. The books of accounts shall be opened for inspection at any time by the Executive Council and the Finance Committee.
33. The University shall maintain a stock register in which it shall be entered all pieces of furniture and fixtures and other articles owned by the University. The said register shall be maintained upto date by the Accounts Officer/Finance Officer. The Accounts Officer/Finance Officer shall be responsible for their upkeep and accounting.
34. The University shall maintain a Provident Fund account/E.P.F. account of the employees with the Provident Fund Commissioner.
35. The Finance Committee shall report on any matter of expenditure specifically referred to it by the Executive Council.
36. The Finance Committee may present to the Executive Council supplementary demands for grant at any time during the course of a financial year.

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Note. The Executive Council vide item No.25 of its meeting held on 30.01.2010 while approving amendment resolved that for Sr. No.(18) The matter regarding delegation of financial powers may be put up in the next meeting with specific recommendations

NATIONAL LAW UNIVERSITY DELHI

(Approved by E.C. vide item No.3.1 of its meeting held on 28.11.2013)

In pursuance of the provisions of section 14 of National Law University Delhi Act 2007 (Delhi Act No 1 2008 as amended by Act 7 of 2009) Executive Council of National Law University, Delhi, makes the following regulations relating to:

- i) Purchase of Goods
- ii) Procurement of services
- iii) Outsourcing of services and
- iv) Contract management

1. Short Title:

These regulations may be called "The National Law University, Delhi, Purchase Regulations".

2. Application:

Regulations contained in this chapter are applicable to National Law University Delhi regarding purchase of all kinds of goods, procurement of services, outsourcing of services and contract management etc.

3. Definitions:

Competent authority:

Vice-Chancellor or Such authority to whom the power is delegated under these regulations.

Financial year:

Year beginning on 1st April and ending on the 31st March follows.

Goods

Includes all articles, materials, commodities livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment etc.

Books, publications, periodicals etc., for a library are not covered under the term 'goods'.

4. Fundamental principles of public buying

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring (i) efficiency, economy and relating to public procurement, (ii) fair & equitable treatment to suppliers and (iii) promotion competition in public procurement.

The procedure to be followed in making public procurement must confirm to the following yardsticks:

- i) The specifications in terms of quality, type etc., as also quality of goods to be procured, should be clearly spelt out keeping in view the specific needs of National Law University, Delhi The specification so worked out should meet the basic needs of the university. Care should also be taken to avoid purchasing quantities in excess of requirement.

- ii) Offers should be invited following a fair, transparent and reasonable procedure.
- iii) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- iv) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.

5. PROCEDURE FOR PURCHASE OF GOODS

- a) All heads of the departments/ Centres / Units of the University will assess their requirements for the ensuing quarter and send it to the purchase section latest by 7th of the preceding month of the next quarter. Say requisition for the quarter April to June should be sent by 7th March. In urgent cases, purchases may be made even during the intervening period as per requirement.
- b) The Purchase officer will prepare a consolidated list and evaluate their approximate value on the basis of last purchases/market rates to assess the total amount likely to be incurred and the procedure followed, before submitting the same to the competent authority for administrative approval.

It should be ensured that purchase proposals /supply orders are not split into small quantities under any circumstances with the objective of circumventing the limit.

broadly purchase procedure has been classified into 7 categories as follows:

1. Purchase of Reserved items

The Central Govt., through administrative instructions, has reserved all items of handspun and hand woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles for exclusive purchase from KVIC-and/ or the notified units of Association of Corporations and Apex Societies of Handloom (AC AS,H The Central Govt., has also reserved some items for purchase from registered Small Scale Industries Units. In view of these instructions National Law University Delhi will make purchases for such reserved goods and items from such units except under unavoidable circumstances to be recorded in writing, with the prior approval of the Vice Chancellor / Competent Authority.

2. Purchase of proprietary articles

Procurement from a single source may be resorted to in the following circumstances

- i) It is in the knowledge of the University that only a particular firm is the manufacturer of the required goods.
- ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of the Vice Chancellor / Competent Authority obtained.
- iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.

In such cases proprietary article certificate in the following form is to be provided by the indenter before procuring the goods from a single source:

- i) The indented goods are manufactured only by M/s

ii) No other make or model is acceptable for the following reasons:-

- a).....
- b)

Signature of Indenter

3. Purchase of Goods directly under rate Contract:

The Central Purchase Organization (DGS&D) concludes item wise rate contracts with eligible and Capable suppliers for goods and items of standard types, which are identified as common use. DGS&D furnish and updates all the relevant details of the rate contract on its website. Such registered are prima facie eligible for consideration for procurement. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract.

National Law University, Delhi may utilize these lists as and when necessary and project its indent to such registered dealers.

Registration of suppliers by the University.

National Law University, Delhi may also register suppliers of goods which are specifically required by the University.

The suppliers may be registered for a fixed period (between 6 months to 3 years) depending upon the nature of goods. At the end of this period, registered supplier(s) willing to continue with registration for renewal of registration are to apply afresh for renewal of registration. New supplier(s), may also be considered for registration at any time, provided they fulfill all the required conditions.

Credentials manufacturing capacity, quality control system, past performance, after sales service, financial background etc., of the suppliers) should be carefully verified before registration/renewal.

Performance and conduct of every registered supplier is to b. watched- The registered supplier(s) are liable to be removed from the list of registered suppliers, if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard goods or make any false declaration to the University or for any ground which in the opinion of the University, is not in public interest.

4. Purchase of goods up to the value of Rs 25000

Purchase of goods up to the value of Rs 25000 (Twenty Five thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in the following format:

“I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier a. a reasonable price”.

5. Purchase of goods costing more than Rs. 25000 and upto Rs 500000 (Five Lakhs)

Purchase of goods costing above Rs. 25000 (Twenty Five thousand only) and up to Rs. 500000 (Five lakhs only) on each occasion may be made on the recommendation of a duly constituted Local Purchase Committee consisting of three members of an appropriate level. The committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier. The Committee will obtain minimum three quotations from the vendors dealing in the goods. Before recommending placemen, of the purchase order, the members of the committee will jointly record a certificate as under:

“certified that we the members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”

6. Purchase of goods costing more than Rs. 500000 (Five Lakhs) but less than Rs. 2500000 (Twenty Five lakhs).

When estimated value of the goods to be procured is more than 5.00 lakhs but less than 25.00 lakhs limited tender enquiry is to be floated by sending bidding documents directly by speed post / registered posts / courier / email to the to the firms which are born on the list of registered suppliers of National Law University Delhi or DGS & D. Further Web based publicity should also be given for limited tenders. The number of supplier firms in Limited Tender Enquiry should be more than three. Besides the University should initiate steps towards switching over to e-procurement process in National Law University, Delhi.

7. Purchase of goods costing Rs. 2500000 (Twenty Five lakhs) and above

Subject to exceptions, invitation of tenders by advertisement should be used for procurement of goods of estimated value Rs 25.00 lakhs and above. Advertisement in such cases should be given the at least in two (one each English and Hindi) national dailies having wide circulation.

When it is felt that the goods of the required quality, specification etc may not be available in the country and it is necessary to also look the suitable competitive offers from abroad, University may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India.

Purchase through limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees Twenty five lakhs in the following circumstances,

- a) The competent authority in the University certifies that the demand is argent and additional expenditure involved by not procuring though advertised tender enquiry is justified in view of urgency. The nature and reasons why the procurement could no, be anticipated should be put on records.

- b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.

Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the University contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Buy Back Offer

Sometimes, it may be felt to replace an existing old item(s) with a new and better version, the same may be traded with the approval of Vice Chancellor. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending upon the value and conditions of old items to be traded the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the university either to trade or not to trade the item while purchasing the new one.

Two bid system

For purchase of high value articles etc., bids may be obtained in two parts as under:

- a) Technical bid consisting of all technical details as specified in the bid document along with commercial terms and condition ; and
- b) Financial bid indicating item-wise price for the items mentioned in technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened at the first instance and evaluated by a competent committee as per pre-determined parameters as specified in the bid document. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding contract.

Late bids:

In the case of advertised tender enquiry or limited tender enquiry, late received bids should not be considered. The responsibility of timely submission of the bid lies with the bidder.

Bid security

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, bid security (Also known as Earnest Money) is to be obtained from the bidder except those who are registered with the Central Purchase Organization, National Small Industries Corporation etc. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two percent to five percent of

the estimated value of the goods to be procured. The bid security may be accepted in the form of account payee demand draft Fixed Deposits Receipts, Banker's Cheques or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security should normally remain valid for a period of forty-five days beyond the final bid validity period.

The securities of the unsuccessful bidders should be returned to them at the earliest and latest on or before the 30th day after the award of the contract.

Performance Security

To ensure the performance of the contract, performance security is to be *obtained from the successful bidder* awarded the contract. Performance security is to be obtained from every successful bidder irrespective of its registration status etc. Performance security should be an amount of Five to Ten *percent of the value of the contract*. Performance security may be furnished in the form of an account payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee from commercial bank in an acceptable form *safeguarding the purchasers interest in* all respects.

Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplies including warranty obligations.

Performance Security will not be insisted on purchases upto Rs.5.00 lacs depending upon the nature of contract/purchase.

Bid security should be refunded to the successful bidder on receipt of performance security.

Advance payment to supplier

Ordinarily payment for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payment in the following types of cases:-

- i) Advance payment demanded by firms holding maintenance contract for servicing of Air-conditioners, computers, other costly equipment etc.*
- ii) Advance payment demanded by firms against fabrication contracts, turnkey contracts etc.*

Such advance payments should not exceed the following limits:

- (i) Thirty percent of the contract value to the private firms;*
- (ii) Forty percent of the contract value to a State or Central Govt., Agency or a public Sector Undertaking;*
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.*

While making any advance payment as above, adequate safeguards in the form of bank guarantee should be obtained from the firm. The Vice-Chancellor, in exceptional cases, may relax these conditions.

Part payment to suppliers

Depending upon the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

The Vice-Chancellor shall have the power of deviation from the above Provisions for the reasons to be recorded in writing, in the interest of the University.

PROCUREMENT OF SERVICES

This chapter contains the fundamental principles applicable to National Law University Delhi regarding engagement of engagement of service provider(s).

IDENTIFICATION OF SERVICES REQUIRED TO BE PERFORMED BY SERVICE PROVIDER(S)

University may hire external firms, consultancy firms or consultants for a specified job.

Engagement of service provider(s) may be resorted to only in situations requiring high quality services for which University does not have requisite expertise.

PREPARATION OF SCOPE OF REQUIRED SERVICE

Objectives and scope of the assignment should be prepared in simple and concise language.

The eligibility and pre-qualifications criteria to be met by the consultancy firm/ service providers should also be clearly identified.

ESTIMATING REASONABLE EXPENDITURE

While proposing engagement of consultancy firm(s)/ service providers) reasonable estimate by ascertaining the prevalent market conditions and consulting other Organizations engaged in similar activities may be assessed.

IDENTIFICATION OF SOURCES

Where the estimated cost involved is up to Rupees Twenty Five lakhs, preparation of a list of potential consultancy firm/ service providers may be done on the basis of formal or informal enquiries from other organizations involved in similar activities.

Where the estimated cost of the service is above Rupees Twenty Five lakhs, In addition to above, an enquiry for seeking "Expression of Interest" from consultancy firm/ service providers should be published in at least two dailies (one each in English and Hindi) and the University's website. The website address should also be given in the advertisement. Enquiry for seeking Expression of interest should include in brief, the broad scope of service, inputs to be provided by the University, eligibility and the pre-qualification criteria to be met by the consultancy firm(s)/ service provider(s), past experience in similar work or service.

The consultancy firm(s)/ service provider(s) may also be asked to send their comments on the objectives and scope of the service projected in the enquiry. Adequate time should be allowed for

getting responses from interested consultancy firm(s)/ service provider(s). However, this will also be ensured that basic Regulations contained in the chapter are not contravened.

SHORT LISTING OF CONSULTANCY FIRM(S)/ SERVICE PROVIDERS

On the basis of responses received from the interested parties as per instructions above consultancy firm(s)/ service provider(s) meeting the requirements should be short listed for further consideration. However, the number of short listed consultancy firm/ service providers should not be less than three.

PREPATION OF TERM OF RFFERENCE(TOR)

The TOR should include:

- i) Precise statement of objectives
- ii) Outline of the tasks to be carried out,
- iii) Schedule for completion of tasks;
- iv) The support or inputs to be provided by the University to facilitate the consultancy.
- v) The final outputs that will be required of the consultant.

PREPARATION AND ISSUE OF REQUEST FOR PROPOSAL (RFP)

RFP is the document to be used for obtaining offers from the consultancy firm(s)/ service provider(s) for the required work/service. It is to be issued to the short listed consultancy firm(s)/ service provider(s) to seek their technical and financial proposals. RFP should contain:

- i) A letter of invitation
- ii) Information to consultancy firm(s)/ service provider(s) regarding the procedure for submission of proposal
- iii) Term of reference
- iv) Eligibility and pre-qualification criteria in case the same has not been ascertained through enquiry for Expression of Interest
- v) List of key positions whose CV and experience would be evaluated
- vi) Bid evaluation criteria and selection procedure
- vii) Standard formats for technical and financial proposals
- viii) Proposed contract terms
- ix) Procedure proposed to be followed for mid-term review of the progress of the work and review of the final draft report.

Other procedure i.e. receipt and opening of proposals, late bids, evaluation of technical bids, evaluation of financial bids may be followed as laid down in the chapter PURCHASE OF GOODS.

CONSULTANCY BY NOMINATION:

Under some special circumstances, the University may select a particular consultancy firm/ service provider, where adequate justification is available for such single source, selection in the context of the overall interest of the University. However, full justification for single source selection should be recorded in the file.

MONITORING THE CONTRACT

Continuous monitoring of the performance of the consultancy firm(s)/ service provider(s) should be done so that it may be judged if the output of the consultancy firm(s)/ service provider(s) is in line with the University's objectives.

OUTSOURCING OF SERVICES

University may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for the purpose without, contravening the following basic guidelines:

IDENTIFICATION OF LIKELY CONTRACTORS

University should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from the other organizations, scrutiny of yellow pages and trade journals, web sites etc.

PREPARATION OF TENDER ENQUIRY

University may prepare a tender enquiry containing, inter alia:-

- i) The details of the work or services to be performed by the contractor
- ii) The facilities and the inputs which will be provided to the contractor by the University
- iii) Eligibility and qualification criteria to be met by the contractor performing the required work/service.
- iv) The statutory and contractual obligations to be complied with by the contractor.
- v) If needed, the University may invite expression of interest

INVITATION OF BIDS

For estimated value of the work of services upto Rupees Twenty lakhs or less, the University should scrutinize the preliminary list of likely contractors as identified as per details above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. The number of contractors so identified for issuing limited tender enquiry should not be less than six.

For estimated value of the work of service above Twenty lakhs, University should issue advertised tender enquiry asking for the offers by a specified date and time etc., in at least two national newspapers (one each English and Hindi) and website of the University. The University may call "Expression of Interest" from contractors by advertised tender enquiry. The Enquiry for seeking Expression of interest should include in brief, the broad scope of service, eligibility and the pre-qualification criteria to be met by the contractor, past experience in similar work or service etc. On the basis of responses received from the interested parties the contractors/firms meeting the requirements should be short listed. The shortlisted firms may

be asked to submit tenders for the Service to be outsourced. However, the number of short listed consultancy firm/ service providers should not be less than three.

LATE BIDS

Late bids i.e. bids received after the specified date and time of receipt should not be considered. It will be the entire responsibility of bidder to submit the bid within the prescribed time.

EVALUATION OF BIDS RECEIVED

University should evaluate, segregate, rank the responsive bids and select the successful bidder for the placement of contract.

OUTSOURCING BY CHOICE

Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the competent authority may do so. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and also the special interest or purpose it shall serve shall form integral part of the proposal.

MONITORING THE CONTRACT

The University should be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

MAINTENANCE CONTRACT

Depending on the cost and nature of the goods purchased, the University may enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment(s) and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charges by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

GENERAL PRINCIPLES FOR CONTRACT

The following general principles should be observed while entering into contracts:

- (i) The terms of contract must be precise, definite and without any ambiguities. The terms should not involve an uncertain or indefinite liability, except in the case of a cost plus contract or where there is a price variation clause in the contract.
- (ii) Standard forms of contracts should be adopted wherever possible with such modifications as are considered necessary in respect of individual contracts. The modifications should be carried out only after obtaining financial and legal advice.
- (iii) In cases where standard forms of contracts are not used, legal and financial advice should be taken in drafting the clauses in the contract.
- (iv) No work of any kind should be commenced without proper execution of an agreement
- (v) Contract document, where necessary should be executed within 21 days of the issue of acceptance. Non fulfillment of this condition of execution a contract by the contractor would constitute sufficient ground for annulment of the award and forfeiture of Earnest

money Deposit.

- (vi) Where contracts include supply of equipment, goods etc., imported (Subject to customs duty and foreign exchange fluctuations) and or locally manufactured (Subject to excise duty and other duties and taxes), the percentage and element of duties and taxes included in the price should be specifically stated, along with the selling rate of foreign exchange element taken into account in the calculation of the price of the imported items. The mode of calculation of variation in duties and taxes and foreign exchange rate and the documents to be produced in support of claims for such variations, should also be stipulated in the contract.
- (vii) Departmental issue of material should be avoided as far as possible.
- (viii) Provision should be made in the contract regarding minimum number of visits the contractor will make on site in addition to the emergency calls, for which a minimum specific time should be prescribed.
- (ix) A clear provision as to who (Contractor or University) will keep the old replaced parts should be included in the contract.
- (x) Payment should be made as per terms and conditions of the contract.
- (xi) All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of contractor.
- (xii) All contracts should reserve the right of University to reject goods which do not conform to the specifications.
- (xiii) Normally no extension of the contract should be granted except where events constituting force majeure. Extension of contract, if necessary, may be allowed through formal amendments to the contract duly signed by parties to the contract.
- (xiv) Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs.
- (xv) Whenever disputes arise during implementation of a contract, decision of the Vice Chancellor shall be final.
- (xvi) Where ever these Regulations are silent, The Vice-Chancellor shall be competent to pass orders.

NATIONAL LAW UNIVERSITY DELHI
Travelling Allowance Regulations
(Approved by E.C. vide item No.3.1 of its meeting held on 28.11.2013)

In pursuance of the provisions of Section 14 of NATIONAL LAW UNIVERSITY DELHI Act 2007 (Delhi Act No 1 of 2008 as amended by Act 7 of 2009) Executive Council of National Law University Delhi makes the following regulations relating to "TRAVELLING ALLOWANCES"

SHORT TITLE

These regulations may be called "National Law University, Delhi Travelling Allowance Regulations".

APPLICATION:-

These regulations will be applicable to:

- a) The regular employees of the university including on probation.
- b) The employees who are in continuous contract or on ad hoc service
- c) Those on deputation from other organizations
- d) The reemployed persons
- e) Consultant (w.r.t. last pay drawn by the consultant)

These regulations will not apply to casual workers.

DEFINITIONS:-

1. **ACTUAL TRAVELLING EXPENSES:** Means the actual cost of transporting an employee with personal luggage, including charges for ferry and other tolls and for carriage of camp equipment etc.
2. **COMPETENT AUTHORITY :** Means Vice Chancellor or any authority to which the power is delegated
3. **DAY:** Means a calendar day beginning and ending at midnight.
4. **FAMILY:** Means
 - a) Employee's spouse
 - b) Two (Three in the case of twin) children
 - c) Divorced/abandoned or separated daughter who is wholly dependent and actually residing with the employee
 - d) Parents, sisters, brothers and step mother wholly dependent and actually residing with the employee.
 - e) Unmarried /Widowed sisters residing with and wholly dependent upon the employee provided their father is either not alive or is himself wholly dependent on the employee
5. **HOLIDAY:** Means: a holiday notified under section of 25 of the Negotiable Instruments Act 1881 and In relation of any particular office, a day on which such office is ordered to be closed by a competent authority for the transaction of business.
6. **LOCAL JOURNEY:** Means a journey within the municipal limit of city in which the duty point is located.
7. **PUBLIC CONVEYANCE:** means an aero plane, train, bus or steamer or other conveyance

which plies regularly for the conveyance of passengers.

GENERAL CONDITIONS:-

- a) A journey on tour is held to begin or end at the actual residence/ headquarter of the employee.
- b) An employee is required to travel by the class of accommodation for which travelling allowance is admissible. If an employee travels in a lower class of accommodation, he/she will be entitled to the fare of the class of accommodation actually used.
- c) For the purpose of calculating millage allowance employees when travelling by railway are considered to be entitled to class of accommodation according to the following scale :-

GRADE PAY	ENTITLEMENT
Rs 7600 and above	A C First Class
Rs 4200 and above but Less than 7600	A C 2 Tier
Below Rs 4200	First Class/A C 3 tier/ A C Chair car

- d) When journey is performed partly by the entitled class and partly by lower class, the claim will be regulated on proportionate basis.
- e) Ticket reservation charges, (Including Agency charges, e-ticketing charges), Passenger Tax, special supplementary charges from those travelling by Super Fast Express will be reimbursable.

Wherein an official journey is cancelled in public interest, reservation charges shall be reimbursed.

Tatkal Seva charges may be allowed only for railway journeys undertaken for official purposes in extremely emergent circumstances.

**JOURNEY BY SEA OR RIVER STEAMER
ENTITLEMENT BY SEA**

Grade Pay	Entitled Class
<i>Rs 5400 and above</i>	<i>Highest class</i>
<i>Rs 4200, Rs 4600 & Rs 4800</i>	<i>If there be two classes, the lower</i>
<i>Rs 2400 and Rs 2800</i>	<i>If there be two Classes the lower, If there are three Classes the middle Or second, If there are four Classes, the third</i>
<i>Less than Rs 2400</i>	<i>The lowest class</i>

JOURNEY BY ROAD

ENTITLEMENT

<i>GRADE PAY</i>	<i>ENTITLEMENT</i>
<i>Rs 10000 and HAG</i>	<i>Actual fare by any type of AC/Non AC public bus, AC taxi, auto, own car, scooter etc.</i>
<i>Rs 4200 and above but less than Rs 10000</i>	<i>Actual fare by any AC/</i>

<p><i>Rs 2400 and above but Less than Rs 4200</i></p> <p><i>Less than Rs.2400</i></p>	<p><i>Non AC public Bus, Non AC taxi, auto, own car, scooter etc.</i></p> <p><i>Actual fare by non AC public Bus, auto, Own scooter etc</i></p> <p><i>Actual fare by ordinary Bus, auto, own scooter etc.</i></p>
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The mileage rates notified by the Govt, of NCT of Delhi for Taxi/Own Car and Auto Rickshaw/Own Scooter will be admissible to the University employee(s)

JOURNEY BY AIR

ENTITLEMENT

GRADE PAY

Vice-Chancellor shall be entitled to travel by Business/ Club Class

Rs 10000 and HAG

Economy class. The Vice-Chancellor may permit by Business/ Club Class

Rs5400 and above but
Less than 10000

Economy Class

Vice Chancellor shall have the powers to authorize air travel for non-entitled officers in exceptional cases on the merits of each case.

Note: The Vice-Chancellor shall be competent to approve re-imbusement of actual expenses to outside members of statutory bodies of the University incurred by them for attending the meetings/ University work.

**DAILY ALLOWANCE
RATES OF DAILY ALLOWANCE**

GRADE PAY	DAILY ALLOWANCE
Rs. 10000 and above	Hotel accommodation / Guest house up to Rs. 6250, AC Taxi charges of Up to 50 kms for local travel & food up to Rs. 625
Rs. 7600 to Rs. 8900/9000/9500	Hotel / Guest House upto Rs. 3750, Non AC Taxi Up to 50 Kms local travel & food up to Rs 375
Rs 5400 to Rs. 6600	Hotel / Guest House Up to Rs 1875, Taxi Charges up to Rs 187 & Food up to Rs 250
Rs 4200 to Rs 4800	Hotel / Guest House Up to Rs 625, travel Charges Rs 125 & Food up to Rs 187
Below Rs 4200	Hotel / Guest House Up to Rs 375, Travel Charges Up to Rs 62 & Food up to Rs 125

NOTE:- It is clarified that only actual expenditure incurred within the prescribed limit will be reimbursed.

A period of absence from headquarter begins when an employee actually leaves his Headquarters and ends when he actually returns to the place in which his Headquarter are situated.

If an officer of vacation department combines Tour with vacation, i.e. proceeds on tour and then avails of vacation without returning in his headquarters, he should be granted tour Travelling allowance for outward journey only.

LOCAL JOURNEY

RATES OF DA FOR LOCAL JOURNEY

<u>GRADE PAY</u>	<u>ENTITLEMENT</u>
<i>Rs 10000 and above</i>	<i>Rs. 162</i>
<i>Rs 7600 & above but less than Rs 10000</i>	<i>Rs. 143</i>
<i>Rs 5400 & above but less than Rs 7600</i>	<i>Rs. 125</i>
<i>Rs 2400 & above but less than Rs 5400</i>	<i>Rs. 106</i>
<i>Below Rs 2400</i>	<i>Rs. 65</i>

BASIS FOR DA CALCULATION

<i>Absence not exceeding 6 hours</i>	<i>NIL</i>
<i>Absence exceeding 6 hours but Not exceeding 12 hours</i>	<i>70%</i>
<i>Absence exceeding 12 hours</i>	<i>100 %</i>

Travelling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 Kilometers from the normal place of duty irrespective of whether the journey is performed from the residence or from the normal place of duty.

In addition he will be entitled for daily allowance as per norms above where the absence from Headquarter is more than 6 hours and above. He will be entitled for daily allowance even if the conveyance is provided free of charge for local Journey.

Where the journey performed by the employee is less than 8 Kms, he /she may be reimbursed actual conveyance hire charges. The total amount so reimbursed in a month should not exceed 500 (Five hundred only) per employee.

In case these Regulations are silent on any issue, Govt, of India T.A. rules will be applicable

T.A. ON RETIREMENT

Retiring employees (retiring on superannuation, invalid or compensation pension) along with members of family from Delhi to home town or any other place where he/she and his/her family intends to settle down permanently even if it is other than his declared home town are entitled to travelling allowance on the scale and the conditions set out below :-

A) Fare:

A) Fare:

Employee along with family members may be paid one side Fare as per entitled class for the mode of travel opted. The claim of travelling allowance in respect of the family members will not be payable until the head of the family actually moves. A member of the family who follows within six months or precedes by not more than one month may, however, be treated as accompanying the employee.

COMPOSIT GRANT

The employee will also be eligible for composite transfer grant equal to one month's pay if the distance from the Delhi is more than 20 Kms.

TRANSFORMATION

The employee will be entitled to claim the cost of transportation of personal effects between railway station and residence at either end of the journey as per scale below:-

Grade Pay	By Train/Steamer	Rate per km by road (Rs per kg)
Rs 7600 & above	6000 Kgs by goods train 4wheeler wagon/1 Double container	18.00
Above Rs 4200 but less than Rs 7600	6000 Kgs by goods train/4 wheeler wagon/ Single container	18.00
Rs. 2800	3000 Kgs	9.00
Less than Rs 2800	1500 Kgs	4.60

In addition, the actual cost of transporting a motor Car or other conveyance maintained by the employee before retirement is also reimbursable.

NATIONAL LAW UNIVERSITY DELHI

Receipt and Payment Regulations

(Approved by E.C. vide item No.3.1 of its meeting held on 28.11.2013)

In pursuance of the provision of section 14 of National Law University Delhi Act 2007 (Delhi Act No 1 of 2008 as amended by Act 7 of 2009) Executive Council of National Law University makes the following regulations relating to "RECEIPT AND PAYMENT"

SHORT TITLE These regulations may be called "NATIONAL LAW UNIVERSITY, DELHI, RECEIPT AND PAYMENT REGULATIONS"

APPLICATION

These shall apply to all transactions pertaining to "National Law University, Delhi".

DEFINITIONS

- a) **ACCREDITED BANK:** means United Commercial Bank, Sector 10 Dwarka New Delhi / HDFC Bank, Sector-11, Dwarka or any other bank authorized by the Executive Council/Vice Chancellor to transact business of National Law University Delhi.
- b) **COMPETENT AUTHORITY:** means Vice Chancellor or any other authority to which the relevant power may be delegated by the Vice Chancellor.
- c) **DEPARTMENTAL OFFICER:** means an officer of the University authorized to handle University money.

RECEIPT OF UNIVERSITY REVENUE/DUES ETC AND ACCOUNTING THEREOF

All revenue, dues or other moneys received on behalf of University by the authorized officer shall be duly acknowledged by issue of proper numbered receipt.

MODES OF PAYMENT

Unless specifically authorized to receive amounts in cash, payment may be realized by demand drafts or cheques or postal orders or in such other form also.

In case the money is received in cash, a formal receipt be issued and entered in the cash book.

In case the dues are received in the shape of demand drafts or cheques or any other mode, university receipt shall be subject to the clearance/realization of cheque or demand draft.

In some cases, issue of receipt may not be necessary i.e.

- a) *Sale of prospectus*
- b) *Sale of tender forms*
- c) *Sale of journal or any other priced document etc.*

- d) When money is not realized in cash but by recovery from a payment made on a bill.
- e) When the amount has directly been deposited in bank by the tenderer.

ISSUE OF DUPLICATE COPIES OF RECEIPTS

No officer of the University may issue duplicate copies of the receipts granted for money received on the plea that the originals have been lost. If necessity arises for such a document, a certificate may be given that on a specified day a certain sum on a certain account was received from a certain person.

MAINTAINENCE OF CASH BOOK

The cash book should be bound in convenient volumes and their pages machine numbered. Before bringing a Cash Book into use, the Head of Office or an authorized officer should count the number of the pages and record a certificate of count on the first page of the Cash Book.

The cash book should be closed regularly and completely checked. The head of office should verify the totaling of the Cash Book or have this done by some responsible subordinate officer other than the writer of the Cash Book.

CASH CHEST

Cash and other valuables held in safe custody, on behalf of University, should be kept in an adequately strong cash chest or almirah preferably embodied in a wall. The cash chest/almirah should be secured by two locks of different patterns so that the keys of one do not fit into the other. The keys of such locks should be kept in different person's custody so that the chest will not be accessible to unauthorized persons. Chest should not be opened unless both the custodians of the two locks are present for the purpose.

Duplicate keys thereof should be placed in separate sealed covers and lodged with different officers of higher rank.

A duplicate key register should be maintained indicating the authorities with whom they are lodged. Once a year, in April the keys must be sent for examination and returned under fresh sealed covers to the respective officer/bank and a note kept in the register that they have been inspected and found intact and genuine.

DEPOSIT OF RECEIPT IN BANK

All money received on account of revenue or receipts or dues of the University shall without undue delay, be deposited in full into the Bank for inclusion in university Account.

DIRECT DEPOSIT OF MONEY IN BANK BY STUDENTS

Money due to the University may also be deposited directly in the Bank by the students in accordance with the procedure notified by the University.

WITHDRAWAL FROM ACCOUNT

GENERAL PRINCIPALS:

The term withdrawal with its cognate expression refers to the withdrawal of funds from the account for disbursement of on behalf of University.

Save as otherwise provided, no cheque shall be drawn until it is intended to be issued soon after.

An authorized officer functioning under the scheme of the University may withdraw money for such purposes as may be prescribed by the university by general order.

The cheque drawing officer shall obtain sufficient information as to the nature of every payment he is making unless there are specific orders of competent authority against disclosure of the nature or any individual claim.

If it is found, at any stage that money have been incorrectly withdrawn and that a certain sum should be recovered in respect of any bill passed, he shall effect the recovery without delay and without regard to any correspondence.

PRESENTATION OF CLAIM

No money can be withdrawn from the account except by presentation of bill in support of relevant claim for the purpose.

A bill is a statement of claims containing specification of the nature and amount of the claim, either in gross or by items. The bill so preferred is presented to the paying authority for payment. The bill becomes a voucher when it is received and stamped "PAID".

MODES OF CLAIMS

A) PERSONAL CLAIMS OF EMPLOYEES -

(i) SALARY

Due date of payment:

Pay and allowances shall be due for payment on the last working day of the month to which they relate. However, the pay and allowances for the month of March shall be paid on the first working day of April

Pay and allowances will include Basic pay, grade pay, Transport allowance, House rent allowance (If admissible) and any other fixed allowance payable to employee on monthly basis.

Deductions as applicable i.e. Fund , License fee, Income tax (if applicable) and any other deductions levied by the University or to be recovered on the instructions received from Audit / Court may invariably be made . For the purpose of this rule, "WORKING DAY "shall be deemed to be a day on which the University and the bank are open so that withdrawal of moneys and disbursement thereof become practicable on the same day.

(ii) FIRST PAYMENT OF PAY AND ALLOWANCES

When salary of any employee is to be drawn for the first time in the University, status of his/her employment i.e. regular/ad-hoc / contract basis or daily basis etc., should be mentioned against

his/her name. Any other specific condition governing the conditions of service should also clearly be indicated.

(iii) ARREAR BILLS

Arrears of pay, fixed allowances etc should not be drawn in the ordinary monthly bill, but in a separate bill. The amount claimed for each month in the bill should be entered separately with quotation on the number and date etc of the monthly bill from which the charge was omitted. A note of the same shall invariably be made in the office copies of the relevant bill also, to avoid the risk of the arrears being claimed once again.

(iv) MTSCCELLANIOTIS BILLS OF EMPLOYEES

Payment of other personal claims i.e. Overtime allowance, Honorarium, travelling allowance, medical charges etc of the employees should be drawn separately on the prescribed forms.

(v) DISBURSEMENT OF PAY & ALLOWANCES ETC:

The paying officer is personally responsible for the amount drawn on a bill until he has paid to the person entitled to receive it and has obtained a legal quittance.

(vi) LAST PAYMENT OF PAY AND ALLOWANCES

Normally, the last payment of pay and allowances in respect of an employee who quits service of the University may be made only after ensuring from relevant records that there are no demands outstanding against the employee. However, in cases where security for an amount considered by the competent authority be adequate to cover the aforesaid demand, is taken from such employee, the last payment of pay and allowances be made.

(vii) ARREARS PAYABLE AFTER DEATH

Pay and allowances can be drawn for the day of employee's death; the hour at which death takes place has no effect on the claim. Day for the purpose of this rule should mean a calendar day beginning and ending at midnight. Life time arrears of all kinds claimed on behalf of a deceased employee may be paid without the production of usual legal authority, provided the competent authority is otherwise satisfied about the right of the claimant. In cases where the gross amount of the claim exceeds Rs 10000(Ten Thousand only) payment will be made on the execution of an indemnity Bond, with two sureties and if the amount is less than ten thousand, competent authority may accept only one surety.

B) PAYMENT OF NON EMPLOYEES

When a person who is not the employee of the University claims payment for work done, service rendered or articles supplied, such claims shall be submitted through the officer under whose immediate order the service was done or the articles supplied. The payment may be made, after completing all the formalities, by any recognized mode of payment i.e. by cheque as far as possible or by bank draft. After obtaining an acknowledgement and certificate to the effect that the payment has been made to the proper person, the voucher may be kept on records

NOTE:

This may please be ensured that TDS where applicable in terms of the provisions of Income Tax Rules are deducted properly.

PROCEDURE OF REMITTANCES OF RECOVERIES MADE

After the disbursement of payment to the concerned employees etc, recoveries made from the bills are also required to be deposited in such a way that all the remittances are credited in their respective heads.

Some payments like TDS, FUND etc. are to be deposited through prescribed challans in authorized branch of particular banks whereas some (like recovered on the direction of court, Registrar Co-op Societies etc) are required to be remitted to the concerned authority. There may also be sort of recoveries like license fee, advances etc which are to be adjusted in the books of University as well as personal ledgers of the employees.

In cases where some expenditure is involved, amount should be remitted after deducting such expenditure. However, a note may be sent indicating the detail of expenditure.

C) PAYMENT OF CONTINGENT CHARGES:

The term contingent charges used in this section means and include all incidental and other expenses (including on stores) which are incurred for the management of an office

Payment can be made for contingent expenditure out of permanent advances or imprest which may be permitted to hold in the University subject to recoupment on presentation of contingent bill. Claims up to a certain limit to be decided by the Vice Chancellor, may be disbursed out of permanent advance.

All charges actually incurred and paid out of permanent advance may be drawn at once. Charges relating to different nature may not be included in one bill. NOTE: While preparing recoupment bill, this may please be ensured that all the relevant documents/ certificates are attached along with the bill.

NOTE: While preparing recoupment bill, this may please be ensured that all the relevant documents / certificates are attached along with the will.

D) PAYMENT FOR PURCHASE OF STORES

The term stores in this section indicate all articles and material required for the public service and coming into an office's possession for various purposes.

SOURCE OF PURCHASE AND MODE OF PAYMENT

1. Purchase in India other than DGS&D

As a general rule payment for supplies is not permissible unless stores have been received and surveyed. However, payments prior to verification of quality and quantity of the material may be permitted in exceptional cases only, provided that adequate safeguards exist to secure the University against all losses.

2. Purchase through DGS&D

The procedure relating to payment for stores purchased through the Director General Supplies and Disposal may be regulated by special orders of Government of India in this behalf from time to time.

3. Purchase outside India through the Indian supply Mission.

Payments for all purchases ordered through the India Supply Mission at London or Washington will be arranged by the High Commission of India London or Indian Embassy, Washington, as the case may be the debits being passed on to India for adjustment.

4. Purchase direct from firms etc., abroad

In regard to articles obtained by placing direct orders on firms outside India, payment shall be arranged in accordance with the following:

- i) The officer who has placed the order, after following the usual procedure shall as soon as all the checks necessary in connection with the receipt, inspection and verification of articles have been applied, forward the firm's bill in original to the paying officer. Particular care must be taken to ensure that no double payment is authorized in respect of the claim.
- ii) Wherever, the supply order involves heavy payments, with a specific payment schedule clause therein usually a letter of credit is opened in favour of foreign supplier through the accredited bank. Special care should be taken to ensure that the requisite documents are promptly passed on by the bank to the University.
- iii)

E) MISCELLANEOUS PAYMENTS

Refund of revenue

Refund of revenue can be made only on demand and on the receipt of the person entitled to receive such refunds after production of proper authority.

The bill for drawls should be accompanied by a statement showing the names of the refundees, the amount refundable in each case and the number and date of the challan through which the money was originally credited.

Every refund shall be noted against the original documents in which the money received are entered.

REFUND OF FEE

If the amount of fee originally received from a candidate is to be refunded, a proposal for the amount to be refunded duly supported by the documents crediting the money to the competent authority will be submitted for approval. If the amount were deposited in the bank in lump sum or by the candidate directly, statement showing the names of the candidates demanding refunds, the amount to be refunded to each, the number and date of the challan in which the money was originally deposited and the amount already refunded, if any, shall accompany the proposal.

National Law University, Delhi,

Sector-14, New Delhi-110078

NATIONAL LAW UNIVERSITY, DELHI Medical Attendance and Treatment Regulations 2016

(Approved by E.C. vide item no.3.3 of its meeting held on 27.01.2016)

The Executive Council of the National Law University, Delhi here by makes the following regulations relating to medical attendance and treatment as applicable to the teaching and administrative staff of the University.

1. Short Title: These regulations may be called the National Law University, Delhi Medical Attendance and Treatment Regulations, 2016

2. Application: The scheme shall apply to

- (i) The regular employees of the University including those on probation,
- (ii) The employees who are serving in continuous contract, or on ad-hoc service in regular scale for a period of more than one year.
- (iii) Those on deputation from a Govt. department or an autonomous body or other public sector undertaking provided they opt to be governed by this scheme instead of by the rules in force in their own parent organisations,
- (iv) A retired person [(i) A person who has served continuously at least for 20 years on regular service in case of voluntary retirement (ii) 10 years in case of attaining age of superannuation prior to completing 20 years of service (iii) for 5 years in case of tenure appointment posts and is not availing medical facilities from any other sources (only one source) will be defined as retired employee of the University) and
- (v) The re-employed persons provided they are not eligible for medical benefits from their previous employer(s). This scheme shall, however, not apply to casual workers and consultants/advisors.

3. Definitions In these regulations:-

(i) "Authorised Medical Attendant (AMA)" means a qualified registered medical practitioner possessing recognised medical qualifications not below MBBS in the allopathic system or its equivalent in Homoeopathy or the Indian system of medicine including a specialist and appointed by the University as such.

(ii) "University" means the National Law University, Delhi established under the National Law University, Delhi Act, 2007.

(iii) "University employee" means an employee of the University to whom this scheme will apply.

(iv) "Competent authority" means the Vice-Chancellor or any subordinate authority to which the Vice-Chancellor may delegate a power, subject to any condition that may be specified in the delegation.

(v) 'Family' means employee's -

(a) Husband / Wife including more than one wife and also judicially separated wife.

(b) Parents and Stepmother. In the case of adoption, only the adoptive and not the real parents. If the adoptive father has more than one wife, the first wife only. A female employee has a choice to include either her parents or her parents-in-law; option exercised can be changed only once during service.

(c) Children including legally adopted children, stepchildren and children

S. No.	Ward	Eligibility
1.	Unmarried Son	Till he starts earning, or attains the age of 25 years, whichever is earlier
2.	Daughter	till she starts earning or gets married, whichever is earlier, irrespective of the age-limit
3.	Son suffering from any permanent disability of any kind (physical or mental)	No age-limit
4.	Widowed daughters and dependent divorced / separated daughters	Irrespective of age-limit
5.	Sisters including unmarried / divorced / abandoned or separated from husband / widowed sisters.	Irrespective of age-limit
6.	Minor Brothers	Up to the age of becoming a major

taken as wards subject to the following conditions:

Dependency - The income limit for dependency of the family members (other than spouse) is Rs. 3500/- plus the amount of Dearness Relief admissible on Rs. 3500/- on

the date of consideration of the claim. Parents residing with either the University employee or the rest of the family members in a station other than the employee's headquarters are eligible for reimbursement. All other definitions, conditions, clauses, procedure and treatments which are not covered under this scheme shall be governed as per the provisions contained in the Medical Attendance Rules of the Govt. of India.

4. Outdoor Treatment (Treatment as out patients)

- A) Fixed medical allowance shall be admissible to all University employees and will be reviewed/revised on 1st January year on the basis of price index. Rates of medical allowance w.e.f. 1st January, 2016 shall be Rs.2,000/- per month for all employees working in regular scale irrespective of their category. It will not be admissible to employees appointed on consolidated salary.
- B) Reimbursement of outdoor treatment in specified cases shall be regulated in accordance with the CGHS regulations in force from time to time.

5. Indoor Treatment

A) Empanelment of hospitals:-

- (i) Hospitals may be empanelled for Cashless facilities and MoU may be signed accordingly with them.
- (ii) MoU may be signed with other willing hospitals which are empanelled with DGEHS/CGHS for providing indoor as well as outdoor service on CGHS/DGEHS rates but employee will pay for their medical bill to the empanelled hospital and may get reimbursement from the University as per medical rule.
- (iii) In respect of hospitals on the approved panel of CGHS/DGEHS (wherein MoU has not been signed due to any reason), reimbursement of medical expenses shall be allowed and restricted to treatment on CGHS/DGEHS rate.

6. Reimbursement of medical expenses in case of indoor treatment at private hospitals or nursing homes not on the panel of the University:

Reimbursement for treatment received by way of indoor treatment in private hospitals or nursing homes not on the panel of the University shall not be permissible except in

case of genuine emergency—where the reimbursement is allowed as per St. Stephens Hospital rates as approved by Govt. of Delhi, with the approval of the Vice-Chancellor.

7. Facility of joint declaration where both the spouses are in the employment of Govt. /Govt. undertakings:

Where both the spouse are in the employment of central government or state government or corporation or autonomous bodies or any other organisation which provide medical facilities/allow medical reimbursement of medical expenses, they shall submit declaration for claiming such benefits from the office of either spouse at the initial stage. However, this declaration can be changed with the prior approval of the competent authority.

8. Medical facilities for Retired Employees as defined at clause 2 (iv) of Medical Attendance & Treatment Regulation:

(a) For indoor treatment it is same as given at Sr. No. 5 above.

(b) For outdoor treatment subject to the ceiling of their eligible category at the time of his / her retirement on submission of a certificate that he / she has actually incurred expenditure on their outdoor treatment.

(c) For ailment such as tuberculosis, cancer, joint replacement, heart disease, kidney failure and organ transplant etc., facilities of drawing advance upto 90% of estimated medical expenditure may be provided to the retired employees, but advance will directly be given to the empanelled hospital.

9. Standing committee:

The Vice-Chancellor shall constitute a standing committee. The committee shall review the medical scheme periodically. The committee shall suggest improvement in the scheme including empanelment of hospitals from time to time and also other related matters including redressal of the grievances of the staff, if any, in connection with the scheme. The Vice-Chancellor on the advice of the standing committee shall also have the power to relax the provisions of this scheme in individual cases of hardship for reasons to be recorded in writing.

MOU FOR CASHLESS HOSPITALS AGREEMENT

This agreement entered into at New Delhi on _____ ('Agreement') between National Law University, Delhi, represented by the Registrar and hereinafter referred to as 'University' and / or 'NLUD', which expression shall, unless repugnant to the context thereof, mean and include its successors and assignees of the ONE PART and _____, having its premises at _____, hereinafter referred to as 'Provider Hospital' and / or 'Hospital' which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assignees of the OTHER PART.

WHEREAS, The University has been established by Government of NCT of Delhi under the provisions of National Law University, Delhi Act, 2007 (with its Amendment in 2009) to evolve and impart comprehensive legal education/research and other objects specified in the Act;

AND WHEREAS, The University is desirous of formulating and extending a suitable package of medical benefits as part of welfare measure to its Teaching / Administrative Staff, their dependent(s) and their spouse;

AND WHEREAS, the Hospital is engaged in providing medical facilities and has expertise in the said field. The University has approached the Hospital to extend medical facilities and treatment to the Member(s) (as defined in this Agreement) and the Hospital has agreed for the same on the terms and conditions mutually agreed to between the parties and set forth in this Agreement.

NOW THEREFORE, THIS AGREEMENT WITNESSTH THAT-

0.1 Definitions

(a) **"Medical Benefits"** – Means the reimbursement of hospitalization expenses admissible to the eligible employees and their dependents on production of Identity Card or any specific Card issued by the University. In case where Identity Card has not been issued, authorization letter will replace the Identity Card.

(b) **"Members"** – Employees of the University along with their dependents who are eligible for the Medical Benefits.

(c) **"Dependents"** – In case of a serving employee means: (i) the spouse of such employee, (ii) legitimate and unmarried / unemployed sons and / or daughters (upto 25 years of age); (iii) step sons / daughters (upto 25 years) who are residing with the University employee and are wholly dependent on the University employee,, (iv)

married daughters who have been divorced, abandoned or separated from their husbands and are residing with and are wholly dependent on the University employee, (v) father / mother / step father / step mother residing with and wholly dependent on the University employee, (vi) unmarried minor brother as well as unmarried, divorced, abandoned / separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the University employees; (vii) parents and / or parents-in-law of female employees of the University, provided however that a formal declaration by the female employee will be required for availing the benefit.

(d) “**Entitlement**” refers to the room charges along with the service tax, if any, which an employee is entitled to avail in case of hospitalization. As per prevailing norms on salary structure, the following entitlements are approved by the University:

General Ward: Pay drawn in Pay Band upto Rs.13,950/-.

Semi-Pvt. Ward: Pay drawn in Pay Band Rs.13,960/- to Rs.19,530/-

Private Ward: Pay drawn in Pay Band Rs.19,540/- and above.

If the Member(s) on their own opt for a higher category than what he / she is entitled, the excess cost will be the responsibility of the Member(s), for which the member(s) will have to make prior arrangement with the Provider Hospital. The University’s commitment will be restricted to the actual entitlement only.

0.2 PERIOD

This Agreement shall be in force initially for a period of one year and may be renewed further from time to time on such terms and conditions as may be mutually agreed.

0.3 EXTENT OF COVERAGE

i) The Provider Hospital shall extend only in-patient hospitalization to the Members under this Agreement and claims will be settled directly by the University under ‘Direct Payment System’. For the ‘Out- Patient treatment’, the University employee shall take such treatment on the agreed rates on cash basis and the University shall not be responsible for any such medical expenditure on this account under ‘Direct Payment System’. 13 ii) The Provider Hospital will extend services as per the rates prescribed in the Central Government Health Scheme (hereinafter referred as ‘CGHS’) for both IPD & OPD treatment. iii) If the Provider Hospital normally charges rates for

various procedures which are lower than the rates given by CGHS, the reimbursement would be at the actual rates charged by the Provider Hospital. iv) The Provider Hospital shall ensure that each time a Member avails service envisaged in this Agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlements status of such Member. v) The Provider Hospital shall ensure that the benefits are made available to the Member(s) strictly as per terms of this Agreement and no benefits outside the terms of this agreement shall be allowed without prior approval, unless the same is essential for the recovery of member(s). vi) The University shall not be liable to make any payment on account of claims which are in the opinion of the University fraudulent or are a result of fabricated claims.

0.4 OBLIGATIONS OF PROVIDER

i) The Provider Hospital shall ensure that all members are admitted and treated in the Provider Hospital on priority basis. Priority basis in this context means making available to the Member services like on-the-spot admission/ treatment, beds on an urgent basis and the like. In case there is no accommodation available either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the Provider Hospital shall make all attempts through its good offices to accommodate and admit the members to other University empanelled / Super-Specialty Hospital(s), subject to concurrence from the concerned Members and an intimation as to the cross reference shall be made to the University within 24 hours of such referral. ii) The Provider Hospital shall ensure that best and timely medical treatment / medical facility is extended to the Member(s) and provide best of services to them at all times. iii) It is mandatory for the Provider Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Provider Hospital represents that it has all the prescribed standards and shall maintain the same for the Member(s). iv) The University's Medical Officer / designated Officer(s) shall have the right to visit the Provider Hospital to check the quality, standards, review and discuss treatment provided to the Members. During such visits and inquiries, the Provider Hospital shall extend full co-operation to

the University officials including access to the member(s) medical and billing records and make available the information they request about the patient for the purposes of their investigation / inspection. v) The Provider Hospital shall also arrange to obtain medicines, injections, disposable syringes etc. as prescribed by the doctors from an authorized chemist(s), druggist(s). vi) The Provider Hospital shall make available to the Member(s), only in emergency cases, ambulance services on a priority basis for patients within the city/town limits, the cost of which will be part of the package. vii) The Provider Hospital shall keep the Member(s) in the Hospital only for the required number of days of treatment and carry out only the required investigations. The University has the discretion to reject bills containing any item, which as per the University was unwarranted on the part of the Provider Hospital. viii) The Provider Hospital agrees not take to any cash deposit or any deposit of any kind or advance from Member(s) who is / are to be given treatment by the Provider Hospital and shall strictly adhere to the understanding. ix) The Provider Hospital shall strictly adhere to the agreed 'Operation Procedure' contained in the terms and conditions specified by CGHS and be bound by the same. x) The Provider Hospital shall equip itself with qualified and experienced Doctors, Medical and Para-Medical staff, Nurses etc. and also all other infrastructure essential to maintain the desired quality and standard of treatment for the Member(s). xi) The Provider Hospital shall not create separate charges on account of nursing, interest or interest free security deposit, diet charges, air conditioner/ cooler/ heater charges (including electricity charges) which in the opinion of University are included in the package. xii) The Provider Hospital shall admit the patients only on production of a valid identity card with photograph of the Member(s), issued by the University. The Provider Hospital shall not demand any advance from the Member(s) and shall provide credit facilities to the concerned patient. xiii) The Provider Hospital shall not charge more than two consultations in a day to a Member(s) from the attending specialist. xiv) Before the final discharge of the Member(s), the discharge summary certificate documents and necessary bill shall be authenticated by the Member's signature. xv) The drugs/ medicine supplied to the Member (s) to be consumed after discharge will not be part of the package. xvi) In case the eligible accommodation is not available at the time of admission, the Member (s)

will be admitted to lower category of accommodation. But, if the Member (s) is provided higher category accommodation at his / her own request the differential amount will be borne by the Member(s) and if accommodation is provided by the Provider Hospital in the event of non-availability of entitled accommodation, the differential amount will be borne by the Provider Hospital. As soon as the entitled accommodation is made available, the Member(s) should be shifted to the category of accommodation he/she is originally entitled to. xvii) The Provider Hospital will send all bills pertaining to the Members(s) to the University, for payment.

0.5 OBLIGATIONS OF THE NATIONAL LAW UNIVERSITY, DELHI.

The University shall ensure settlements of all bills raised by the Provider Hospital for indoor treatment within 45 days after the submission of the bills to the University; Provided however that no query on the bills or claim has been raised by the University. The University shall have no obligation as far as the payment of services availed by the Member(s) for outdoor treatment is concerned, instead the Member(S) shall be liable to make payment directly to the Provider Hospital in this behalf.

0.6 GENERAL

i) The University shall not be responsible / liable in any manner whatsoever on account of negligence on the part of Provider Hospital or their doctors/consultants while giving treatment to the Member (s). ii) Any deviation/ modification of this Agreement by the parties hereto shall be effected with the written consent of both the parties. iii) In case of any doubts about the facilities entitlements etc. for the member(s) under this agreement, such cases shall be dealt under the provisions of CS (MA) Rules of the Government of India, amended from time to time.

0.7 TERMINATION

The Agreement can be terminated by either party by giving 30 (thirty) days' prior notice without assigning any reason. Neither party shall have any claim for any compensation or damages or otherwise on this account from the other party. The University may terminate this Agreement, if the Provider Hospital violates any of the

terms and conditions of the Agreement. In case of such termination of this Agreement however, the Provider Hospital shall ensure that all admitted member(s) undergoing treatment at the time of termination are treated completely and discharged.

0.8 DISPUTE RESOLUTION

The agreed rates and terms of the package are rates notified by CGHS from time to time and these will be part and parcel of this Agreement. In case of any dispute over the bills raised by the Provider Hospital, the issue will be referred to a three (3) member "Redress Committee" each representing the Registrar, Branch Officer of Accounts and the Hospital Authority. The decision of the Committee will be binding on the Provider Hospital and the University. In case of disputes unresolved through the "Redress Committee", the Courts at Delhi alone will have the jurisdiction to adjudicate the dispute. In witness whereof the parties hereto have signed this on the day, month and year first hereinabove written in the presence of:

National Law University, Delhi

Provider Hospital

Witnesses:

Witnesses:

1.

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2.

2.

MOU FOR NON-CASHLESS HOSPITALS AGREEMENT

This agreement entered into at New Delhi on _____ ('Agreement') between National Law University, Delhi, represented by the Registrar and hereinafter referred to as 'University' and / or 'NLUD', which expression shall, unless repugnant to the context thereof, mean and include its successors and assignees of the ONE PART and _____, having its premises at _____, hereinafter referred to as 'Provider Hospital' and / or 'Hospital' which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assignees of the OTHER PART.

WHEREAS, The University has been established by Government of NCT of Delhi under the provisions of National Law University, Delhi Act, 2007 (with its Amendment in 2009) to evolve and impart comprehensive legal education/research and other objects specified in the Act;

AND WHEREAS, The University is desirous of formulating and extending a suitable package of medical benefits as part of welfare measure to its Teaching / Non-Teaching employees, their dependent(s) and their spouse; AND WHEREAS, the Hospital is engaged in providing medical facilities and has expertise in the said field. The University has approached the Hospital to extend medical facilities and treatment to the Member(s) (as defined in this Agreement) and the Hospital has agreed for the same on the terms and conditions mutually agreed to between the parties and set forth in this Agreement. NOW THEREFORE, THIS AGREEMENT WITNESSTH THAT-

0.1 Definitions –

(a) “Medical Benefits” – Means the reimbursement of hospitalization expenses admissible to the eligible employees and their dependents on production of Identity Card or any specific Card issued by the University. In case where 18 Identity Card has not been issued, authorization letter will replace the Identity Card.

(b) “Members” – Employees of the University along with their dependents who are eligible for the Medical Benefits.

(c) “Dependents” – In case of a serving employee means: (i) the spouse of such employee, (ii) legitimate and unmarried / unemployed sons and / or daughters (upto 25 years of age); (iii) step sons / daughters (upto 25 years) who are residing with the University employee and are wholly dependent on the University employee;; (iv) married daughters who have been divorced, abandoned or separated from their husbands and are residing with and are wholly dependent on the University employee, (v) father / mother / step father / step mother residing with and wholly dependent on the University employee, (vi) unmarried minor brother as well as unmarried, divorced, abandoned / separated from their husbands or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not

alive or are themselves wholly dependent on the University employees; (vii) parents and / or parents-in-law of female employees of the University, provided however that a formal declaration by the female employee will be required for availing the benefit.

(d) "Entitlement" refers to the room charges along with the service tax, if any, which an employee is entitled to avail in case of hospitalization. As per prevailing norms on salary structure, the following entitlements are approved by the University:

General Ward: Pay drawn in Pay Band upto Rs.13,950/-

Semi- Pvt. Ward: Pay drawn in Pay Band Rs.13,960/- to Rs.19,530/-

Private Ward: Pay drawn in Pay Band Rs.19,540/- and above.

If the Member(s) on their own opt for a higher category than what he / she is entitled, the excess cost will be the responsibility of the Member(s), for which the member(s) will have to make prior arrangement with the Provider Hospital. The University's commitment will be restricted to the actual entitlement only.

0.2 PERIOD

This Agreement shall be in force initially for a period of one year and may be renewed further from time to time on such terms and conditions as may be mutually agreed.

0.3 EXTENT OF COVERAGE

(i) The Provider Hospital will extend services as per the rates prescribed in the Central Government Health Scheme (hereinafter referred as 'CGHS') for both IPD & OPD treatment. (ii) If the Provider Hospital normally charges rates for various procedures which are lower than the rates given by CGHS, the reimbursement would be at the actual rates charged by the Provider Hospital. (iii) The Provider Hospital shall ensure that each time a Member avails service envisaged in this Agreement, the expenses are regulated strictly with reference to the eligibility and monetary limits fixed with reference to the entitlements status of such Member. (iv) The Provider Hospital shall

ensure that the benefits are made available to the Member(s) strictly as per terms of this Agreement and no benefits outside the terms of this agreement shall be allowed without prior approval, unless the same is essential for the recovery of member(s). (v) All the charges on account of availing indoor / outdoor treatment at Provider Hospital shall be borne by the employee and shall directly be paid by the employee. However, Provider Hospital shall verify all such claims on prescribed format of University. The University shall not be liable to make any payment on account of such claims from the Provider Hospital.

0.4 OBLIGATIONS OF PROVIDER

(i) The Provider Hospital shall ensure that all members are admitted and treated in the Provider Hospital on priority basis. Priority basis in this context means making available to the Member services like on-the-spot admission/ treatment, beds on an urgent basis and the like. In case there is no accommodation available either in the ward or in the operation theatre or the patient requires specialized treatment which is not available in the Hospital, the Provider Hospital shall make all attempts through its good offices to accommodate and admit the members to other University empanelled/Super-Specialty Hospital(s), subject to concurrence from the concerned Members and an intimation as to the cross reference shall be made to the University within 24 hours of such referral. (ii) The Provider Hospital shall ensure that best and timely medical treatment / medical facility is extended to the Member(s) and provides best of services to them at all times. (iii) It is mandatory for the Provider Hospital to maintain and adhere to the standards and quality of medical services as prescribed by Medical Council of India. The Provider Hospital represents that it has all the prescribed standards and shall maintain the same for the Member(s). (iv) The University's Medical Officer / designated Officer(s) shall have the right to visit the Provider Hospital to check the quality, standards, review and discuss treatment provided to the Members. During such visits and inquiries, the Provider Hospital shall extend full co-operation to the University officials including access to the Member(s) medical and billing records and make available the information they request about the patient for

the purposes of their investigation / inspection. (v) The Provider Hospital shall also arrange to obtain medicines, injections, disposable syringes etc. as prescribed by the doctors from an authorized chemist(s), druggist(s). (vi) The Provider Hospital shall make available to the Member(s), only in emergency cases, ambulance services on a priority basis for patients within the city/town limits, the cost of which will be part of the package. (vii) The Provider Hospital shall keep the Member(s) in the Hospital only for the required numbers of days of treatment and carry out only the required investigations. The University has the discretion to reject bills containing any item, which as per the University was unwarranted on the part of the Provider Hospital. (viii) The Provider Hospital shall strictly adhere to the agreed 'Operation Procedure' contained in the terms and conditions specified by CGHS and be bound by the same. (ix) The Provider Hospital shall equip itself with qualified and experienced Doctors, Medical and Para-Medical staff, Nurses etc. and also all other infrastructure essential to maintain the desired quality and standard of treatment for the Member(s). (x) The Provider Hospital shall not create separate charges on account of nursing, interest or interest free security deposit, diet charges, air conditioner/ cooler/ heater charges (including electricity charges) which in the opinion of University are included in the package. (xi) The Provider Hospital shall admit the patients only on production of a valid identity card with photograph of the Member(s), issued by the University. (xii) The Provider Hospital shall not charge more than two consultations in a day to a Member(s) from the attending specialist. (xiii) The drugs/ medicine supplied to the Member (s) to be consumed after discharge will not be part of the package. (xiv) In case the eligible accommodation is not available at the time of admission, the Member (s) will be admitted to lower category of accommodation. But, if the Member (s) is provided higher category accommodation at his / her own request the differential amount will be borne by the Member(s).

0.5 GENERAL

(i) The University shall not be responsible / liable in any manner whatsoever on account of negligence on the part of Provider Hospital or their doctors/consultants while giving treatment to the Member (s). (ii) Any deviation/ modification of this

Agreement by the parties hereto shall be effected with the written consent of both the parties. (iii) In case of any doubts about the facilities entitlements etc. for the member(s) under this agreement, such cases shall be dealt under the provisions of CS (MA) Rules of the Government of India, amended from time to time.

0.6 TERMINATION

The Agreement can be terminated by either party by giving 30 (thirty) days' prior notice without assigning any reason. Neither party shall have any claim for any compensation or damages or otherwise on this account from the other party. The University may terminate this Agreement, if the Provider Hospital violates any of the terms and conditions of the Agreement. In case of such termination of this Agreement however, the Provider Hospital shall ensure that all admitted member(s) undergoing treatment at the time of termination are treated completely and discharged.

0.7 DISPUTE RESOLUTION

The agreed rates and terms of the package are rates notified by CGHS from time to time and these will be part and parcel of this Agreement. In case of disputes, the Courts at Delhi alone will have the jurisdiction to adjudicate the dispute. In witness whereof the parties hereto have signed this on the day, month and year first hereinabove written in the presence of:

National Law University, Delhi:

Provider Hospital

Witnesses:

Witnesses:

1.

1.

2.

2.

NATIONAL LAW UNIVERSITY, DELHI

Sector 14, Dwarka, New Delhi-110078

(Approved by the Executive Council vide item No.3.3 dated 11.08.2015)

REGULATIONS FOR PRESERVATION /DESTRUCTION OF RECORDS

1. These Regulations will be called “National Law University Delhi Regulations for preservation/destruction of records 2015”
2. These Regulations will come in to effect from the date of approval by the Executive Council. The destruction of records of the University shall be governed by these Regulations.
3. The following record shall be preserved for not less than the period specified against each:

Sr. No.	Description of records	Period of Preservation
A	<u>Admissions</u>	
1	Used and unused question booklets and OMR sheets, Attendance sheet, absentee reports/ certificates	6 months after the last date of admission/declaration of result of entrance examination, whichever is later.
2	All relevant records relating to various court cases or disputed cases	2 year after the case/dispute is finally decided by the respective court /appellate court /authorities etc.
3	Result Gazette/Merit List	5 years
4	Examiner Reports/Recommendation of the Doctoral Committee & other correspondence (Ph.D.)	5 years.\ Award of Degree
5	Admission Register	Permanent
6	Admission File of students	2 years after passing out the final examination / award of Degree
B	<u>FINANCE DIVISION</u>	
1	Cash Books\ Bank Books	Permanent
2	Accounts Ledger books	15 years
3	Bank Account statement	15 years
4	Establishment check Register	Permanent
5	Income Tax Return File	10 years.
6	EPF Return File	10 years.
7	Budget File	5 years
8	Payment Vouchers	3 years or 1 Year after Audit whichever is later

	9	Correspondence relating compliance of Audit	1 years, after the settlement of the audit objection\Requisition
	10	Bank Pay in slip (Deposit slips)	3 years or 1 year after completion of reconciliation / Audit, whichever is later.
C		<u>STORE</u>	
	1	Permanent Fixed Assets Register	Permanent
	2	Consumable Stock Register	5 years
	3	Repair\Maintenance Register	5 years
	4	Requisition slip	1 year (After Audit)
	5	Stock Verification Report	Permanent
	6	Disposal of University Store	Permanent
D		<u>EXAMINATION</u>	
	1	Hard copy of Question Paper \date sheet Attendance sheet if any	2 years
	2	Award books from Examiners\Examiner's Reports (Hard copy, if any)	2 years
	3	Answer books \scripts	6 months after declaration of result.
	4	Projects	2 Years
	5	Tabulated Results	Permanent
	6	Applications for Revaluation and connected papers	1 years
	7	Application for duplicate Degree/Mark Sheet etc.	2 years
	8	Annual \Special Convocation File	Permanent
	9	Recommendations for Award of Medals\Prizes	3 years
	10	Institution of Scholarship\Medals \Prizes Rules & Regulation etc.	Permanent
	11	Thesis\Dissertation	Permanent (To be kept in the University Library)
	12	Courses of Reading (Syllabus)	Permanent
	13	Disqualification Cases	Permanent
	14	Evaluated Answer Books	6 months after declaration of results
	15	Important cases regarding AC\EC decisions	Permanent
	16	Unfair Means Cases file	1 years after the period of passing
	17	Re-evaluated\Re-checked answer books	9 months after the revaluation case is finalized.

E		<u>ESTATE</u>	
	1	Purchase papers of Furniture & Equipments	3 years or 1 year after audit whichever is later.
	2	Liveries Record	3 years
	3	Construction of Buildings	Permanent
	4	Allotment of Land	Permanent
	5	Lease File	Permanent
	6	Building Committee Minutes\proceedings	Permanent
	7	Fixation of Licence fee/Rent	Permanent
	8	Property tax File	Permanent
	9	Files, papers and documents relating to contracts, agreements etc.	4 years after the contract/agreement is fulfilled or terminated or one year after the Audit, whichever is later.
F		<u>ESTABLISHMENT\ADMINISTRATION</u>	
	1	Personnel file	Permanent
	2	Service Books	Permanent
	3	Legal Cases	Permanent
	4	Selection Committee File	Permanent
	5	House Allotment File	Permanent
	6	Applications for Recruitment	1 year after finalising recruitment
	7	Minutes of the DPC	Permanent
	8	Leave Regulations	Permanent
	9	Minutes of the FC\ AC\ EC\ Governing Council	Permanent
	10	Act\Ordinance File-additions, alterations	Permanent
	11	Diary and Despatch Register	5 years
	12	Casual Leave applications	6 months after expiry of Calendar year
	13	Casual Leave records	3 years
	14	Attendance Register of staff	2 years
	15	Log Books of Vehicles	3 years or one year after completion of audit whichever is later.
	16	Establishment Roaster	Permanent
	17	Recommendation of the Pay Commissions	Permanent
	18	Qualifications for the various posts	Permanent
	19	Registers/files of various Scholarships, Schemes	5 years after the expiry of award of Scholarship/fellowship

G		<u>University Library</u>	
	1	Accession Registers	Permanent
	2	Recommendation of books and other reading material	1 year after Audit of Account.
	3	Copies of purchase orders for books\Journal	3 years or 1 year after Audit of Accounts whichever is later.
	4	Check out and Check in records	1 year after return of books
	5	Stock verification record	Permanent
	6	Newspaper\Old Magazines	1 year.
Note:	1	The documents required for audit will be destroyed only after completion of audit \ settlement of audit para and preservation period, whichever is later.	
	2	The confidential records of the Examination may be disposed off by shredding the material or by any other method deemed appropriate by the University.	
	3	The Regulations for preservation of common records/articles, prescribed under any Branch/Officer, will also be applicable to other Branches/Offices.	
	4	The records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation will not be disposed off before the completion of Project/Scheme/Works are completed.	

4. In exceptional cases, a record may be retained for a period longer than that specified in the above schedule, if such a course is warranted by the need of the University.
5. The concerned office will destroy the record after completion of period prescribed in the above schedule with written approval of the Vice-Chancellor for destruction of such record.
6. The Vice-Chancellor shall be competent to sanction the destruction of such other record which is considered useless and Audit has been carried out for the period pertaining to such record.

ADMISSION REGULATIONS TO THE B.A., LL.B. (Hons.) Course

(Approved by Executive Council vide item No.2-III of its meeting held on 11.08.2008 and further amended while confirming the Minutes vide item No.1 dated 27.02.2009)

1. To be eligible for studying the B.A., LL.B. (Hons.) Course, the candidate should:
 - a) Have passed the Higher Secondary School Examination (10+2) system or an equivalent examination thereto securing in the aggregate not less than **45% of the total marks (40% in case of SC/ST/Persons with Disability)**.. The Eligibility condition for admission of students under the Foreign Nationals Category shall be 65% marks in the Higher Secondary School Examination of (10+2) system or an equivalent examination. Candidates appearing/ awaiting results of the qualifying examination can also apply and appear in the Entrance Test. However, the eligibility by such candidates shall have to be obtained by the cut-off date which will be notified along with the Notification of Entrance Test result, and in case such candidate is placed in compartment in the year of the admission, would be treated as ineligible.(as amended vide E.C. Reso.No.2.4 dated 18.12.2019)
 - b) Have been selected at the All India Law Entrance Test conducted by the National Law University, Delhi.(as amended vide E.C. Reso.No.2.4 dated 22.12.2018)
 - c) (Deleted vide E.C. Reso. No. 2.8 dated 09.03.2016.)

Note: The admission of foreign nationals, however, shall be made based on satisfying the prescribed academic qualifications. The candidates who possess citizenship of a country other than India and hold valid passport shall be eligible to apply under this category. They are exempted from taking the admission test. The other regulations regarding the eligibility for admission will be the same as applicable to the other candidates. The merit of the Foreign National Category will be drawn on the basis of percentage of marks in the qualifying exam. The candidates belonging to Overseas Citizen of India(OCI)/Person of Indian Origin(PIO) category shall have the option to either apply under the Foreign National Category or Under the category of Indian students. In case the OCI/PIO candidate apply under the category of Indian National, they have to appear in the All Indian Law Entrance Test along with other students.(As amended vide E.C. Reso.No.2.4 dated 22.12.2018)

The annual tuition fee shall be in Indian rupees equivalent to 6,000 (Six Thousand Only) US Dollars for candidates from SAARC countries and US Dollars 12,000 (Twelve Thousand Only) from other countries.

2. The Vice-Chancellor shall constitute an admission committee which shall be incharge of conducting the All India Entrance Test including the selection of centers, examiners, the mode of examination and allied aspects.

(i) The total seats for B.A., LL.B (Hons) Course will be 120. Out of the 120 seats, ten seats are for Foreign Nationals. Out of existing 10 seats for Foreign Nationals further bifurcation may be made as under:

Foreign Nationals : 5

OCI/PIO : 5

In case seats remain vacant in any of the above sub-category, the same may be offered to other sub-category.

Note: Definition of Foreign National: Foreign National candidates possessing the citizenship and valid passport of a country other than India.

Definition of OCI/PIO: As notified by Govt. of India.” (as amended vide E.C. Reso.No.2.4 dated 22.12.2018)

(ii) The selection shall be strictly on the basis of merit as determined by the Entrance Test subject to reservation of 15% for Scheduled Caste candidates, 7.5% for Scheduled Tribe candidates, 22% for OBC, 10% EWS and 5% Horizontal reservation for Persons with Disability(amended vide E.C. Reso. No.2.8 dated 08.08.2020). For these 110 seats the selection shall be made strictly through entrance test

(iii) The unfilled seats reserved to Scheduled Caste candidates shall be assigned to Scheduled Tribes and Vice-versa. If sufficient number of eligible SC and ST candidates are not available to fill such seats, they shall be filled by General candidates.

(iv) (Deleted vide E.C. Reso.No.2.4 dated 22.12.2018)

(v) If two or more candidates get the same marks at the All India Law Entrance Test (AILET), their merit will be determined on the basis of higher marks in the section on LOGICAL REASONING in the AILET. (As amended vide E.C. Item No.1.11 dated 28.02.2022)

(vi) If the merit is still same, then the candidate senior in age shall get preference. If still there is no change in merit, then computerized draw of lots be taken into

consideration. (As amended vide E.C. item No.2.10 dated 19.02.2021)

3. A Horizontal reservation of 30% of the total seats shall be filled by eligible women candidates including those selected in reserved and foreign national categories.
4. The University may notify the counseling process for admission at the time of announcement of AILET result.(As amended vide E.C. item No.2.10 dated 19.02.2021)
5. (i) Candidates who are selected shall be intimated about the selection immediately by the University through website notification/ registered email/SMS only. The candidates will be given stipulated time for getting admission failing which the admission shall be cancelled. (As amended vide E.C. item No.2.10 dated 19.02.2021)

(ii) The same procedure shall be followed in the case of wait listed candidates.
6. The tuition fees payable and other deposits to be made by each candidate are as given in the Annexure. The tuition fees shall be paid through crossed Demand Draft obtained in favour of Registrar, National Law University, Delhi, along with the consent letter of the candidate expressing willingness to join the course in the University. If any candidate fails to turn up for the interview for admission to the course, only 75% of the tuition fees paid will be refunded to the candidates. The non-refundable part of the tuition fees shall be utilized towards financial assistance to deserving students who could not pay the tuition fees on account of their economic backwardness, based on the recommendation of a committee constituted by the Vice-Chancellor.

The annual tuition fees with other annual payments as per fee structure for that year from the second year onwards may be paid either in one lumpsum or in two equal installments at the commencement of each semester. Such tuition fees and other annual payments shall be paid seven working days before the commencement of each semester. **If** the tuition fees is paid beyond the aforesaid period, **it** shall be paid along with **late fees@Rs. 10/- per day upto a further period of 7** working days from the expiry of the due date of payment of fees without late fees. If any student fails to pay the tuition fees within the aforesaid time, his/her **name will be deleted from the rolls. Such** candidates will be readmitted only on **payment** of readmission fees of Rs.500/-, along with the late fees, till

the date of payment, that too, after submission of a satisfactory report from a Professor of this University as regards his/her conduct and performance. However, in deserving cases, the Vice-Chancellor, may waive the payment of late fees and readmission fees, after recording reasons therefor.

7. The University reserves the right of admission to the subsequent year of the course on grounds of conduct and character.
8. Entrance Exam Fee
 General /OBC/EWS/Foreign Nationals/ Kashmiri Migrants/ Residents of Jammu & Kashmir 3,500.00 (INR)
 SC/ST and Persons with Disability (PwD) 1,500.00 (INR)
 Fee Exempted- Below Poverty Line (BPL) candidates of SC/ST Category only.
9. (Deleted vide E.C. Reso.No.2.4 dated 22.12.2018)

* Amended by E.C. from Academic year 2012-13

FEE STRUCTURE FOR FIVE YEAR INTEGRATED B.A.LL.B (HONS.) DEGREE PROGRAMME

Fee Heads	Amount (INR)
Admission Fee (one time)	10,000.00
Tuition Fee (p.a)	1,35,000.00 USD 12,000 for Non SAARC country USD 6,000 for SAARC Country
Academic services and facilities (p.a)	43,000.00
Student welfare fund (p.a)	7,000.00
Utility Services (p.a)	20,000.00
*Refundable Estate Deposit	25000.00
Halls of Residence Charges (For Hostler) (p.a)	80,000.00

The following increase in Tuition fee & Halls of Residence Charges (For Hostler) will be made every year in B.A.LL.B.(Hons.) Programme.

Fee Heads	Amount (INR)
Tuition Fee (p.a)	Indian National : INR 7000.00 (p.a.) FN-SAARC: \$ 100 FN-Non SAARC: \$ 200 (p.a.)
Halls of Residence Charges (For Hosteller)	3000.00

Mess Advance of Rs.45,000/- p.m. subject to actual consumption

Foreign Nationals: The annual tuition fee shall be in Indian rupees equivalent to 6,000 (Six Thousand Only) US Dollars for candidates from SAARC countries and US Dollars 12,000 (Ten Thousand Only) from other countries. Other fees will be same as applicable to Indian students.(Note E.C. vide item No.1.6 dated 09.08.2019 approved the payment of fee by Tibetan Nationals at par with SAARC countries)

* 50% of the deposits remaining after dues will go towards Student Welfare Fund and 50% towards Alumni on completion of the course. The Student Welfare Fund and Alumni Fund shall be kept in a separate accounts and will be used only for students & alumni..

(Revised fee structure approved by E.C. Reso. No.1.6 dated 14.10.2022)

B.A. LL.B. (Hons.) Examination Regulations

(Approved by Executive Council vide item No.10(8) of its meeting held on 27.02.2009)

An Examination Committee will be constituted by the Vice-Chancellor to look into the evaluation programs. The members of the Examination Committee will also function as class teachers.

The Examination is entirely internal. The teacher who offers the course shall frame the question paper and the same shall be moderated by a Committee constituted by the Vice-Chancellor for moderation. The teacher will look after the performance of the student on constant basis. If a course is offered by more than one teacher, the setting of question paper and evaluation will be done jointly.

Scheme of Evaluation

Attendance

Five (5) marks in each course shall be assigned to regularity in attendance.

The following is distribution of Marks for Attendance:

Percentage of Attendance	Marks
95 and above	5
90 94	4
85 89	3
80 84	2
75 79	1

Every student has to secure a minimum of 75% attendance in each course. However, in exceptional cases the attendance requirement may be relaxed, but not below the minimum of 67%, in the following cases only:-

- a) Students who have participated in University sponsored/approved activities for which necessary attendance will be given for the days of absence (i.e., number of classes) and the attendance will be calculated accordingly.

Note:

Students are required to submit approved Academic Leave forms along with copy of invitation, abstract and copy of article within a

week before the activity. No Academic Leave will be considered subsequently.

- b) In cases where the student falls short of 75% attendance but secures more than 70% in a particular course, will be allowed to take the exam in the course, provided the student has secured more than 75% attendance on the average in all the courses put together but excluding the course(s) in which the student secured less than 70% attendance. There will be no marks for attendance in such cases.
- c) In case of serious ailments when a student has to be admitted as an in-patient in a clinic/hospital as recognized by the University. In such approved cases, the number of classes missed will be deducted from the total classes held and attendance calculated accordingly.

Note:

- (i) In exceptional genuine cases, where the hospitalization is not necessary, the Committee will accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Chief Warden.
- (ii) The decision of the Examination Committee on the acceptance or otherwise of the Medical Certificate produced by the student shall be final.
- (iii) The eligibility for medical leave arises only in case the students have more than 70% of attendance but less than 75% of attendance. There are no marks for attendance in such cases.
- (iv) Students are required to submit medical leave forms along with medical record within a week of the student returning from the leave. No medical leave will be considered subsequently.

In case it is found that any medical certificate submitted is false or not from the qualified authority / hospital, the matter will be referred to Disciplinary Committee.

After all these exceptions, if any student falls short of attendance, he shall be 'NOT ALLOWED' for the End Semester Examination and he is required to Re-register for the course subsequently in the semester when the course is offered.

First-Term/Mid-Semester Examinations

Ten (10) marks shall be assigned for First Term Test which shall take place after one month of teaching and Ten (10) marks shall be assigned for Mid-Semester Examination after two months of teaching.

Student who fails to take the First Term Test or Mid-Semester Examination for any reason will not ordinarily be given a chance for retake / doubling up of marks. However, if the Vice-Chancellor is convinced on the written request from the student he may permit the student for retake/ doubling up of marks in the course for which the request is made.

End-Semester / Repeat and Improvement Examination

Fifty (50) marks shall be assigned for End-Semester Examination. The duration of End-Semester examination shall be 2 or 2½ hours.

The Repeat Examination will be held and results will be finalized within 15 days of the commencement of the next semester. The repeat examination is limited to a total of 50 marks and the marks obtained earlier for the remaining 50 marks will be taken into consideration while determining the grade at the re-examination. The repeat examination shall be conducted only once (excluding the main examination) and grade secured at the repeat examination shall carry letter 'R' at the top.

The students can take an improvement exam on their end-semester examination only. In case of Improvement examination, the grade secured by the student in the improvement examination will be taken as the final grade and will carry the letter 'I' at the top indicating that the grade was obtained after 'Improvement Test' and will be recorded in the transcript. There is no opportunity for improvement in project.

Project and Seminar Submission

Twenty Five (25) marks shall be assigned for project work, twenty (20) marks for written project and five (5) marks for presentation, in each course.

While assigning the project titles to the students, the teachers concerned will fix the last dates for submission of draft / final reports of the project and / or seminar papers.

The outer limit will not be beyond 30th of November and 25th of May, in respect of the odd and even semesters, respectively, in each year. However for seminar papers the last date for submission and presentation shall be one week before the commencement of End-Semester examinations.

Submission after the last date is not permitted and the student will be awarded '0' (Zero) mark in project / seminar and the result will be declared as FAILED.

Project and Seminar Evaluation and the Marks Requirement

A. Projects:

(a) A student is required to secure a minimum of 10 marks against the prescribed 20 marks in the project writing;

(b) A student is also required to secure a minimum of not less than 12½ marks against 25 marks, both project writing and presentation put together.

Note:

1. Student who fails to secure the minimum of 10 marks out of 20 marks in the project writing is required to re-submit after revision for evaluation before the commencement of the next semester. If he/she fails to secure the minimum of 10 marks in written portion after re-submission also, he/she is treated as failed in the course and is required to re-register for the course subsequently in the semester when the course is offered and will submit new draft and do the presentation.
2. For a student who has been promoted to the next higher class, as per the promotion Regulations, the marks obtained in the other segments will be taken for declaration of result after submission of the project on a new topic.
3. After submitting the revised project and getting the minimum prescribed pass marks in project, if the student fails to secure the minimum 50 marks out of the total marks (100) he can take the repeat examination.

The project presentations will be held only after submission of the final project / approved rough draft (this is to ensure the students are not awarded marks for presentation when they do not submit their final drafts. This will also ensure that the students who failed in their projects or have not submitted their projects will present their projects only on re-submission).

B. Seminar:

In seminar courses, the evaluation method shall be as determined by the faculty concerned but is required to be announced without fail before the commencement of the semester. The student shall, however, be required to secure a minimum of 50% both in the written part and presentation separately.

No presentation should be allowed until the submission of final draft.

Student who fails to secure the minimum of 50% marks in the seminar paper is required to re-submit after revision for evaluation before the commencement of the next semester. However in such cases there is no second chance for presentation. If he fails to secure the minimum marks in written portion after re-submission also, he is treated as failed in the course and is required to re-register for the course subsequently in the semester when the course is offered and will be required to submit new seminar paper and do the presentation.

The performance of the students in all the courses shall be evaluated on seven point scale with the corresponding grade values as follows:

For students admitted in the Academic Year: 2008 and onwards:

Percentage of Marks	Grade	Grade Value
80 and above	O	8
75-79	D	7.5
70-74	A++	7
65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

The following letters would be used in the grade-sheet:

Ab - Absent

(Student on Exchange program, Moot Court participation, absence on Medical grounds and on compassionate grounds)

NA - Not Allowed (Attendance Shortage)

R - Repeat

(Clearing the exam in Repeat/Re-registration/detention/Students who are not allowed due to attendance shortage)

F - Failed

(Failing in securing minimum aggregate marks including non submission, failure in project / seminar, failure to appear in End-Semester)

W - Withheld (disciplinary action, fee dues, library dues)

I - Improvement

A candidate, in order to be successful, has to obtain a minimum of 50% marks or the grade equivalent to that i.e., B in every course. However, the candidate who fails to obtain the minimum grade (i.e., B) shall be given one more chance (repeat-examination) to complete the course.

No Student shall be allowed to absent himself/herself from taking any examination on the completion of the course excepting reasons for which prior written permission shall have to be obtained from the Vice-Chancellor on a written request giving the reasons.

Once a student is declared as failed (F) for whatever reason, his/her grade will carry with the grade obtained later. In the same way, the student who is not allowed to take the End Semester Examinations for Shortage of attendance and has been asked to reregister, the grade obtained subsequently will carry automatically.

Promotion Scheme:

No candidate shall be promoted to the next higher class unless he/she has completed all the courses in a given year. However, a candidate who has failed in not more than two courses in a year may be promoted to the next higher class. Under such circumstances, the candidate has to re-register for the failed courses.

The prescribed amount of fee will be collected from such candidates along with the application. No candidate will be promoted to the Third Year without passing all the First Year courses. Similarly, this rule shall apply to all other promotions to higher classes as well. For promotion to the next higher class, candidate must pass in:

- ◆ Not less than 8 papers of I Year, to be promoted to the II Year
- ◆ 10 papers of I Year and not less than 8 papers of II Year, to be promoted to III Year
- ◆ All papers of I and II Year and not less than 8 papers of III Year, to be promoted to IV Year
- ◆ All papers of I, II and III Year and not less than 8 papers of IV Year, to be promoted to V Year

Award of Degrees

A student will be eligible for the award of B.A., LL.B. (Hons.) degree only when he has successfully completed all the prescribed 50 courses with a total of 180 credits and obtained a CGPA of 3.00 out of 8.00.

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the products of Grade Values and the Course Credits in each course by the total number of credits in all the courses.

NATIONAL LAW UNIVERSITY, DELHI
Sector – 14, Dwarka, New Delhi - 110078

ACADEMIC AND EXAMINATION REGULATIONS

B.A.LL.B. (Hons.) – Five Year Integrated Degree Programme

(approved by the Vice-Chancellor in view authorization given by E.C. vide item No.2.3 of its meeting held on 18.07.2014)

1. SHORT TITLE, EXTENT AND COMMENCEMENT

- (a) These Regulations may be called the NLU Delhi Academic and Examination Regulations, pertaining to the B.A., LL.B (Hons.) programme.
- (b) These Regulations, except Rule 13.2, with regard to the grading system shall be applicable to all students enrolled in the B.A., LL.B (Hons.) degree programme at NLU Delhi. Rule 13.2 shall only be applicable to the batches that enroll into the B.A., LL.B (Hons.) programme from the academic year 2014-15 onwards.
- (c) These Regulations shall come into force from August 4, 2014.

2. CONSTITUTION OF COMMITTEES AND THEIR FUNCTIONS

- 2.1** The Vice-Chancellor shall constitute the following committees for each Academic Year:
- a) Undergraduate Council:** The Undergraduate Council shall conduct examinations, implement these Regulations and make recommendations, if any, on matters pertaining to the B.A., LL.B (Hons.) degree programme. In constituting the Undergraduate Council, the Vice Chancellor shall take into account the need for continuity in the decision making process.
 - b) Moderation Committee:** The Moderation Committee, which shall comprise of three **faculty members of the University under the Chairmanship of a Professor to be nominated by the Vice-Chancellor**, shall moderate question papers.
 - c) Disciplinary Committee:** The Disciplinary Committee shall inquire into disciplinary cases referred to it, including those involving use of unfair means in examinations and submit its report to the Vice-Chancellor.
- 2.2** Every Committee shall be co-ordinated by a Convener, who shall conduct its responsibilities with the cooperation of its members.
- 2.3** The Undergraduate Council shall plan, organize, supervise and take decisions in all academic and examination related matters (**i.e. Datesheet, Compilation and Moderation of Results**), implement these Regulations and make recommendations

to the Vice Chancellor for any desired change of these Regulations from time to time. All matters relating to the examinations shall be decided by the Undergraduate Council. The Undergraduate Council will work under the guidance of the Vice Chancellor.

- 2.4 The Vice Chancellor shall nominate one faculty member to coordinate the academic activities of each class. The Faculty Coordinator for each class shall assist in coordinating the academic activities of each class.
- 2.5 The Moderation Committee shall moderate all the question papers, at least three days before the commencement of mid-semester, end semester and repeat examinations, and if required, shall finalize the question paper in consultation with the concerned faculty member. The Committee shall also, in consultation with the concerned faculty member moderate the results before their publication, if necessary.
- 2.6 The Disciplinary Committee shall, in addition to the various disciplinary issues referred to it, inquire into any cases of malpractice or unfair means adopted by the students in any examination and submit its report along with recommendations to the Undergraduate Council. After considering the report of the Disciplinary Committee, the Undergraduate Council shall impose such of the penalties/punishments as it may deem appropriate.
- 2.7 An appeal or review against any decision taken by a committee shall lie with the Vice Chancellor, who may, after giving specific reasons or grounds in writing, modify the decisions taken by any of these committees.
- 2.8 All the records pertaining to Examinations as well as the decisions taken by the Undergraduate Council and the other committees constituted under these Regulations shall be maintained by the Examination Department of the University.
- 2.9 The Undergraduate Council may make recommendations as to procedures for maintenance of examination and academic records by the Examination Department, including maintenance of records by providing document numbers, and classification, for easy retrieval.
- 2.10 The Undergraduate Council and other committees constituted under these Regulations shall continue to function until fresh committees are constituted by the Vice Chancellor.
- 2.11 The examination process being confidential in nature, no student shall seek access to Examination Department for any reason whatsoever. The faculty shall also cooperate in maintaining the confidentiality of the examination process.

3. REQUIREMENT OF ATTENDANCE

- 3.1 NLU Delhi being a residential University, it is expected that students shall attend all scheduled classes. In no event shall a student be absent for more than 30% of

the classes held in the subject in a semester, whether on account of medical leave or otherwise.

- 3.2** The attendance status of every student shall be duly notified by the Examination Department every month, both on the Notice Board, and by any other appropriate means for communication, indicating the total number of classes held, the number of classes a student has attended, or was absent. The Examination Department shall declare the final attendance status of every student as well as the list of eligible candidates to appear in the end semester examinations, prior to the commencement of the end semester examination
- 3.3** Every student shall secure a minimum of 75% of attendance in every course to be eligible to appear for the end semester examination. However, if any student falls short of 75% but has secured 70% or more in a particular course(s), such student may be permitted to appear for the end semester examination provided the student has secured 75% or more in all other courses in a given semester. It is further clarified that, in such cases, the student, though permitted to appear for the end semester examination, shall not be entitled for the award of marks for attendance in those courses where the student has secured attendance below 75%.
- 3.4** Students who have been granted Medical Leave as per the Regulations of the University, shall be eligible to appear for the end semester examination provided that they have attended a minimum of 70% of classes in the course for which they are appearing for the examination, and the shortfall in attendance is attributable to the medical leave.
- 3.5** The candidates who have secured 75% or more shall be awarded the marks for attendance based on the following:

Percentage of attendance	Marks
95% and above	5
90% - 94%	4
85% - 89%	3
80% - 84%	2
75% - 79%	1

Note: No marks shall be awarded to any student on the ground that but for the medical leave, the concerned students would have been present for that particular class hour/set of class hours.

4. ACADEMIC LEAVE

- 4.1** Academic leave shall only be granted by the Vice Chancellor on the recommendation of the Class Teacher / Faculty Advisor. In applying for academic leave, the student shall specify the class hour/s that he/she may be absent for. Academic leave shall be given for a class hour/set of class hours, and not in terms of days. An academic leave form shall accordingly be prepared by the Undergraduate Council.

- 4.2 Academic leave to a student shall be considered, subject to the prior approval of the Vice Chancellor, or any person designated by him, for participation in moot court competitions, seminars, conferences, or any other academic, co-curricular and extra-curricular activities. It is further clarified that academic leave shall not be granted for participation in Summer School programmes, internships, job interviews, passport/visa interviews etc under any circumstances.
- 4.3 Invitation for participation in any of the activities, for which a student may be granted academic leave, should have been received by the University or addressed to the University. Invitations addressed to individual students will not be considered for academic leave.
- 4.4 Academic leave in a given semester, shall not exceed **10 days** of the classes in each subject. An exception can be made in circumstances where unscheduled classes are taken during the period when academic leave is sought. In case of moot court competitions, a student shall be entitled to academic leave for travel and participation, which shall not be for more than **15** working days.
- 4.5 No academic leave shall be granted for appearing in examinations.
- 4.6 It is clarified that in the event a student is unable to appear for an examination on any grounds whatsoever, including medical leave or academic leave, there shall not be any rescheduling of the said examination or special examination, or any proportionate enhancement of marks on the basis of marks secured in any other examination in the said course. No request from any student in this regard can be entertained by any authority.

5. MEDICAL LEAVE

- 5.1 The University is a residential University. Therefore, medical leave shall be with the prior permission of the University, unless emergency circumstances do not permit it. In such an event, the Vice Chancellor shall be approached as soon as possible. Request for medical leave from students which will involve their absence from the University campus may be considered only **against hospitalization for any treatment or investigation or isolation of students(s) required for any contagious diseases or incapacitated, such that he/she cannot attend the classes. The University shall verify the same. No condonation will be if the doctor/hospital fails to certify such illness. The students have to submit all the relevant documents within a week of joining of University.**
- 5.2 All the medical records, investigations etc., done during admission in a hospital / nursing home along with the request should be submitted to the Undergraduate Council immediately on reporting back to the University and in any case within one week of resuming the classes after the discharge from the hospital / nursing home concerned. No medical certificate shall be entertained by the Undergraduate Council thereafter.
- 5.3 Where the student is not admitted to a hospital / nursing home, but isolation of the student from the hostels is required in the larger interest of other students, the same shall be certified by the University doctor.

- 5.4 Submission of improper medical certificates or fake certificates shall result in mandatory disciplinary action by the University.
- 5.5 A student who has been granted Medical Leave in accordance with these Regulations, shall not be awarded any marks for attendance on the grounds that but for the said medical leave, the student would have been present and neither the class hour/s missed on account of the medical leave shall be excluded for calculating the total number of classes in the concerned course.

6. EXAMINATION SCHEME

6(A) MID-SEMESTER & END SEMESTER EXAMINATION SCHEME

- 6.1 The examination scheme shall consist of two parts. The first part shall include ongoing continuous assessment of students in every course for a total of 30 marks and shall include marks for attendance (5 marks), a written project (20 marks) and viva voce or presentation (5 marks). The second part shall include written examination in two stages - one mid-semester examination (20 marks) and an end semester examination (50 marks).
- 6.2 Shifted to Rules No.7 as 7.6(A)
- 6.3 The Undergraduate Council shall announce the schedule of the examination before the commencement of every semester and notify the same on the Notice Board as well as the website of the University. In exceptional circumstances, minor alteration of the scheduled dates can be carried out by the Undergraduate Council in consultation with the Vice Chancellor for accommodating any of the co-curricular activities or extra-curricular activities in which a large number of students are involved in or are participating.
- 6.4 It shall be mandatory for every student to appear for every examination conducted by the University. No student shall be allowed to absent himself/herself from any examination except with the prior written permission of the Vice Chancellor on a written request made by the student, stating the reasons for possible absence. It is further clarified that permission by the Vice Chancellor only excuses the student from appearing in the examination and is not a ground for any other relief, including those alluded to in Rule 4.6.

6(B) REPEAT EXAMINATION

- 6.5 A student who absents himself/herself for an examination without permission shall be declared "Failed" in that course. He/she shall appear in the Repeat Examination for that course. If he/she passes the course in the Repeat Examination, the grade obtained shall have ® mentioned against it in the transcript. It is further clarified that no exemption of any kind in any examination during an academic year shall be provided on medical grounds.
- 6.6 If any student or a group of students, under a common understanding, intentionally absents himself/herself/themselves from any scheduled examination, he/she/they

shall not be allowed to write the Repeat exam, and will be consider “Failed” in that course. They will have to re-register for the course as and when it is again offered, after due payment of the prescribed fine. The decision of the Disciplinary Committee as to whether the absence was pursuant to a common understanding shall be final, subject to an appeal to the Vice Chancellor.

6.7 The Undergraduate Council shall organize Repeat Examinations for those students who fail in any of the courses in a semester, as well as those students who have not appeared for the mid-semester or end semester examinations for any valid reasons. The Examination Department shall maintain a record of students who have not appeared for an examination, on any ground. **The Repeat Examinations for all batches shall be conducted once in a year i.e. in the month of July only.**

6.8 **The Grades obtained in the Repeat Examinations, unless duly approved, shall be indicated with ® at the top of the Grade.** It is further clarified that repeat examinations shall be for the entire marks comprising the examination component of a course (70 marks) and shall be based on the entire syllabus for the course. The repeat examination (for 70 marks) shall generally be of 3 hours duration. The marks awarded for projects and the viva, will remain as originally awarded.

6(C) IMPROVEMENT EXAMINATION

6.9 Students desirous of improving their Grades may apply formally to the Undergraduate Council with the prescribed fee and appear in the Repeat Examination. The Grade originally obtained by such candidate at the end of the semester examination will be cancelled and the Grade obtained pursuant to the marks obtained at the Repeat Examination will be treated as final. The Grades so obtained through the Improvement Examinations shall be indicated with (I) against the Grade so obtained in the Improvement examination.

6.10 Students may appear in an improvement examination only along with the Repeat Examinations for the course held after the examination when they had passed the course. No opportunity for improvement shall be granted when the course is again offered next.

6.11 **Shifted to Rules No.7 as 7.6(B) and in Rule 11 as 11.6**

6(D) HALL TICKET

6.12 The fees for duplicate hall tickets, additional review of answer scripts, Repeat Examination fee, Improvement Examination Fee, Fee for revaluation of answer scripts, and fees for any component of clinical and seminar course evaluation which is being reviewed, resubmitted or redone, shall be as per the rates specified by the Undergraduate Council at the commencement of the academic year.

6.13 Hall tickets shall be issued to each student by the Examination Department prior to the commencement of the examinations. No student shall be permitted to enter the Examination Hall without the Hall Ticket. The Students will be permitted to appear only in those examinations indicated in her / his Hall ticket. It is further clarified

that the issuance of a Hall ticket is not an acknowledgement by the University that the student has fulfilled all the requirements which would entitle him/her to appear for the examination, such as, minimum attendance.

6(E) SPECIAL REPEAT EXAMINATION

The Special Repeat Examination shall be held once in a year for the students:

- **For the V year students only**
- **For the second time detainee students, who have not cleared the subjects as mentioned in Rule No.10(Promotion Scheme), sub-heading 10.4 for promotion in next higher class/for graduation.**

7. PROJECTS, SEMINAR COURSES AND CLINICAL COURSES:

Projects

- 7.1** In every course, twenty five (25) marks shall be assigned for projects, out of which twenty (20) shall be assigned to a written project and five (5) marks for project presentation or viva voce.
- 7.2** The Undergraduate Council shall, before the commencement of the semester, or at least on the day of commencement of the semester, notify on the Notice Board as well as the website of the University the last date for submission of projects in the courses offered in that semester. Hard copies of projects shall be submitted to the concerned teacher by 5 p.m. on the prescribed date, and a soft copy shall also be e-mailed immediately thereafter to an e-mail id specified by the Undergraduate Council, and to the concerned subject teacher/s. The concerned subject teacher shall maintain a record of submission of hard copies, in a register supplied by the Examination Department. Half a mark shall be deducted from the marks awarded for the Projects submitted, for each day's delay in submission of projects, after the prescribed date and time. However, no project shall be accepted by the concerned teacher beyond six days after the date prescribed. Students shall be permitted to appear in the end-semester examination, subject to their having submitted their projects, and completed their presentation/viva-voce.
- 7.3** The Undergraduate Council shall, notify on the Notice Board as well as the website of the University, a uniform set of deadlines for completion of presentations/viva-voce.
- 7.4** The subject teacher shall notify specific project titles / topics to all the students either before the commencement of semester vacation or prior to the commencement of the semester in which the course is offered. The teachers shall also guide the students in methodology of data collection, research and writing of the projects.
- 7.5** The Presentation or viva voce of the projects, shall be organized only after the submission of the projects by the students. Such presentations or viva/voce shall be

conducted by teacher in the presence of atleast five other students. Presentations or viva voce shall not be carried out during regular class hours.

- 7.6** Plagiarism in projects submitted by the students shall constitute a serious academic malpractice and shall carry mandatory punishment of forfeiture of all marks in the concerned subject and / or suspension from the University for a maximum of one academic year.
- 7.6(A)** **A different framework shall govern the First Semester students as far as the written projects and viva voce/ presentation are concerned. First Semester students shall be required to submit only one written project (along with viva voce or presentation) for 25 marks and also undertake activity-based learning option/s for a further 25 marks. The average of these two components shall account for 25 marks each in Legal Methods, Law of Torts-I, History of Legal and Constitutional Development, and Political Science-I. 25 marks in English-I shall be awarded on the basis of specific activities prescribed by the concerned faculty member. First semester faculty members shall develop and communicate the activity based learning options to students in the First Semester within two weeks of the commencement of the academic session. Clause 6.1 shall apply in all other respects to First Semester students as well. (Inserted vide E.C. Reso. No.2.16 dated 30.07.2018)**

7.6(B) **Students cannot seek for Improvement in the Project and Presentation.**

Seminar Courses

- 7.7** In Seminar Courses, the course teacher shall provide the content of the course in about 35 to 40 class hours and allow the students to spend the rest of the time in carrying out research on the assigned topic.
- 7.8** Attendance shall be compulsory for all the students during the presentations of seminar papers.
- 7.9** A Seminar Course shall comprise of 100 marks, of which, there will preferably be an examination component of 30 marks. The written projects, presentation / viva voce, and other components shall comprise rest of the marks.
- 7.10** In seminar courses, in order to successfully complete and pass the course, a student shall secure a minimum of 50 marks in all the components put together. If any student fails in the seminar course, a repeat examination (of the examination component), or resubmission of the seminar paper, or fresh presentation, or resubmission of the seminar paper and fresh presentation may be administered by the teacher, within reasonable time, in consultation with the Undergraduate Council. The prescribed fee for resubmission and/or repeat examination shall be paid by the student prior to such repeat examination/resubmission.
- 7.11** Plagiarism in seminar papers submitted by the students shall constitute a serious academic malpractice and shall carry the same consequences as for projects, as prescribed in Rule 7.6.

- 7.12** A student who fails to secure the requisite marks in the seminar course despite the facility for repeat prescribed in Rule 7.10, or fails to complete the various components of the course, during the semester, shall be treated as failed in that seminar course. Such a student shall choose an additional seminar course in the following semester, after paying the requisite fee for the same.
- 7.13** A Faculty Co-ordinator shall be appointed by the Vice Chancellor every year to assist the Undergraduate Council in the co-ordination and supervision of all seminar courses in accordance with these Regulations. The Faculty Coordinator so appointed shall submit a detailed report at the end of the year in the conduct of the seminar courses and may also recommend ways and means to improve the quality of teaching, research and project writing in the seminar courses.

Clinical Courses

- 7.14** All clinical courses shall generally be taught by a team, consisting of a faculty member, and a senior practitioner/subject expert, if available. Such senior practitioner/subject expert shall be identified by the coordinator of clinical courses, in consultation with the concerned faculty member, with the approval of the Vice Chancellor.
- 7.15** In Clinical Courses, the course teacher shall provide the content of the course in about 20 to 30 hours and allow the students to spend the rest of the time in carrying out research on the assigned topic and defending his/her clinical paper/report in the rest of the classes assigned for the clinical courses. The scheduling of clinical courses shall be done in consultation with the practitioners or subject experts.
- 7.16** Attendance shall be compulsory for all the students during the presentations of the clinical papers / field visits and other exercises as may be designated by the teacher.
- 7.17** The evaluation method for each clinical course shall be designed by the teacher/s teaching the course, in consultation with the Undergraduate Council.
- 7.18** To successfully complete and pass a clinical course, a student shall secure a minimum of 50 marks in all the components put together. If any student fails in the clinical course, a repeat test or resubmission of projects or fresh presentation or resubmission of reports and fresh presentation or resubmission of any component of the student evaluation, shall be administered by the teacher, in consultation with the Undergraduate Council, after the student has paid the prescribed fees.
- 7.19** Plagiarism, or false statements/accounts in reports or projects or records submitted by the students in a clinical course shall constitute a serious academic malpractice and shall lead to the same consequences as prescribed in Rule 7.6.
- 7.20** If a student fails to secure the requisite marks in the clinical course, or fails to complete all the components of the clinical course during the semester for any reason, he/she shall be treated as having failed in that clinical course. Such students shall re-register for the clinical course when it is again offered.

7.21 A Faculty Co-ordinator shall be appointed by the Vice Chancellor every year to assist the Undergraduate Council in the coordination and supervision of all the clinical courses in accordance with these Regulations. The Faculty Coordinator so appointed shall submit a detailed report at the end of the year on the conduct of the clinical courses and may also recommend ways and means to improve the clinical courses

8. QUESTION PAPERS

8.1 Question papers shall generally be without choice to the students as to which questions they may answer. However, if the teacher would like to provide a choice, the same should be notified at the commencement of the semester and shall not exceed 25% of the marks in the relevant paper in any case.

8.2 The question papers in all courses, especially those of law, should preferably comprise of problem-based questions and be designed to evaluate the analytical skills of the students. The question papers of humanities and social science courses shall be based on critical evaluation of the concepts and their relationship to diverse fields of law.

9. SCHEME OF EVALUATION

9.1 The entire examination process shall be administered internally. The teacher teaching the course shall frame the question paper, as well as evaluate the answer scripts. As a general rule, all question papers shall be in the format prescribed in Rule 8. Descriptive or narrative questions, designed to examine the memory of the students, if at all to be incorporated, should form only 20 % of the question paper.

9.2 The Moderation Committee shall have the responsibility of ensuring that Regulations 8.1, 8.2 and 9.1 are strictly followed.

9.3 If more than one teacher is involved in teaching of a course, the setting of question paper and evaluation shall be done jointly by all the teachers who taught the course.

9.4 There shall be a continuous evaluation of the students in every course to be based on the following:

- a) Attendance : 05 marks
- b) Mid-semester examination : 20 marks
- c) Written project : 20 marks
- d) Viva Voce or presentation : 05 marks
- e) End-semester examination : 50 marks

Total : 100 marks

9.5 The mid-semester examination (for 20 marks) shall generally be of 2 hours duration, and the end-semester exam (for 50 marks) shall generally be of 3 hours in duration.

- 9.6** This scheme of evaluation, shall not apply to the Seminar and Clinical courses and the distribution of marks in the seminar and clinical courses shall be notified by the Undergraduate Council before the commencement of every semester.
- 9.7** A candidate shall obtain a minimum of 50% marks or the equivalent grade i.e., Grade B in every course, to have successfully completed (passed) the course.
- 9.8** Once a student is declared as 'failed' in a course for any reason whatsoever, his/her transcript shall carry ® with the grade obtained later, whether the grade was obtained in the Repeat examination or obtained after the candidate re-registered for the course. Likewise, student who is not allowed to take the End Semester Examinations for shortage of attendance and has been allowed to re-register, the grade obtained subsequently shall carry ®.

10. PROMOTION SCHEME

- 10.1** No student shall be promoted to the next year of the B.A., LL.B (Hons.) programme unless he/she has successfully completed all the courses of all previous years of the programme, and a minimum of eight out of ten courses of the current year, as further explained in Rule 10.4. Provided that, if a student was debarred from appearing in an end-semester examination due to shortage of attendance in a compulsory course i.e., not a seminar or clinical course, then the concerned student shall not be promoted unless he/she satisfies the Undergraduate council that he/she will be able to meet the minimum attendance requirement when he/she re-registers for the said course.
- 10.2#** A student who has failed a course shall re-register himself/herself for the courses in which he/she has failed by paying the prescribed fees. If such student has been promoted to the next year of the programme, by virtue of Rule 10.1, he/she shall attend the courses of that year. For the re-registered course, he/she shall be evaluated for 95 marks, with the 5 marks for attendance being carried over from the original course. However, the student can carry forward his/her old project marks in the failed subject at his/her option.
- 10.3#** A student who has failed in more than two courses, and has not been promoted to the next year of the programme for that reason, shall re-register for those courses when they are again offered. The student shall be required to attend the classes and appear for both the Examinations i.e., Mid Semester and End Semester Examinations and the student can carry forward his/her old project marks in the failed subject at his/her option
- 10.4** No student shall be promoted to the third year without passing all the first year courses. Similarly, for the promotion to Fourth and Fifth years a Candidate should have passed all the papers in Second and Third year respectively.

In other words, Promotion Scheme shall be based on the following:

- i. For promotion to II year – A student should have passed 8 out of 10 courses of the I year.**
- ii. For promotion to III year, a student should have**

- a. passed all courses of the I year and
- b. passed 8 out of 10 courses of II year
- iii. For promotion to IV year, a student should have**
 - a. passed all courses of the I and II years and
 - b. passed 8 out of 10 courses of the III year
- iv. For promotion to V year, a student should have**
 - a. passed all courses of the I, II and III years and
 - b. passed 8 courses out of 10 of the IV year

11. REVALUATION OF ANSWER SCRIPTS

- 11.1*** A student seeking revaluation of an answer script of an end-semester examination (or Repeat) shall apply to the Convener, Undergraduate Council. The applications so received shall be forwarded to the Vice-Chancellor for the approval of the panel of Examiners for revaluation.
- 11.2*** An application for revaluation by student shall be made to the Convener, Under Graduate Council by paying the prescribed fee within ten working days from the day of declaration of result

***Amended vide E.C. Reso. No.2.6 dated 11.08.2015**
Amended vide E.C. Reso. No.2.6 dated 09.03.2016

- 11.3** In case of revaluation being successful, the student shall be awarded the grade as per the revaluation. In case a student takes the Repeat Examination and also applies for revaluation, **the higher grade obtained, shall be final.**
- 11.4** If the difference between the original marks awarded and marks obtained in revaluation is more than 10 marks, the script shall be sent to a third evaluator, and the marks awarded by the third evaluator shall be final.
- 11.5 The Students cannot apply for the Revaluation of Improvement Examination and Special Repeat Examination.**
- 11.6 Students cannot seek for Revaluation in the Project and Presentation.**

12. UNFAIR MEANS AND MALPRACTICES IN EXAMINATIONS

- 12.1** Unfair means and other malpractices in relation to the examination shall include:
- a) Possession or use of material having potential to be used for unfair means, including cell phones.
 - b) Writing on any part of the body/furniture/walls.
 - c) Plagiarism in projects/seminar/assignments submitted for evaluation.
 - d) Seeking or extending help in the exam, in relation to the questions asked.

- e) Any boycott of exam
- f) Disclosure of identity in the answer sheet in any form
- g) Any threat/use of abusive language in exam or in the answer sheets
- h) Refusal to surrender unfair means material or attempt to destroy.
- i) Refusing to obey instructions of the Invigilator.
- j) Smuggling an answer book/additional answer book into or out of the Examination Hall.
- k) Inserting/substituting or removing any page from the answer book/additional answer book.
- l) Impersonation in exam including interchanging of Roll Numbers and/or answer sheets.
- m) Any other similar malpractice, which in the opinion of the Undergraduate Council amounts to a use of unfair means.

12.2 Use of Unfair Means shall be inquired into by the Disciplinary Committee.

12.3 The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall either uphold or reduce the penalty, or condone the same.

13. GRADES, GRADE VALUE, GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

13.1 The official transcript of the University shall indicate the Grades and the Cumulative Seven point Grade Point Average only. The interpretation of the Grade system followed by the University shall be printed at the back of the transcript itself.

13.2 The marks secured by the students shall be converted to the Grades as mentioned below:

<u>Marks</u>	<u>Grade</u>	<u>Grade Value</u>
70 and above	O	7
65 – 69	A+	6
60 – 64	A	5
55 – 59	B+	4
50 – 54	B	3
Below 50	F	0

13.3 In addition to the Grades mentioned above, the following acronyms are also used in the transcript wherever appropriate

- Ab** - Absent
- RW** - Result Withheld
- Db** - Debarred
- R** - Repeat
- I** - Improvement

- RV** - Revaluation
F - Failed
***** - Exemption

- 13.4** The Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses.

14. AWARD OF GOLD MEDALS

- 14.1** Gold Medal(s) shall be awarded on the basis of the criteria fixed for the said Gold medal. For Gold medals based on certain streams of study, they shall be awarded on the basis of the highest average of grades obtained in the courses of that stream.
- 14.2** If two or more students have secured the same grade or grade average, then the marks secured by the students in the course/s shall be taken into consideration in awarding the Gold medals.
- 14.3** If two or more students also secure the same marks, then the Gold Medal shall be awarded to the student who has higher grades overall. In case the two contenders have equal overall grades, then the grades in the compulsory courses, and performance in co-curricular activities shall be taken into account. **In case of Cash Prize, the prize can be shared among the students.**
- 14.4** Along with the Gold Medals in the individual streams, the rank holders on the basis of CGPA shall be awarded the University Gold medal for being First and Second Rank holders.
- 14.5** The University shall also issue Certificates indicating the name of the Medal awarded to the students. The University may also consider issuing other Certificates of Merit or overall conduct at any convocation organized by the University
- 14.6** A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals. **If a student has taken an Improvement Examination then also he/she shall not be considered for the said gold medal.**

15. AWARD OF DEGREES

- 15.1** A student shall be eligible for the award of B.A., LL.B. (Hons.) degree after successful completion of all the 50 prescribed courses with a total of 180 credits and if he/she has obtained a minimum of CGPA of 3.00 out of **7.00**, as the case may be, within the maximum period of eight years from the year of admission to B.A.LL.B.(Hons.) course.

- 15.2 The Degree Certificates shall be signed by the Chancellor as well as the Vice Chancellor.
- 15.3 Along with the Degree, all the students shall be provided with a consolidated Transcript, indicating the courses, course credits, grades obtained, CGPA as well as interpretation of these features on the reverse of the Transcript.
- 15.4 The Official Transcript shall be signed by the Registrar.
- 15.5 The Records of all the certificates issued by the University shall be maintained by the Examination Department/Section, in consultation with the Registrar.
- 15.6 All students shall be required to complete the B.A., LL.B (Hons.) programme within eight years of enrolment.

16. EXCHANGE PROGRAMMES

- 16.1 Students may be allowed to go abroad under Exchange Programme on the basis of the Guidelines for Exchange Programmes notified by the University.
- 16.2 Students who have been fined or expelled from hostel for any act of indiscipline shall not be eligible to be considered for exchange programmes.

17. SHORT COURSES

- 17.1 The University may offer Short Courses for students of the B.A., LL.B (Hons.) programme in accordance with the Regulations for Short Courses.
- 17.2 The Coordinator for Short Courses, appointed by the Vice Chancellor, shall assist the Undergraduate Council in administering such short courses.
- 17.3 Short courses shall be evaluated out of 100 marks. The grading system will be in accordance to Rule 13.2. A student shall be required to obtain a minimum of 50 marks to successfully complete (pass) a short course.
- 17.4 The grade obtained in the short course will not count towards calculation of the Cumulative Grade Point Average (CGPA). It will also not be reflected in the transcript provided to the student. A separate transcript reflecting the grades obtained in short courses will be issue to the student on completion of the B.A., LL.B (Hons.) programme
- 17.5 Plagiarism in projects/assignments/examinations submitted by the students for a short cours shall constitute a serious academic malpractice and shall carry the same consequence as plagiarism as for projects, as described in Rule 7.6.

- 18* Examination Fees:
 - a. Examination Fees : Rs.3000/- per annum
 - b. Repeat/Improvement Examination Fee : Rs.500/- per subject
 - c. Re-evaluation fee : Rs.500/- per subject
 - d. Review of Answer Script : Rs.500/- per subject

e. Issue of Duplicate Grade Sheet to Graduate Students : Rs.1000/-

*Inserted vide item No.2.7 of E.C. meeting held on 09.03.2016

Amendment approved vide item No.2.7 dated 09.08.2019 have been incorporated in bold letters

NATIONAL LAW UNIVERSITY, DELHI

LL. M REGULATIONS

The University in principle would adopt the CDC report in Law for the two years LL. M. Programme and also the latest rules and regulations of UGC from time-to-time. The admission to LL.M programme will be made on the basis of Entrance Test and Interview.

- 1. CONSTITUTION OF POST-GRADUATE COMMITTEE:** The Vice Chancellor shall constitute a Post Graduate Committee consisting of the Faculty of the University and External Experts for a period of two years at a time.
- 2. ELIGIBILITY FOR ADMISSION:** To be eligible to appear for admission to LL. M Programme, a candidate should have passed the LL.B or an equivalent degree from a recognised University with not less than 55% marks in aggregate (50% in case of reserved categories, i.e. SC/ST/Persons with Disability).

The admission for Foreign Nationals shall be made on the basis of:

- i) academic record of LL.B. or equivalent Degree recognized by UGC/ Association of Indian Universities with not less than 55% marks or equivalent grade.
- ii) assessment of necessary communication skills in written and spoken English and performance at the interview in terms of aptitude and capacity.

3. ADMISSION PROCEDURE:

- a. The admission shall be through a written test to be conducted by the University followed by Interview.
- b. Candidates awaiting results of the qualifying examination can appear for the Entrance Test subject to a condition that they produce proof of having passed the qualifying examination with the prescribed percentage of marks at the time of interview.
- c. The total number of seats will be 20 with the following reservations:

General	: 75%
Scheduled Caste	: 15%
Scheduled Tribe	: 7.5 %
Persons with Disability	: 2.5%
- d. Admission for Foreign Nationals: 5 seats are allotted to Foreign National candidates possessing the Citizenship of a country other than India will only be

considered under this category. The Foreign Nationals are exempted from taking the Admission Test.

- e. The vacant seats under Foreign National Category shall be filled from the General Category candidates in order of merit.
- f. A Horizontal reservation of 30% of the total seats shall be filled by eligible women candidates including those selected in reserved and foreign national categories (Inserted vide E.C. Item No.1.11 dated 28.02.2022)

4. CURRICULUM: The LL. M. Curriculum shall have the following components.

- (i). Foundation compulsory courses (3 courses of 4 credits each)
- (ii). Optional/ Specialization courses (4 courses of 3 credits)
- (iii). Seminar Courses (4 courses of 3 credits)
- (iv). Practical Teaching Course (4 credits)
- (v). Dissertation (8 credits)

SEMESTER – I

1.1 Legal Education and Research	4 Credits	100 Marks
1.2 Advanced Jurisprudence	4 Credits	100 Marks
1.3 Comparative Constitutional Law	4 Credits	100 Marks
1.4 Practical Teaching Course	4 Credits	100 Marks

SEMESTER – II

2.1 Optional Course - I	4 Credits	100 Marks
2.2 Seminar - I	4 Credits	100 Marks
2.3 Optional Course -II	4 Credits	100 Marks
2.4 Seminar II	4 Credits	100 Marks

SEMESTER – III

3.1 Optional Course - III	4 Credits	100 Marks
3.2 Seminar - III	4 Credits	100 Marks
3.3 Optional Course - IV	4 Credits	100 Marks
3.4 Seminar IV	4 Credits	100 Marks

SEMESTER – IV

4	Dissertation	8 Credits	100 Marks
	Viva Voce		50 Marks
	Teaching Assignments		50 Marks

The title and the course content of each course will be prescribed from time to time by the Post-Graduate Faculty Committee subject to the approval of the Vice-Chancellor. The Courses in the first semester are common to all students and the specializations may be chosen by candidates in the second semester onwards

Each candidate must choose an area of Optional/ Specialization from the following:

1. Constitutional Law
2. Corporate Law & Governance
3. Criminal Law
4. Environmental Law
5. Human Rights
6. Intellectual Property Law

Note: A subject Specialization will be offered only if sufficient number of students.

5. EVALUATION:

Each of the Courses in the first three Semesters carries a maximum of 100 Marks and the Dissertation carries a maximum of 200 Marks (including viva etc.). The distribution of marks in each of the Seminar Courses is as follows:

- i) Seminar Paper 60 Marks
- ii) Presentation of Seminar Paper 40 Marks

The guidelines for presentation of seminars and their evaluation procedures shall be as prescribed by the Post Graduate Committee.

The question paper for the written examination is set by the teachers of the respective Course. The concerned internal / external teacher evaluates the answer scripts. The Dissertation is evaluated by an external examiner, appointed by the Vice-Chancellor.

Every LL.M. student will be associated with a teacher. The student shall attend the B.A., LL.B.(Hons.) classes of the teacher and assist her/him in the preparation of teaching materials and all other related activities.

Promotion Scheme

Promotion from one Semester to the next Semester is regulated on the basis of a candidate passing in 3 (three) out of 4 (four) courses prescribed for each Semester.

If a candidate clears three courses in all, of the previous Semester, including the courses cleared at the repeat examination which is conducted within 15 days after the commencement of the subsequent Semester, she / he shall be promoted to the next Semester.

A candidate will be promoted to the second year if he / she clears all the courses of the first Semester and three out of four of the second Semester of first year.

No candidate shall however, be allowed to submit the Dissertation at the end of the fourth Semester unless he/she has passed all the courses of the previous Semesters, obtaining the minimum grade prescribed by the University.

Conditions for Pass and Re-examination

To be declared successful in any Course / Dissertation, a candidate must secure at least 'B' Grade. Those who secure 'F' Grade shall be declared as failed.

Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the respective examination again, including presentation of fresh seminars, in the corresponding Semester.

If a candidate secures 'F' Grade in the Dissertation or fails to submit the Dissertation within the time permitted he/she will be given one more chance to submit a revised Dissertation or Dissertation as the case may be within such time as the Faculty Committee decides.

A student admitted to the LL.M. Degree Programme must complete all the prescribed requirements within a maximum period of 4 years from and including the year of admission in order to be eligible for the award of the Degree.

6. GRADING OF STUDENTS:

The performance of the candidates shall be evaluated on a six point scale with the corresponding Grade Values as follows:

Percentage of Marks	Grade	Grade Value
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80 and above	O (Excellent/Outstanding)	8
75-79	D (Distinction)	7.5
70-74	A++	7
65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to that i.e. **B** in every paper.

7. AWARD OF DEGREE

Candidates who have: Completed all the courses and Dissertation obtaining at least a “B” Grade, and Secured Cumulative Grade Point Average (CGPA) of 4 out of 8 shall be awarded the LL.M. Degree.

8. FEE STRUCTURE

Tuition Fee	Rs. 65,000/- p.a for Indina Nationals (to be paid in two equal installments at the beginning of each Semester). US \$ 2000 per annum or its equivalent in Indian Rupees for Foreign Nationals
Academic Support Services Fee	Rs. 3,000/- p.a. (to be paid in two equal installments)
Admission Fee	Rs. 1,000/- (one time payment)
Examination Fee	Rs. 200 per course
Library Fee	Rs. 3,000/- p.a.
Internet Fee	Rs. 8,000/- p.a.
Electricity Charges	Rs. 12,000/- p.a. as amended by E.C. vide resolution dated 20.08.2012

Sports and Games facilities fee	Rs. 3,000/- p.a.
Journals Fee	Rs. 2,000/- p.a.
Dissertation Fee	Rs. 1,000/-
Re-reistration Fee	Rs. 5,000/- per course
Repeat Improvement Examination Fee	Rs. 500/- per course
Room Rent	Rs. 18,000/- p.a. as amended by E.C. vide resolution dated 20.08.2012
Mess Advance	Rs. 20,000/- (@ Rs.2,000/- p.m. for 10 months)
Refundable Deposit	
Library Deposit	Rs. 3,000/-
Hostel Deposit	Rs. 5,000/- (Rs.2,000/- for SC/ST candidates)
Mess Deposit	Rs. 3,000/-

Scholarships

The deserving candidates based on Merit and interview would be provided Merit Scholarships, Rs. 10,000/- p.m., by the Vice-Chancellor

9. LL.M. JOINT AND DUAL DEGREE PROGRAMME

1. Under a Memorandum of Understanding with Foreign Universities, NLU, Delhi can offer LL.M. Dual Degree Programme.
2. Students of LL.M. Second Year students shall be eligible for selection to such programme for one year (LL.M. Second Year) study at the Foreign University.
3. Applications shall be invited from the students and the selection shall be based on their CGPA obtained in the LL.M. First Year. Students having repeat in any subject and / or who have been punished for any act of indiscipline by the University shall not be considered for selection.
4. The number of courses and credits, its equivalence and evaluation shall be as per the norms of the Host University.
5. On successful completion of the courses during the study (LL.M. Second Year) at the Host University, the candidate shall be considered for award of the LL. M Degree at NLU, Delhi and also at the Host University.

The Executive Council vide item No.2.4 of its meeting held on 12.02.2011 decided as under:-

The Academic Council vide item No.5 dated 12.02.2011, has recommended the Regulations with the following suggestions:-

1. Under Regulations 3(c), the category of persons with Disability may be defined.
2. To rename the LL.M. specialization of Constitutional Law under Regulations No.4 as “Constitutional Law and Administrative Law”
3. The University may prepare a Fellowship Scheme to attract talented students for LL.M. programme.

The Executive Council approved the rules and regulations as recommended by Academic Council with the following amendments/suggestions:-

- 1. Fee Structure at Sr. No.8 may be excluded from the regulations and fee may be specified by the University separately from time to time.**
- 2. To consider the Rules and Regulations of ILI in this regard for further improvement.**

NATIONAL LAW UNIVERSITY, DELHI

LL.M. Programme REGULATIONS

(Approved by E.C. vide item No.2.8 of its meeting held on 21.02.2015)

The University in principle would adopt the UGC guidelines for the One year - LL.M. Programme and also the latest rules and regulations of UGC from time-to-time. The admission to One year- LL.M programme will be made on the basis of Entrance Test.

1. CONSTITUTION OF CENTRE FOR POST-GRADUATE LEGAL STUDIES

(CPGLS): The Vice Chancellor shall constitute a Centre for Post Graduate Legal Studies consisting of the faculty members competent to guide Post Graduate scholars including a Ph.D. Students.

2. ELIGIBILITY FOR ADMISSION:

- a) To be eligible to appear for admission to One year- LL.M. Programme, a candidate should have passed the LL.B or an equivalent degree from a recognised University with not less than 50% marks in aggregate (45% in case of SC/ST/Persons with Disability category).(As amended vide E.C. Item No.2.10 dated 19.02.2021).
- b) The admission for Foreign Nationals shall be made on the basis of:
 - (i) academic record of LL.B. or equivalent Degree recognized by UGC/ Association of Indian Universities with not less than 55% marks or equivalent grade.
 - (ii) assessment of necessary communication skills in written and spoken English and performance at the interview in terms of aptitude and capacity.

3. ADMISSION PROCEDURE:

- a. *Admission to one year- LL.M. Degree shall be done through an All India Law Entrance Test (AILET) conducted every year by the University. (other portion deleted vide E.C. Reso.No.2.4 dated 22.12.2018).
- b. Candidates appearing/ awaiting results of the qualifying examination can also apply and appear in the Entrance Test. However, the eligibility by such candidates shall have to be obtained by the cut-off date which will be notified along with the Notification of Entrance Test result, and in case such candidate is placed in compartment in the year of the admission, would be treated as ineligible.(as amended by E.C. vide item No.2.4. dated 18.12.2019)
- c. The total number of seats will be 70+ 10(Foreign Nationals) with the following reservations: (approved vide E.C. Resolution No.1.8 dated 30.07.2018)

Scheduled Caste	: 15%
Scheduled Tribe	: 7.5 %
OBC	: 22%
EWS	: 10%
Persons with Disability	: 5% Horizontal (amended vide E.C. Reso. No.2.8 dated 08.08.2020)

- d. Admission for Foreign Nationals: 10 seats are allotted to Foreign National candidates possessing the Citizenship and valid passport of a country other than India They are exempted from the taking the All India Law Entrance Test. The other eligibility conditions for eligibility for admission will be the same as applicable to the other candidates. **The merit of the Foreign National Category will be drawn on the basis of percentage of marks in the qualifying exam. The candidates belonging to Overseas Citizen of India(OCI)/Person of Indian Origin(PIO) category shall have the option to either apply under the Foreign National Category or Under the category of Indian students. In case the OCI/PIO candidate apply under the category of Indian National, they have to appear in the All Indian Law Entrance Test along with other students.**ing the Admission Test. (As amended vide E.C. Reso.No.2.4 dated 22.12.2018).

Out of existing 10 seats for Foreign Nationals further bifurcation may be made as under:

Foreign Nationals : 5

OCI/PIO : 5

In case seats remain vacant in any of the above sub-category, the same may be offered to other sub-category.

Note: Definition of Foreign National: Foreign National candidates possessing the citizenship and valid passport of a country other than India.

Definition of OCI/PIO: As notified by Govt. of India.” (A amended vide E.C. Reso.No.2.4 dated 22.12.2018).

- e. The vacant seats under Foreign National Category shall be filled from the General Category candidates in order of merit.
- f. In case of equal marks in AILET, the break of tie shall be by the following procedure and order as under:

i) Senior Age;

ii) Computerized Draw of lots

(As inserted vide E.C. Item No.2.10 dated 19.02.2021)

- g. A Horizontal reservation of 30% of the total seats shall be filled by eligible women candidates including those selected in reserved and foreign national categories.(E.C.Reso No.1.11 dated 28.02.2022)

4. CURRICULUM: The One year - LL.M. Curriculum shall have the following components.

- (i). Foundation/ Compulsory Papers (**3 courses of 3 credits each**)

The Foundation/ Compulsory Papers consist of the following three subjects/ papers, which should be completed in the first semester.

- a) Legal Research Methodology
- b) Comparative Public Law
- c) Law and Justice in a Globalizing World

(ii). Optional/ Specialization papers (**6 courses of 2 credits**)*

Specialization courses will be offered in one or more group of the specialization. Each group of specialization shall consist of several papers from which the students can choose the number required to get the degree of that specialization.

(iii). Dissertation (**3 credits**)*

Note: Foundation/ Compulsory Papers will be equivalent to Sixty-Four teaching hours and Optional/ Specialization courses will equivalent to Thirty- Six teaching hours.

SEMESTER – I

1.1 Legal Research Methodology	3 Credits
1.2 Comparative Public Law/ Systems of Governance	3 Credits
1.3 Law and Justice in a Globalizing World	3 Credits
1.4 Specialization course – One	2 Credits
1.5 Specialization course – Two	2 Credits

SEMESTER – II

2.1 Specialization course – Three	2 Credits
2.2 Specialization course – Four	2 Credits
2.3 Specialization course – Five	2 Credits
2.4 Specialization course-Six	2 Credits*

DISSERTATION

3.1 Dissertation	3 Credits *
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Total 24 credits

(*Amended vide E.C. Reso. No.2.13 dated 30.07.2018)

5. EVALUATION:

Each of the Papers shall carry a maximum of 100 Marks.

1. The evaluation of students in a paper shall broadly be based on two segments:

a. Continuous evaluation by the teacher(s) of the course:

Continuous evaluation will be only for 50% of the total marks assigned to each course. It may comprise of projects, case analysis, assignments, presentations and other similar evaluation methods. The faculty member teaching any course will have the discretion to evolve his/her own scheme for continuous evaluation on the basis of this broad guideline.

b. Evaluation through a semester examination:

Each course will be evaluated by a semester examination for 50% marks of the total marks assigned to each course. The examination may be open/closed book depending upon the particular requirement of any course. The exam component cannot exceed 50% of the total marks for the course.

#The Dissertation will be evaluated out of a maximum of 100 marks out of which 75 marks shall be for the dissertation and 25 marks for the Viva-voce. The dissertation shall be evaluated by the supervisor appointed for the candidate by the CPGLS. The Viva-Voce will be conducted by a panel of faculty members identified for the purpose, who will award the 25 marks meant for the same.

(#amended vide E.C. Reso. No.2.13 dated 30.07.2018)

Conditions for Pass and Re-examination

To be declared successful in any Course / Dissertation, a candidate must secure at least 'B' Grade. Those who secure 'F' Grade shall be declared as failed.

Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the respective examination again, including presentation of fresh Assignments/ Research Papers, in the corresponding Semester.

If a candidate secures 'F' Grade in the Dissertation or fails to submit the Dissertation within the time permitted he/she will be given one more chance to submit a revised Dissertation or Dissertation as the case may be within such time as the Faculty Committee decides.

A student admitted to the One year- LL.M. Degree Programme must complete all the prescribed requirements within a maximum period of 2 years from and including the year of admission in order to be eligible for the award of the Degree.

6. GRADING OF STUDENTS:

The performance of the candidates shall be evaluated on a six point scale with the corresponding Grade Values as follows:

- (a) The official transcript of the University shall indicate the Grades and the Cumulative Seven point Grade Point Average only. The interpretation of the Grade system followed by the University shall be printed at the back of the transcript itself.
- (b) The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of Marks	Grade	Grade Value
70 and above	O (Excellent/Outstanding)	7
65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to that i.e. **B** in every paper.

- (c) In addition to the Grades mentioned above, the following acronyms are also used in the transcript wherever appropriate

Ab	-	Absent
R	-	Repeat
RW	-	Result Withheld
I	-	Improvement
F	-	Failed
Db	-	Debarred

- (d) The Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses.

7. AWARD OF DEGREE

Candidates who have completed all the courses and Dissertation obtaining at least a “B” Grade, and Secured Cumulative Grade Point Average (CGPA) of 3 out of 7 shall be awarded the LL.M. Degree. **(As amended vide E.C. Reso. No.2.13 dated 30.07.2018)**

- (a) A student shall be eligible for the award of LL.M degree after successful completion of all the prescribed courses with a total of 24 credits and if he/she has obtained a minimum of CGPA of 3.00 out of 7.00.
- (b) The Degree Certificates shall be signed by the Chancellor as well as the Vice Chancellor.
- (c) Along with the Degree, all the students shall be provided with a consolidated Transcript, indicating the courses, course credits, grades obtained, CGPA as well as interpretation of these features on the reverse of the Transcript.
- (d) The Official Transcript shall be signed by the Registrar.
- (e) The Records of all the certificates issued by the University shall be maintained by the Examination Department/Section, in consultation with the Registrar.

8. AWARD OF GOLD MEDALS

- a) Gold Medal(s) shall be awarded on the basis of the criteria fixed for the said Gold medal. For Gold medals based on certain streams of study, they shall be awarded on the basis of the highest average of grades obtained in the courses of that stream.
- b) If two or more students have secured the same grade or grade average, then the marks secured by the students in the course/s shall be taken into consideration in awarding the Gold medals.
- c) If two or more students also secure the same marks, then the Gold Medal shall be awarded to the student who has higher grades overall. In case the two contenders have equal overall grades, then the grades in the compulsory courses, and performance in co-curricular activities shall be taken into account.
- d) A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals.

9. REQUIREMENT OF ATTENDANCE

- a) It is expected that student shall attend all scheduled classes. In no event shall a student be absent for more than 34% of the classes held in the subject in a semester, whether on account of medical leave or otherwise. **(as amended vide E.C. Reso. No.2.13 dated 30.07.2018)**
- b) The attendance status of every student shall be duly notified by the Examination Department every month, both on the Notice Board, and by any other appropriate

means for communication, indicating the total number of classes held, the number of classes a student has attended, or was absent. The Examination Department shall declare the final attendance status of every student as well as the list of eligible candidates to appear in the end semester examinations, prior to the commencement of the end semester examination

- c) Every student shall secure a minimum of 75% of attendance in every course to be eligible to appear for the end semester examination. However, if any student falls short of 75% but has secured 70% or more in a particular course(s), such student may be permitted to appear for the end semester examination provided the student has secured 75% or more in all other courses in a given semester. It is further clarified that, in such cases, the student, though permitted to appear for the end semester examination, shall not be entitled for the award of marks for attendance in those courses where the student has secured attendance below 75%.
- d) **(deleted vide E.C. Item No.2.10 dated 09.08.2019)**

10. ACADEMIC LEAVE

- a) Academic leave shall only be granted by the Vice Chancellor on the recommendation of the Class Teacher / Faculty Advisor. In applying for academic leave, the student shall specify the class hour/s that he/she maybe absent for. Academic leave shall be given for a class hour/set of class hours, and not in terms of days. An academic leave form shall accordingly be prepared by the Centre for Post graduate Legal Studies.
- b) Academic leave to a student shall be considered, subject to the prior approval of the Vice Chancellor, or any person designated by him, for participation in moot court competitions, seminars, conferences, or any other academic, co-curricular and extra-curricular activities. It is further clarified that academic leave shall not be granted for participation in Summer School programmes, internships, job interviews, passport/visa interviews, judicial exams, competitive exams etc. under any circumstances.
- c) Invitation for participation in any of the activities, for which a student may be granted academic leave, should have been received by the University or addressed to the University. Invitations addressed to individual students will not be considered for academic leave.
- d) Academic leave in a given semester, shall not exceed 10% of the classes in each subject.
- e) No academic leave shall be granted for appearing in examinations.
- f) It is clarified that in the event a student is unable to appear for an examination on any grounds whatsoever, including medical leave or academic leave, there shall not be any rescheduling of the said examination or special examination, or any proportionate enhancement of marks on the basis of marks secured in any other examination in the said course. No request from any student in this regard can be entertained by any authority.

11. MEDICAL LEAVE

- a) Medical leave shall be with the prior permission of the University, unless emergency circumstances do not permit it. In such an event, the Vice Chancellor shall be approached as soon as possible. Request for medical leave from students which will involve their absence from the University campus may be considered only against hospitalization for any treatment or investigation or isolation of student(s) required for any contagious diseases.
- b) All the medical records, investigations etc., done during admission in a hospital / nursing home along with the request should be submitted to the Examination Department immediately on reporting back to the University and in any case within one week of resuming the classes after the discharge from the hospital / nursing home concerned. No medical certificate shall be entertained by the Examination Department thereafter.
- c) Where the student is not admitted to a hospital / nursing home, but isolation of the student from the hostels is required in the larger interest of other students, the same shall be certified by the University doctor.
- d) Submission of improper medical certificates or fake certificates shall result in mandatory disciplinary action by the University.
- e) In case of a student who has been granted Medical Leave, the class hour/s missed on account of the medical leave shall not be excluded for calculating the total number of classes in the concerned course.

12. EXAMINATION SCHEME

It shall be mandatory for every student to appear for every examination conducted by the University. No student shall be allowed to absent himself/herself from any examination except with the prior written permission of the Vice Chancellor on a written request made by the student, stating the reasons for possible absence. It is further clarified that permission by the Vice Chancellor only excuses the student from appearing in the examination and is not a ground for any other relief, including those alluded to in Rule 10(f).

- a) A student who absents himself/herself for an examination without permission shall be declared “Failed” in that course. He/she shall appear in the Repeat Examination for that course. If he/she passes the course in the Repeat Examination, the grade obtained shall have ® mentioned against it in the transcript. It is further clarified that no exemption of any kind in any examination during an academic year shall be provided on medical grounds.
- b) If any student or a group of students, under a common understanding, intentionally absents himself/herself/themselves from any scheduled examination, he/she/they

shall not be allowed to write the Repeat exam, and will be consider “Failed” in that course. They will have to re-register for the course as and when it is again offered, after due payment of the prescribed fine. The decision of the Disciplinary Committee as to whether the absence was pursuant to a common understanding shall be final, subject to an appeal to the Vice Chancellor.

- c) The CPGLS shall organize Repeat Examinations for those students who fail in any of the courses in a semester, as well as those students who have not appeared for the end semester examinations for any valid reasons. The Examination Department shall maintain a record of students who have not appeared for an examination, on any ground. The dates for the repeat examination shall generally be notified at the beginning of the semester. If the dates are changed, such change shall duly be notified by the Centre for Post Graduate Legal Studies at least one week before commencement of the repeat examination both on the Notice Board and the website of the University.

The Repeat Examination shall be generally organized either immediately after the completion of the end semester examinations or just before the commencement of the following semester or within 10 days of its commencement. The Grades obtained in the Repeat Examinations, unless duly approved, shall be indicated with® at the top of the Grade.

13. UNFAIR MEANS AND MALPRACTICES IN EXAMINATIONS

(1) Unfair means and other malpractices in relation to the examination shall include:

- n) Possession or use of material having potential to be used for unfair means, including cell phones.
- o) Writing on any part of the body/furniture/walls.
- p) Plagiarism in projects/seminar/assignments submitted for evaluation.
- q) Seeking or extending help in the exam, in relation to the questions asked.
- r) Any boycott of exam
- s) Disclosure of identity in the answer sheet in any form
- t) Any threat/use of abusive language in exam or in the answer sheets
- u) Refusal to surrender unfair means material or attempt to destroy.
- v) Refusing to obey instructions of the Invigilator.
- w) Smuggling an answer book/additional answer book into or out of the Examination Hall.
- x) Inserting/substituting or removing any page from the answer book/additional answer book.
- y) Impersonation in exam including interchanging of Roll Numbers and/or answer sheets.
- z) Any other similar malpractice, which in the opinion of the Centre for Post Graduate Legal Studies amounts to a use of unfair means.

(2) Use of Unfair Means shall be inquired into by the Disciplinary Committee.

(3) The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall either uphold or reduce the penalty, or condone the same.

14. FEE STRUCTURE

Fee Heads	Amount (INR)
Admission Fee (one time)	10,000.00
Tuition Fee (p.a)	1,35,000.00 USD 12,000 for Non SAARC country USD 6,000 for SAARC Country
Academic services and facilities (p.a)	43,000.00
Student welfare fund (p.a)	7,000.00
Utility Services (p.a)	20,000.00
*Refundable Estate Deposit	25000.00
Halls of Residence Charges (For Hostler) (p.a)	80,000.00

The following increase in Tuition fee & Halls of Residence Charges (For Hosteller) will be made every year in B.A.LL.B.(Hons.) Programme.

Fee Heads	Amount (INR)
Tuition Fee (p.a)	Indian National : INR 7000.00 (p.a.) FN-SAARC: \$ 100 FN-Non SAARC: \$ 200 (p.a.)
Halls of Residence Charges (For Hosteller)	3000.00

Mess Advance of Rs.45,000/- p.m. subject to actual consumption

Foreign Nationals: The annual tuition fee shall be in Indian rupees equivalent to 6,000 (Six Thousand Only) US Dollars for candidates from SAARC countries and US Dollars 12,000 (Ten Thousand Only) from other countries. Other fees will be same as applicable to Indian students.(Note E.C. vide item No.1.6 dated 09.08.2019 approved the payment of fee by Tibetan Nationals at par with SAARC countries)

* 50% of the deposits remaining after dues will go towards Student Welfare Fund and 50% towards Alumni on completion of the course. The Student Welfare Fund and Alumni Fund shall be kept in a separate accounts and will be used only for students & alumni..

(Revised fee structure approved by E.C. Reso. No.1.6 dated 14.10.2022)

15. LL.M. JOINT AND DUAL DEGREE PROGRAMME

1. Under a Memorandum of Understanding with any recognized institutions including Foreign Universities, NLU, Delhi can offer LL.M. Dual Degree Programme subject to the compliance of norms relating to admission and examination etc. stipulated in the Ordinance.
2. The number of courses and credits, its equivalence and evaluation shall be as per the norms of the Host University.

3. On successful completion of the courses during the study at the Host University, the candidate shall be considered for award of the LL. M Degree at NLU, Delhi and also at the Host University.

The Vice Chancellor shall have the power to take decision to ease any procedural intricacies in the conduct of this course. All such measures would be tabled in the next meeting of Academic Council for ratification.

NATIONAL LAW UNIVERSITY DELHI

Ph.D. REGULATIONS

1. CONSTITUTION OF DOCTORAL COMMITTEE:

The Vice-Chancellor shall constitute a Doctoral Committee consisting of the faculty of the University and external experts to supervise doctoral degree for a period of two years at a time.

2. ELIGIBILITY FOR ADMISSION:

- a. To be admitted to the candidature for a doctoral degree an applicant shall have:
- i) obtained a Master's Degree in law of any recognised university securing not less than 55% marks or its equivalent
or
 - ii) obtained a degree in law and Masters Degree with M.Phil in social sciences or humanities of any recognised university with not less than 55% marks or its equivalent
Provided that candidates with qualifications in social sciences and humanities may be admitted to the programme if the research they wish to pursue interfaces with the discipline of law with a special focus on Public Policy or Law.
or
 - iii) Degree in law and Ph.D. in any discipline.
or
 - iv) Judge of any State High Court in India with three years experience or Judge of Supreme Court of India.
or
 - (v) **A foreign student, who is interested to enroll from outside India from reputed University/Institutions may be allowed to be registered for Ph.D. in National Law University Delhi subject to the condition that one supervisor will be from the National Law University Delhi and one from the parent foreign University/Institutions of the student. He /She will be exempted from appearing in the Entrance Test subject to the condition that he/she fulfills the other minimum eligibility conditions. The Vice-Chancellor will be competent to allow registration of such students on case to case basis on the recommendations of Doctoral Committee. The student will be required to visit National Law University Delhi for Viva Voce to defend his/her Thesis as per University Regulations.

The Vice-Chancellor may permit a member of the NLU, Delhi faculty to take up Ph.D. Degree course along with his / her teaching assignment in the interest of faculty improvement on the condition that his / her teaching and other responsibilities are not hampered in any way provided such candidates fulfill the conditions prescribed in the Ph.D. Regulations.

** Inserted vide E.C. Resolution No.2.3 dated 18.09.2012

3. PROCEDURE FOR ADMISSION: *

- a) The number of seats available for Ph.D. programme will be notified by the University every year before the start of admission process keeping in view the availability of teachers for guiding Ph.D. Scholars. **However, the number of seats may be exceeded up to 25% for considering the applications of regular faculty members of the NLU Delhi for Ph.D. admission, who are otherwise fulfilling the required eligibility criteria.(amended vide E.C. Reso. No.1.3 dated 12.08.2016)**
- b) The admission shall be through a qualifying written test to be conducted by the university. The written test is only a qualifying test and there will be no weightage of marks secured in test in the final selection.
- c) The candidate shall secure minimum 50% marks (40% in case of SC/ST candidates) in the written test to qualify for submission of research proposal. The qualified candidates will be asked to submit their Research Proposal for scrutiny. The University has the right to keep the seats vacant if sufficient numbers of candidates with minimum cut off marks are not available.
- d) The candidates who have qualified UGC NET/JRF, SLET, and M. Phil are exempted from the taking the admission test. They will be asked to submit their Research Proposal for scrutiny along with other qualified candidates.
- e) All qualified candidates along with exempted category candidates shall submit research proposal. The Scrutiny Committee constituted by the Vice-Chancellor will short list the candidates after examining their research proposals for giving presentation before the Doctoral Committee. The candidates equal to three times of number of seats, based on scoring given by the Scrutiny Committee, will be called to give a presentation before the Doctoral Committee on the proposed topic of research on a date notified by the University.
- f) Based on identified criteria, the Doctoral Committee will evaluate the candidates for maximum of 10 marks. The decision of the Doctoral Committee in recommending the name of the candidates for admission to Ph.D. programme shall be final. The admissions will be finally approved by the Vice-Chancellor on the recommendations of the Doctoral Committee. The University has a right to keep the seats vacant if the sufficient number of candidates are not found suitable by the Doctoral Committee.

4. CATEGORIES OF ENROLMENT:

- a. Full-time enrolment
 - i) Enrolment for the Ph.D. Degree shall ordinarily be full-time. The candidate shall put in a minimum of two-years residence of which at least 18 months shall be in the university. There shall thus be provision for the candidate to earn credits for research work done outside the university.
 - ii) Three years shall be the maximum period in which a full time candidate should complete the work and submit it for evaluation.

* Amended vide notification dated 26.04.2016/ E.C. Resolution No.1.4 dated 12.08.2016

b. Part-time enrolment

There shall be provision for part-time enrolment for the Ph.D. Degree.

- i) A part-time candidate shall put in a minimum of three years of part-time study in the University including time spent for research at any other place with the permission of the supervisor.

****Provided that the part-time candidates shall put in residence in the University for at least a total period of 06 months spread over the three year period. However, persons working at senior level such as a Judge in the High Court / Supreme Court, a senior Advocate in Supreme Court and Judicial Officers (with LL.M. degree and ten years' experience as Judicial Officer) may be exempted from the said residence condition with the condition that they should complete the certificate course in research methodology within six months after admission.**

- ii) Five years shall be the maximum period in which the part-time candidate shall complete the research work and submit it for evaluation.

- c) Conversion either from part-time to full-time or from full-time to part-time is to be permitted only with the approval of the Doctoral Committee.

- d) In cases of both part-time and full-time enrolment the supervisor of the candidate shall ensure monitoring of the research work done by the scholars outside the university campus by insisting on production of adequate proof of work done.

- e) Expiry / Lapse of Enrolment:

Enrolment for the Ph.D. shall be deemed to have lapsed after three years from the date of enrolment in the case of full-time scholars and five years in the case of part-time scholars. In such cases, however, the Doctoral Committee, on the application by the concerned scholar along with the report of supervisor, may give extension of time for a period of six months at a time but for a maximum period of not more than one year.

5. SUPERVISORS FOR RESEARCH:

- a) The Doctoral Committee shall appoint one or more faculty member(s) to supervise the Ph.D. scholars.

An external supervisor with expertise and experience in the area of study may also be appointed in addition to the internal supervisor who shall be a full time faculty member.

The Doctoral Committee shall ensure that supervisors be competent to supervise the scholar and also that they be available for supervision for the expected duration of the scholar's period of study.

- b) A scholar shall pursue the programme of study and research as approved by supervisor / supervisors. Such programme shall include the presentation of a thesis embodying the results of the scholar's research work.

** Amended vide E.C. Resolution No.2.9 dated 25.02.2013

- c) For the award of the degree of Doctor of Philosophy the thesis must form a distinct contribution to the knowledge in the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical analytical power.
- d) Not later than six months after admission, the scholar shall submit the title of the thesis for approval by the supervisor / supervisors. The title approved by the supervisor should not be substantially altered except with the permission of the Doctoral Committee.
- e) All Scholars registered for Ph.D. should submit the interim report every six months duly certified by the supervisor. If they fail to submit two interim reports the candidature will automatically stand cancelled.
- f) At least once a year, or at any other time considered desirable, the supervisor shall present to the Doctoral Committee a report on the work of the scholars working under his supervision.
- g) Only a Ph. D. Degree holder can be a supervisor for Ph. D. scholars provided that he / she has completed atleast two years after obtaining Ph.D. degree from any one of the Indian or foreign universities;
- h) A Professor of Law who has no Ph. D. Degree can be a supervisor provided he / she has minimum 15 years of teaching and research experience.
- i) *A Supervisor shall not have, at any given point of time, more than five Ph.D. Scholars. However, in exceptional cases, it may be extended up to eight Ph.D. Scholars. (***Amended vide E.C. Resolution No.2.9 dated 09.03.2016**)
- j) If the research theme requires the assistance of any of the external experts in any field, the Doctoral Committee may approve the list of such external supervisors from time to time and under no circumstances the external supervisors be appointed as the main supervisor for any scholar. Such external supervisors will be appointed along with an Internal supervisor for any of the Ph. D. scholars depending upon the circumstances.

6. COURSE WORK:

The scholars should undertake course work for a minimum period of one semester and take three courses. The details of the three courses are as follows:

- a. Course on Legal Education and Research, 2. Course focusing on the research area of Ph. D scholar and 3 Practical Teaching Course
- b. The scholars possessing M. Phil./ Ph.D. Degree may be exempted from taking the Research Methodology paper in the course work provided they have completed such course earlier.
- c. The Ph. D scholar shall secure at least 50% of marks in each paper.
- d. The course work shall be completed within six months from the date of registration.
- e. Ph. D Scholar failing to secure 50% of marks in the courses mentioned above, may be provided an opportunity to re-appear one or more time(s) within three months of the publication of results.

- f. The Ph. D scholar shall be allowed to continue further research work only after completing the course work as mentioned above.
- g. ***Provided that persons working at senior level such as a Judge in High Court / Supreme Court, a senior Advocate in Supreme Court and Judicial Officers (with LL.M. degree and 10 years' service as Judicial Officer) may be exempted from course work, with the condition that they should complete the certificate course in research methodology within six months after admission.**

7. TERMINATION OF CANDIDATURE:

- a. If in the opinion of the Research Committee a scholar's work is not satisfactory, the committee shall ask the scholar to show cause why his / her candidature should not be terminated.
- b. The response of the concerned scholar to the show cause notice shall be considered by the Doctoral Committee which may thereon recommend to the Vice-Chancellor that the scholar be allowed to continue with his / her research or that his / her candidature be terminated.
- c. After consideration of the recommendations of the Committee, the Vice-Chancellor may either permit the scholar to continue with his / her research or terminate the candidature or permit the candidature to re-enroll specifying conditions for such re-enrolment.
- d. If the scholar does not respond to the show cause notice, then on the recommendations of the Doctoral Committee the Vice-Chancellor shall terminate candidature of the concerned scholar and the Registrar shall officially inform the scholar of such termination.
- e. A scholar whose candidature is terminated under Regulation 7 (c) may prefer an appeal to the Academic Council. Such an appeal should be submitted in writing within 60 days from the date of receipt of the order.

The Academic Council on proper examination of the case may either uphold the Doctoral Committee's decision or may reverse such decision or may take any other appropriate decision in this regard.

8. EVALUATION / EXAMINATION OF THESIS:

- a. Prior to submission of the thesis the scholar shall submit a draft thesis to the Registrar through the supervisor and make a Pre-Ph.D. presentation which is open to all the faculty and research scholars for comments and the same may be suitably incorporated into the draft thesis on the advice of the supervisor.
- b. Ph.D. scholars shall publish one research paper in a referred journal before the submission of the thesis / monograph for adjudication and produce evidence for the same in the form of acceptance letter or the reprint.

 * Amended vide E.C. Resolution No.2.9 dated 25.02.2013

- c. The scholar shall be required to submit five copies of his / her thesis (all the five copies to be retained by the University) along with a soft copy on a CD, embodying the results of the scholar's research work to the Registrar. The thesis shall include an abstract / summary of approximately 300 words. The length of the thesis shall conform to the requirements as prescribed by the Research Committee.
- d. The thesis shall be in English and shall be the result of scholar's own work attaining a satisfactory standard of literary presentation.
- e. The evaluation / examination of the thesis shall be to assess the scholar's contribution arising out of research on the topic of the thesis not including any work which forms part of the scholar's work for the award of any other degree successfully completed at this University or elsewhere. The scholar shall clearly indicate in the thesis the nature and extent of the scholar's contribution.
- f. Before a scholar submits his / her thesis, the supervisor appointed under Regulation 5(a) must be satisfied that the thesis conforms to the requirements of Regulations 8 (a) to (d) and a certificate to this effect from the supervisor shall accompany the thesis when it is submitted. If the supervisor does not so certify, the Doctoral Committee shall determine whether the thesis shall be submitted or not for evaluation and take appropriate measures to submit the same.
- g. After submission of the thesis by the scholar, the Vice-Chancellor, on the recommendation of the supervisor concerned, shall appoint three external examiners, of whom one shall be from outside the State.
- h. The examiners shall report in writing in the approved form to the University giving their assessment of the thesis and their recommendations as to whether the degree shall or shall not be awarded to the scholar. In the examiners' assessment the thesis does not qualify for the award of the degree the examiners shall indicate whether additional work should be undertaken by the scholar or whether the thesis should be rejected outright.
- i. If all the three examiners unanimously recommend the award of the degree there shall be viva-voce examination of the scholar conducted by one of the three examiners who evaluated the thesis. After successful completion of viva-voce examination, the award of the degree is recommended by the Doctoral Committee to the Academic Council. Once the Doctoral Committee recommends the award of the degree to the scholar to the Academic Council, a notification will be released and the scholar may be given a Provisional Certificate specifying that the degree has been awarded in accordance with the provisions to the UGC (Minimum Standards and Procedure for Awards of M.Phil. / Ph.D. Degree) Regulation, 2009. The award of the degree will be made at the annual convocation with the approval of the Academic Council and the Executive Council.
- j. Where a thesis fails to obtain the unanimous recommendation of all the three examiners or where after the viva-voce examination, the viva-voce examiners do not recommend the award of degree, the Doctoral Committee may decide:

- i) to recommend that the degree be not awarded to the scholar ;
or
 - ii) to recommend that the scholar undertake additional work on the thesis and submit a revised thesis within a specified period;
or
 - iii) to take such action as deemed appropriate before making a recommendation, provided that in making its recommendations the Doctoral Committee shall be guided by the opinion of the majority of examiners.
 - iv) A scholar who is required to re-submit a revised thesis for evaluation / examination shall be re-enrolled for a period of not less than **one and a half year** prior to resubmission.
 - v) Only one re-submission may be permitted.
 - vi) If a scholar fails to defend his dissertation at the viva-voce examination, the scholar may be given one additional opportunity to defend the dissertation which shall be final.
- k. The re-submitted thesis shall go through the evaluation process as specified under Regulation 8 (g) to (i).
If the re-submitted thesis also fails at the evaluation process, there shall be no provision for a further resubmission.
- l. A copy of the thesis shall be deposited in the library which shall be available for consultation by others either on loan or photocopying forthwith; provided that, in exceptional cases, the Doctoral Committee, on the application of the scholar and on the recommendations of the supervisor, determine that it shall not be available for consultation by others until after the expiry of a period, which period shall not ordinarily exceed one year.
- m. The University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days after the award of the degree.

The Executive Council vide item No.2.5 of its meeting held on 12.02.2011 decided as under:-

The Executive Council approved the rules and regulations as recommended by Academic Council vide item No.6 dated 12.02.2011 with the following suggestions:-

- 1. To consider the Rules and Regulations of ILI in this regard for further improvement.**
- 2. To structure the course work keeping in view of area of specialization of the students with 60 teaching hours.**

NATIONAL LAW UNIVERSITY DELHI

Ph.D. REGULATIONS

(Approve by E.C. vide item No.2.5 dated 18.12.2019 as amended from time to time)

4. CONSTITUTION OF DOCTORAL COMMITTEE:

The Vice-Chancellor shall constitute a Doctoral Committee consisting of the senior faculty members of the National Law University, Delhi and external experts for a period of two years at a time. The Doctoral Committee will be the Apex body to guide and supervise overall doctoral programme at National Law University, Delhi ((hereinafter referred to as “NLUD”). It will lay down the broad policies of research programme and suggest measures for development and improvement of the programme. It will provide a vision to the doctoral programme.

5. CONSTITUTION OF RESEARCH ADVISORY COMMITTEE:

The Vice Chancellor shall constitute a Research Advisory Committee which shall consist of convener of Ph.D. Programme, Registrar, and three professors of NLUD. The Vice Chancellor may nominate external members in the Research Advisory Committee in addition to internal members of NLUD. The Research Advisory Committee will review the research proposals received by NLUD every year. The reviewed proposals will be submitted to the Doctoral Committee for consideration and evaluation. The Research Advisory Committee will also guide the enrolled candidates in developing the study design and methodology of research. It will periodically review and assist in the implementation of the research works.

3. ELIGIBILITY FOR ADMISSION:

To be admitted to the candidature for a doctoral degree, an applicant shall have:

- i) A Master's degree in Law or a professional degree declared equivalent to the Master's degree in Law by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting, or assuring quality and standards of educational institutions.

Or

- ii) Obtained a degree in law and Master's Degree in social sciences or humanities from any recognised educational institution, Indian or a foreign educational institution accredited as per UGC Regulations, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed).

Provided that candidates with qualifications in social sciences and humanities may be admitted to the programme if the research they wish to pursue interfaces with the discipline of law with a special focus on Public Policy or Law.

For the above two categories, a relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/differently-abled candidates and other categories of candidates, as per the decisions of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

Or

- iii) Degree in law and passed the Company Secretary examination conducted by the Institute of Company Secretaries of India and awarded the Associate Membership of the Institute shall be eligible for admission to the programme, if the research they wish to pursue interfaces with the discipline of law.

Or

- iv) Degree in law and passed the final examination of the Institute of Chartered Accountants of India shall be eligible for admission to the programme, if the research they wish to pursue interfaces with the discipline of law.

Or

- v) Judge of any State High Court in India with three years' experience or Judge of Supreme Court of India.

The Vice Chancellor may also permit a NLUD faculty member to enroll for the Ph.D. programme along with the teaching assignment of the concerned faculty member in the interest of faculty improvement on the condition that teaching and other responsibilities of the faculty member are not hampered in any way provided such candidates fulfill the conditions prescribed in the Ph.D. Regulations.

4. ELIGIBILITY CRITERIA FOR ADMISSION OF FOREIGN NATIONALS:

A. Admission through open advertisements

A foreign national, who is interested in enrolling for the Ph.D. programme at NLUD may apply in accordance with the admission notifications of NLUD. The candidates shall have sufficient proficiency in English language. Foreign nationals are exempted from the entrance examination conducted by NLUD for Ph.D. enrollment. All other requirements for admission which are applicable to Indian nationals shall be applicable to foreign nationals also. The number of seats available for foreign nationals shall be in accordance with the notifications issued by NLUD from time to time. In the event of non-availability of suitable candidates, NLUD reserves the right not to fill up the seats and under no circumstances these seats shall be converted to any other categories of Ph.D. admission.

B. Admission of candidates from foreign universities/institutions having MoU with NLUD

A foreign national, who is interested in enrolling for the Ph.D. programme at NLUD, and is currently enrolled for Ph.D. programme at a foreign university/institution having MoU with NLUD, may be allowed to be registered for Ph.D. in NLUD subject to the condition that one supervisor will be from NLUD and one from the parent foreign university/institution of the candidate. Such a candidate will be exempted from appearing in the entrance test, subject to the condition that the candidate fulfills the other minimum eligibility conditions. The Vice Chancellor will be the competent authority to allow registration of such candidates on case-to-case basis, on the recommendations of the Doctoral Committee. The candidate will be required to visit NLUD for Viva-Voce to defend the thesis as per NLUD Ph.D. Regulations. The fees for the programme shall be in accordance with the terms and conditions of the MoU between NLUD and the concerned foreign university/ institute. No separate Ph.D. degree of NLUD will be awarded in such cases. A joint degree may be awarded, if required under the MOU.

For the purpose of this regulation, a foreign national shall mean a candidate who possess citizenship of a country other than India and holds a valid passport.

C. Admission of candidates through Study in India and ICCR Programmes¹:

- i) Admission through Study in India: A foreign national may apply for enrolment in Ph.D. programme through Study in India Programme of Ministry of External Affairs, Government of India. The candidates shall have sufficient proficiency in English language. Foreign nationals are exempted from the entrance examination conducted by NLUD for Ph.D. enrolment. All other requirements for admission which are applicable to Indian nationals shall be applicable to foreign nationals

¹ *Inserted by the order of Executive Council on 19th February 2021*

also. The number of seats available for foreign nationals will be decided by the university on year-to-year basis. In the event of non-availability of suitable candidates, NLUD reserves the right not to fill up the seats and if required, these seats shall be converted to any other categories of Ph.D. admission for foreign nationals. Candidate will be required to pay the fees applicable to foreign nationals under R. 4A.

- ii) Admission through ICCR: A foreign national may apply for enrolment in Ph.D. programme through ICCR Programme of Ministry of External Affairs, Government of India. The candidates shall have sufficient proficiency in English language. Foreign nationals are exempted from the entrance examination conducted by NLUD for Ph.D. enrolment. All other requirements for admission which are applicable to Indian nationals shall be applicable to foreign nationals also. The number of seats available for foreign nationals will be decided by the university on year-to-year basis and will be within the seats fixed by the university for ICCR. In the event of non-availability of suitable candidates, NLUD reserves the right not to fill up the seats and if required, these seats may be converted to any other categories of Ph.D. admission for foreign nationals. Fee applicable to candidates under this category will be at par with Indian Ph.D. scholars.

For the purpose of this regulation, a foreign national shall mean a candidate who possesses citizenship of a country other than India and holds a valid passport.

5. PROCEDURE FOR ADMISSION:

- i) The number of seats available for Ph.D. programme will be notified by NLUD every year before the start of admission process keeping in view the availability of teachers for guiding Ph.D. candidates. However, the number of seats may be increased up to 25% for considering the applications of regular faculty members of the NLU Delhi for Ph.D. admission, who are otherwise fulfilling the required eligibility criteria.
- ii) The admission shall be through a two-stage selection process, which includes (1) written entrance test and (2) the evaluation of research proposals followed by interview/ viva-voce. In the final selection of candidates, a weightage of 70% shall be given to the entrance test and 30% shall be given to the results of evaluation of research proposals and interview/viva-voce.
- iii) 50% of the questions for the entrance test shall be relating to Research Methodology and the remaining 50% shall be from different areas of law. The candidate shall secure a minimum of 50% marks (45% in case of SC/ST/differently abled candidates) in the entrance test to qualify for the second stage. Candidates equal to three

times the number of available seats will be shortlisted for the second stage, based on the results of the entrance test.

- iv) The candidate should also secure a minimum of 50% marks (45% in case of SC/ST/differently abled candidates) in the evaluation of research proposals and interview/viva-voce to qualify for the final selection.
- v) The Research Advisory Committee will assist the Doctoral Committee in evaluating the research proposals as per the guidelines prescribed by NLUD.
- vi) The decision of the Doctoral Committee in recommending the name of the candidates for admission to Ph.D. programme shall be final. The admissions will be finally approved by the Vice-Chancellor on the recommendations of the Doctoral Committee.
- vii) NLUD has the right to keep the seats vacant if sufficient number of candidates with minimum cut off marks are not available.
- viii) NLUD shall maintain the list of all the Ph.D. candidates on its website on year-wise basis. The list shall include the name of the registered candidates, their topics, name of Supervisors/ Co-Supervisors, date of enrollment/ registration.

6. CATEGORIES OF ENROLMENT:

A. Full-time enrolment

- i) Enrolment for the Ph.D. Degree shall ordinarily be full-time. The candidate shall put in a minimum of three-years residence of which at least 18 months shall be in NLUD. During this period, the candidate may be attached to a supervisor and the candidate may assist the supervisor in teaching at NLUD. After this period, a candidate may be permitted to conduct research work outside NLUD. There shall thus be provision for the candidate to earn credits for research work done outside NLUD.
- ii) Five years shall be the maximum period within which a full time candidate should complete the doctoral research and submit the thesis for evaluation. However, this time period is extendable up to one year in two extensions of six months each, in case the candidate requests in writing for such extension. This is subject to the approval of the doctoral committee on recommendation of the Research Advisory Committee.

B. Part-time enrolment

- i) There shall be provision for part-time enrolment for the Ph.D. Degree. A part-time candidate shall put in a minimum of four years of part-time study, and this

includes the time spent for research at any other place with the permission of the supervisor.

- ii) The part-time candidates shall be in residence in NLUD for at least a total period of two semesters spread over the five-year period. However, persons working at senior level such as a Judge in the High Court / Supreme Court, a senior Advocate in Supreme Court and Judicial Officers (with LL.M. degree and ten years' experience as Judicial Officer) and IAS/IPS/IRS and allied Services Officer (with LL.M. degree and 10 years' experience as IAS/IPS/IRS and allied Services Officer recruited through UPSC) may be exempted from the said residence requirement on the condition that they should complete the certificate course in research methodology within six months after admission.
- iii) Five years shall be the maximum period in which a part-time candidate shall complete the research work and submit it for evaluation. However, this time period is extendable up to one year in two extensions of six months each in case the candidate requests in writing for such extension. This is subject to the approval of the doctoral committee on recommendation of the research advisory committee.

C. Conversion

- i) Conversion from either part-time to full-time or from full-time to part-time will be permitted only with the approval of the Doctoral Committee. All cases of pre and post employment of candidates, including JRF and SRF, will be considered and approved by the Doctoral Committee.

D. Monitoring the Research Work

- ii) In cases of both part-time and full-time enrolment, the supervisor of the candidate shall ensure adequate and constant monitoring of the research work done outside the campus by the candidates by insisting on production of adequate proof of work done.

E. Expiry / lapse of Enrolment:

- i) Enrolment for the Ph.D. shall be deemed to have lapsed after six years from the date of enrolment both in case of full-time candidates and part-time candidates.
- ii) The women candidates and differently enabled candidates (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D., for up to 240 days.

(F) Fellowship Enrolment:²-

Any student selected by the Doctoral Committee will be entitled to apply for fellowships offered in any particular academic year by NLU Delhi subject to fulfillment of eligibility requirements of respective fellowships. Qualifications required for fellowships will be in addition to the regular admission requirements for Ph.D.

7. SUPERVISORS FOR RESEARCH:

- i) Any regular or full time Professor of NLUD with at least five research publications in refereed journals and any regular Associate/Assistant Professor of NLUD with a Ph.D. degree obtained from the Indian or Foreign Universities, and at least two research publications in refereed journals may be recognized as Research Supervisors. Any teacher who is working on a full-time basis at NLUD may be considered for research supervision, subject to fulfillment of all other conditions as per the regulations.
- ii) Provided that in areas/disciplines where there is no or only a limited number of referred journals available, NLUD may relax the above conditions with regard to the number of publications by recording the reasons in writing.
- iii) A Professor of Law who has no Ph.D. Degree can be a supervisor provided the Professor of Law has Minimum 15 years of teaching and research experience.
- iv) A Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Doctoral Committee. The Doctoral Committee may approve the list of such supervisors from time to time and under no circumstances the co- supervisors be appointed as the main supervisor for any candidate.
- v) The Doctoral Committee shall ensure that supervisors are competent to supervise the candidate and also that they be available for supervision for the expected duration of the period of study.
- vi) A candidate shall pursue the programme of study and research as approved by supervisor / supervisors. Such programme shall include the presentation of a thesis embodying the results of the candidate's research work.
- vii) For the award of the degree of Doctor of Philosophy the thesis must form a distinct contribution to the knowledge in the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical analytical power.

²*Inserted by the order of Executive Council on February 28, 2022*

- viii) Within one month of completion of course work and allotment of supervisor, the candidate shall submit the title of the thesis for approval by the supervisor/supervisors. The title approved by the supervisor should not be substantially altered except with the permission of the Doctoral Committee.
- ix) Deleted³
- x) Deleted⁴
- xi) A Research Supervisor/Co-supervisor who is a Professor, cannot guide more than Eight (8) Ph.D. candidates at any given point of time. An Associate Professor as Research Supervisor can guide up to a maximum of (6) Six Ph.D. candidates and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. candidates.
- xii) In case of relocation of a woman candidate due to marriage or otherwise, the research data shall be allowed to be transferred to the university to which the candidate intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to any of the projects secured by the parent institution/ supervisor from any funding agency. The candidate shall give due credit to the supervisor and the institution for the part of research already done.

8. COURSE WORK:

The candidates shall undertake course work for a minimum period of one semester, covering 10 credits. The details are as follows:

- i) Research methodology course/ workshops (4 credits); Advanced level courses focusing on the research area of Ph.D. candidates (2 credits); Teaching Assignments (2 Credits); Status Paper/ Research Paper (2 Credits).
- ii) Candidates possessing M.Phil./ Ph.D. Degree may be exempted from taking the Research Methodology paper in the course work provided they have completed such course earlier.
- iii) The Ph.D. candidate shall obtain a minimum of 55% of marks in all components of the course work in order to be eligible to continue in the programme and submit the thesis. There shall not be any revaluation of the Course Work. However, Ph. D. candidates failing to secure 55% of marks in the course work components may be

³ Deleted by the order of Executive Council on February 28, 2022

⁴ Deleted by the order of Executive Council on February 28, 2022

provided one additional opportunity for securing the minimum marks, within three months from the date of publication of the results.

- iv) All candidates will be required to complete the course work prescribed by the university during the initial one or two semesters. (As per Regulation 7.5 of UGC Regulations, 2016)⁵.

Provided that persons working at senior level such as a Judge in High Court / Supreme Court, a senior Advocate in Supreme Court and Judicial Officers (with LL.M. degree and 10 years' service as Judicial Officer) and IAS/IPS/IRS and allied Services Officer (with LL.M. degree and 10 years' experience as IAS/IPS/IRS and allied Services Officer recruited through UPSC) may be exempted from course work, with the condition that they should complete the certificate course in research methodology within six months of securing admission.

- v) The course work shall be completed within six months from the date of registration. The Ph.D. candidates shall be allowed to continue further research work only after completing the course work as mentioned above.
- vi) The contents of the course work shall be prepared and updated by the Research Advisory Committee from time to time and the same shall be subject to approval by the Vice-Chancellor.

9. TERMINATION OF CANDIDATURE:

- f. If in the opinion of the Research Advisory Committee a candidate's work is not found satisfactory, the candidate may be asked to show-cause why the candidature should not be terminated.
- g. The response of the concerned candidate to the show cause notice shall be considered by the research advisory committee which will give its recommendation to the Doctoral Committee. The doctoral committee may thereon recommend to the Vice-Chancellor that the candidate be allowed to continue with the research or that the candidature be terminated.
- h. After consideration of the recommendations of the Committee, the Vice-Chancellor may either permit the candidate to continue with the research or terminate the candidature or permit the candidate to re-enroll specifying conditions for such re-enrolment.
- i. If the candidate does not respond to the show cause notice, then on the recommendations of the Doctoral Committee, the Vice-Chancellor shall terminate

⁵ Amended by the order of Executive Council on 19th February 2021.

the registration of the candidate and the Registrar shall officially inform the candidate of such termination.

- j. A candidate whose candidature is terminated under this regulation may prefer an appeal to the Academic Council. Such an appeal should be submitted in writing within 60 days from the date of receipt of the order.
- k. The general rules and procedure of NLUD would be applicable in case of conduct and discipline related issues of any candidate and the vice-chancellor in such cases shall be competent to take and recommend appropriate disciplinary action.
- l. The Academic Council on proper examination of the case may either uphold the Doctoral Committee's decision or may reverse such decision or may take any other appropriate decision in this regard.

9(A) Deregistration of candidature⁶

- i) All candidates registered for Ph.D. should submit the interim report every six months duly certified by the supervisor. If they fail to submit two interim reports the candidature will automatically stand cancelled. Such Ph.D candidates will be deregistered and will be required to register again after paying the registration fee.
- ii) All candidates registered for Ph.D. will be required to appear before the Research Advisory Committee once in six months to make a presentation of the progress of their work for evaluation and further guidance in the presence of their supervisors. The report on six-monthly presentations shall be submitted by the Research Advisory Committee to NLUD with a copy to the candidate.

10. EVALUATION / EXAMINATION OF THESIS:

- i) Prior to submission of the thesis the candidate shall submit a draft thesis to the Registrar through the supervisor and make a Pre-Ph.D. presentation before Research Advisory Committee. This forum will be open to all the faculty members and research scholars for providing comments and the same may be suitably incorporated into the draft thesis on the advice of the supervisor.
- ii) Ph.D. candidates shall publish at least one research paper in a referred journal and make two paper presentations in conferences/ seminar before the submission of the thesis / monograph for adjudication and produce evidence for the same in the form of acceptance letter or the reprint.
- iii) The candidate shall be required to submit five copies of the thesis (all the five copies to be retained by NLUD) along with a soft copy on a CD, and 5 copies of summary

⁶ *Inserted by the order of Executive Council on February 28, 2022*

of thesis embodying the results of the candidate's research work to the Registrar. The summary shall not be more than 3000 words. The length of the thesis shall conform to the requirements as prescribed by the Doctoral Committee. The copies of the Ph. D. thesis should be submitted as per the format prescribed by NLUD.

- iv) The thesis shall be in English and shall be the result of candidate's own work attaining a satisfactory standard of scholarly presentation.
- v) While submitting for evaluation, the thesis shall have an undertaking from the candidate that there is no plagiarism and that the work has not been submitted for the award of any other degree of the same institution where the work was carried out, or to any other institution. Proper plagiarism check shall be conducted as per NLUD policies.
- vi) The evaluation / examination of the thesis shall be to assess the candidate's contribution arising out of research on the topic of the thesis not including any work which forms part of the candidate's work for the award of any other degree successfully completed at NLUD or elsewhere. The candidate shall clearly indicate in the thesis the nature and extent of the candidate's scholarly contribution. The entire process of evaluation of thesis would be attempted to be completed within a period of six months from the date of submission of the thesis.
- vii) Before a candidate submits the thesis, the supervisor must be satisfied that the thesis conforms to the requirements of the Ph.D. regulations and a certificate to this effect from the supervisor shall accompany the thesis when it is submitted. If the supervisor does not so certify, the doctoral committee on the recommendation of Research Advisory Committee shall take appropriate measures.
- viii) After submission of the thesis by the candidate, the Vice-Chancellor from the recommended panel of examiners recommended by its Supervisor shall appoint two external examiners, of whom one may be from outside the country. A panel of Minimum of five examiners has to be provided by the supervisors.
- ix) The examiners shall submit a report in the prescribed format to NLUD, giving their assessment of the thesis and their recommendations as to whether the degree shall or shall not be awarded to the candidate. In the examiners' assessment if the thesis does not qualify for the award of the degree the examiners shall indicate whether additional work should be undertaken by the candidate or whether the thesis should be rejected outright.
- x) If both the examiners unanimously recommend the award of the degree, Research Advisory Committee shall organise a viva-voce examination of the candidate and the same shall be conducted by one of the two examiners who evaluated the thesis. On successful completion of viva-voce examination, the candidate may be given a

Provisional Certificate specifying that the viva-voce examination has been completed successfully. The report of viva-voce would be submitted to the doctoral committee for its recommendation. The recommendation of the Doctoral Committee will be placed before the Academic Council/ Executive Council.

- xi) Where a thesis fails to obtain the unanimous recommendation of both the examiners, the thesis shall be sent to another external examiner in the approved panel of examiners. The viva-voce will be conducted only if the report of the third external examiner is satisfactory.
- xii) In cases wherein the viva-voce examiners do not recommend the award of degree, the Doctoral Committee may decide:

- vii) to recommend that the degree be not awarded to the candidate;

or

- viii) to recommend that the candidate undertake additional work on the thesis and submit a revised thesis within a specified period;

or

- ix) to take such action as deemed appropriate before making a recommendation, provided that in making its recommendations the Doctoral Committee shall be guided by the opinion of the majority of examiners.

- xiii) A candidate who is required to re-submit a revised thesis for evaluation / examination shall be re-enrolled for a period of not more than six months prior to resubmission. Only one re-submission may be permitted. The re-submitted thesis shall go through the evaluation process as specified under Regulation 9 (i) to (xii). If the re-submitted thesis also fails during the evaluation process, no further resubmission shall be allowed.

- xiv) If a candidate fails to defend the thesis at the viva-voce examination, the candidate may be given one additional opportunity to defend the thesis and it shall be final.

- xv) A copy of the thesis shall be deposited in the library which shall be available for consultation by others either on loan or photocopying.

Provided that, in exceptional cases, the Doctoral Committee, on the application of the candidate and on the recommendations of the supervisor, determine that it shall not be made available for consultation by others until after the expiry of a period, and it shall not ordinarily exceed one year.

- xvi) NLUD shall submit a soft copy of the Ph.D. thesis to INFLIBNET within a period of thirty days of completion of the evaluation process.

11. POWER TO REMOVE DIFFICULTIES:

Subject to the provisions of the UGC Ph.D. Regulations, the Vice Chancellor, NLU D is authorised to remove any difficulties in the implementation of these regulations. Any such measures taken by the Vice Chancellor will be placed before the Doctoral Committee for information.

(Revised fee structure approved by E.C. Reso. No.1.6 dated 14.10.2022)

PH.D. PROGRAMME

A) INDIAN NATIONALS

PARTICULARS	FULL-TIME	PART-TIME	FELLOWSHIP AWARDED BY NLU DELHI
Registration Fee (At the time admission)	Rs.10,000.00	Rs.30,000.00	*EXEMPTED
Course work Fee/Tuition Fee (at the time of admission)	Rs.50,000.00	Rs.1,50,000.00	
Annual Fee (Every Year from the 1st year onwards)	Rs.50,000.00	Rs.1,50,000.00	
Fee for Final Presentation/Evaluation (at the time of submission of Ph.D. Thesis)	Rs.50,000.00	Rs.50,000.00	
Library Security Deposits	Rs.15,000.00	Rs.15,000.00	
Re-Registration fee-in case of deregistration of scholar	Rs.25,000.00	Rs.25,000.00	

*FELLOWSHIP AWARDED BY NLU DELHI TO PH.D. SCHOLARS

The fellowship covers all academic expenses (consisting of tuition, coursework fee, computer, library, placement, and alumni fees etc.) and living expenses (boarding and lodging etc.). In addition, students from their first year to 3rd year are entitled to a monthly stipend to be decided by the NLU Delhi from time to time.

B) FOR FOREIGN NATIONALS

PARTICULARS	PART-TIME CANDIDATE / FULL TIME CANDIDATE
Registration Fee (at the time of admission) SAARC Countries Candidates - USD 2500 Non-SAARC Countries - USD 5000	Conversion rate will be notified at the time of deposit of fee from time to time
Course work Fee (at the time of admission)	

PARTICULARS	PART-TIME CANDIDATE / FULL TIME CANDIDATE
SAARC Countries Candidates - USD 2500 Non-SAARC Countries - USD 5000	
Annual Fee USD 2000 (Every Year from the 1st year onwards)	
Fee for Final Presentation/Evaluation (at the time of submission of Ph.D. Thesis)	Rs.50,000.00
Library Security Deposits	Rs.15,000.00
Re-Registration fee-in case of deregistration of scholar	Rs.25,000.00

GUIDELINES FOR PARTICIPATION OF FACULTY & STUDENTS AT INTERNATIONAL AND NATIONAL CONFERENCE

(Approved by Executive Council vide item No.15 of its meeting held on 28.08.2010)

NOTE

The University proposes to suggest the following guidelines for participation of faculty and students at international seminars and workshops.

FACULTY

1. *The University would support the faculty participation in international seminar/conference once in two years subject to availability of funds and two national seminars/conferences in an academic year. The faculty can avail at the maximum of one week leave for each seminar during the academic session. The condition of one week leave is not applicable during the vacation time.
2. The University will pay economy airfare and the admissible allowances as per T.A. Regulations.
3. The faculty has to submit the abstract including the final paper along with the participation certificate.
4. The teacher will make presentation to the faculty / student after participation at the conference / seminar.
5. The application along with the letter of invitation & acceptance of the paper should be submitted to the Vice-Chancellor, who will permit and approve the participation.

STUDENTS

1. The University supports 50% of economy airfare for one student participating in an international seminar, conference or workshop in an academic year. It also supports 50% of travel by train 3rd AC for participation of students in two national seminars in an academic year.

2. The students have to submit the abstract including the final paper along with the participation certificate. The invitation has to be addressed in the name of the University.
3. The students can avail at the maximum one week academic leave on each occasion during the academic session to participate in any seminar or workshop at international or national level.
4. The application along with the letter of invitation & acceptance of the paper should be submitted to the Vice-Chancellor, who will permit and approve the participation. In case if more than one student is presenting a paper in a seminar, the University would support the travel of only one student. The students have to bear all other expenses including accommodation and living expenses.
The students would get the attendance for the actual travel period for participation in the seminar during the academic session.

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*Amended vide item No.3.5 of the Executive Council meeting held on 20.08.2011

NATIONAL LAW UNIVERSITY DELHI

Sector 14, Dwarka New Delhi -110078

REGULATIONS FOR CONDUCT OF CONVOCATION

(Approved by Executive Council vide item No.2.5 of its meeting held on 14.06.2013)

1.0 GENERAL REGULATIONS

- 1.1.** A Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually at Delhi on the date fixed by the Vice-Chancellor with consent of the Chancellor.
- 1.2** Academic Council and Executive Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.
- 1.3** The Chancellor shall confer the Degree of Doctor of Philosophy (Ph.D), Degree of Master of Laws (LL.M), Degree of B.A., LL.B (Hons.), Diploma and other degrees on students.
- 1.4** If not less than two-thirds of the members of the Academic Council recommend that a honorary degree or academic distinction be conferred on any person on the ground that he is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such degree or academic distinction , the Governing Council may, by a resolution, decide that the same be conferred on the person recommended (Section 27 of NLU Delhi Act, 2007)
- 1.5** Provided that the Vice Chancellor may provide a degree in advance of the Annual Convocation to students proceeding to the Universities abroad for further studies, or in any other situation where considered essential.
- 1.6** The Degree Certificates shall be signed by the Vice-Chancellor and the Chancellor.
- 1.7** The Academic Council and Executive Council shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.

1.8 Special Convocations for conferring degrees or for other purposes may be held on the date fixed by the Vice-Chancellor with consent of the Chancellor.

2.0 ORDER OF PRECEDENCE

2.1 The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:

The Chief Guest, the Visitor, the Chancellor, the Vice-Chancellor, the members of the Governing Council, Executive Council and Academic Council and Registrar shall proceed in procession to the venue of Convocation in the following order:

	Registrar	
Chief Guest		Visitor
	Guest of Honour	
Chancellor		Vice-Chancellor
Person(s) being conferred Honoris Causa Degree		
Members of Governing Council		
Members of Executive Council		
Members of Academic Council		

2.2 In case of other distinguished dignitaries present precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.

2.3 The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation.

3.0 ACADEMIC COSTUMES:

3.1 The Academic Costumes shall be worn at the time of convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be as under:

- | | | |
|-----|-------------|---|
| (i) | Chief Guest | Gown maroon velvet with heavy golden embroidery with 4'' golden lace with university logo |
| | | Cap maroon velvet motarband golden tassell |

- | | | |
|--------|------------------------------|---|
| (ii) | Visitor | Gown maroon velvet with heavy golden embroidery with 4'' golden lace with university logo |
| | | Cap maroon velvet motarband golden tassell |
| (iii) | Chancellor | Gown maroon velvet with heavy golden embroidery with 3''golden lace with university logo |
| | | Cap maroon velvet motarband golden tassell |
| (iv) | Vice Chancellor | Gown maroon velvet with golden embroidery with 3''golden lace with university logo |
| | | Cap maroon velvet motarband golden tassell |
| (v) | Guest of Honour | Gown maroon velvet with 3'' golden lace with university logo |
| | | Cap maroon velvet motarband golden tassell |
| (vi) | Members of Governing Council | Gown maroon silk with 2'' golden lace |
| | | Cap maroon silk motarband golden tassell |
| (vii) | Members of Executive Council | Gown maroon silk with 2'' golden lace |
| | | Cap maroon silk motarband golden tassell |
| (viii) | Members of Academic Council | Gown maroon silk with 2'' golden lace |
| | | Cap maroon silk motarband golden tassell |
| (ix) | Recipient of Honorary Degree | Red superior velvet with embriodary with 3'' golden lace |
| | | Cap,- mortar board with golden lace and tassell with university logo |

- | | | |
|-----|-----------|---|
| (x) | Registrar | Gown velvet with golden embroidery with 2” golden lace with university logo |
| | | Cap maroon velvet mortarband golden tassell |

Costumes for Graduates

(i) Post Graduate and above Level Programmes

- | | | |
|-----|------|---|
| (a) | Ph.D | Red gown with yellow silk facing
Hood - red with silver grey
Caps - red silk mortarband with red silk tassell . |
| (b) | LL.M | Gown - Black

Hood - Blue

Academic cap - Black mortar board with black silk tassell. |

(ii) Graduate, Diploma and other Programmes:

- | | | |
|-----|------------------------------------|---|
| (c) | B.A., LL.B
(Hons.) | Gown – Black

Hood – Maroon

Academic cap - Black mortar board with black silk tassell. |
| (d) | Diploma
and other
Programmes | To be decided by the Vice-Chancellor |

4.0 INSTRUCTIONS FOR THE CANDIDATES:

4.1 Candidates must appear in the prescribed academic dress.

4.2 A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal may not be admitted at the Convocation.

4.3 Candidates who are unable to attend the Convocation must inform the Registrar/Convener of the Examinations well in advance. Such candidates will be admitted to the degree in absentia in accordance with the Regulations prescribed from time to time.

4.4 The candidates who fail to attend the Convocation or wish to have their degree in absentia shall pay a fee of Rs. 500/- to the University by means of Demand Draft drawn in favour of the Registrar, National Law University Delhi before they are admitted to the degree. Their degree certificates will be mailed by Registered Post/Courier after the Convocation.

5.0 Annual Convocation and Presentation of the Candidates

5.1 On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

5.2 The Proceedings of the Convocation shall begin with the recitation of “National Anthem.”

5.3 The Vice-Chancellor will give the Welcome Address and present the brief report of the activities of the University.

5.4 The **Vice-Chancellor** will seek the consent of the Chancellor to declare the Convocation open in the following words:

"Hon'ble Chancellor, National Law University, Delhi, I have the honour to request you, Sir, to declare the First Annual Convocation open".

5.5 The **Chancellor** will declare the Convocation open in the following words: **"I declare the Convocation Open."**

5.6 The candidates who are to be awarded the degrees at the Convocation shall be presented in the following order:

(a) Degree of Doctor of Laws (Honoris Causa): The Vice Chancellor shall welcome the distinguished recipient/s who will be receiving the Honorary Degree, the Degree of Doctor of Laws (Honoris Causa) and request the Chancellor to Confer the Honorary Degree in the following words:

“Sir, I have the honour to present the recipient/s of the Degree of Doctor of Laws (Honoris Causa) who have been duly recommended

by the Academic Council, the Executive Council and Governing Council as fit and proper person to receive the Degree of Doctor of Laws (Honoris Causa) to which I pray that he may be admitted.

The recipient/s for the Degree of Doctor of Laws (Honoris Causa) will then stands forward.”

After so presenting, the Registrar reads out the CITATION of the recipient/s of the Honorary Degree.

The CITATION will then be presented to the recipient(s) by the Chancellor. On presentation of the CITATION, the **Chancellor** says:

“By virtue of the authority vested in me as the Chancellor, National Law University, Delhi, I admit the recipient(s) to the Degree of Doctor of Laws (Honoris Causa)”.

The Vice-Chancellor then hands over the Degree to the Chancellor along with Gown, for being presented to the recipient(s). The latter proceeds to the Chancellor, and receives the Degree.

After receiving the Degree, the recipient(s) will deliver a brief acceptance speech. At the end of the speech, he proceeds to his seat and resumes the same.

(b) Doctor of Philosophy (Ph.D.): The Vice Chancellor shall present to the Chancellor the candidates receiving the Degree of Doctor of Philosophy (Ph.D) in the following words:

“Sir, I have the honour to present to you the candidates for the Degree of Doctor of Philosophy (Ph.D.). They have been found qualified for the Degree of Doctor of Philosophy (Ph.D.) to which I pray they may be admitted. Candidates taking the Degree of Doctor of Philosophy (Ph.D.) will please stand forward”.

The candidates taking the Degree of Ph.D. will stand at their seats, bow to the Chancellor and remain standing.

When the candidates are so presented, the **Chancellor** shall say to the candidates:

“By virtue of the authority vested in me as the Chancellor, National Law University, Delhi, I admit you to the Degree of Doctor of Philosophy (Ph.D.) in this University”.

All the candidates standing, the **Chancellor** puts to them the following question:

"Do you sincerely promise and declare that, if admitted to the Ph.D. Degree for which you are candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as worthy members of this University?"

The Ph.D. candidates will collectively answer:

"I do promise".

The candidates receiving the Ph.D. Degree will then proceed to the dias and receive the Degree from the Chancellor when their names are called by the Registrar, receive the Degree, bow and return to their seats.

(c) Master of Laws (LL.M.) The Registrar then presents to the Chancellor the candidates taking the Degree of Master of Laws (LL.M.) 'in person' as well as 'in absentia' in the following words:

"Sir, I have the honour to present to you the candidates for the Degree of Master of Laws (LL.M.) whose names are set out in the list. They have been found qualified for the Degree of Master of Laws (LL.M.) to which I pray they may be admitted. Candidates taking the Degree of Master of Laws 'in person' will please stand forward".

The candidates taking the Degree of LL.M. 'in person' will stand at their seat, bow to the Chancellor and remain standing.

When the candidates are so presented, the Chancellor shall say to the candidates:

"By virtue of the authority vested in me as the Chancellor, National Law University, Delhi, I admit you, as also the candidates 'in absentia' to the Degree of Master of Laws (LL.M.) in this University".

All the candidates standing, the Chancellor puts to them the following question:

"Do you sincerely promise and declare that, if admitted to the LL.M. Degree for which you are candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as worthy members of this University?"

The LL.M. candidates will collectively answer:

"I do promise".

The candidates receiving the LL.M. Degree 'in person' will then proceed to the dias and receive the Degree from the Chancellor when

their names are called by the Registrar, receive the Degree, bow and return to their seats.

Thereafter the Registrar will also read out the names of candidates receiving the Degree 'in absentia'.

(d) Bachelor of Laws (Honours), B.A., LL.B. (Hons.)

The Registrar then presents to the Chancellor, the candidates taking the Degree of Bachelor of Laws (Honours) [B.A., LL.B. (Hons.)] 'in person' as well as 'in absentia' in the following words:

"Sir, I have the honour to present to you the candidates for the Degree of Bachelor of Laws (Honours) [B.A., LL.B. (Hons.)] whose names are set out in the list. They have been found qualified for the Degree of Bachelor of Laws (Honours) [B.A., LL.B. (Hons.)] to which I pray they may be admitted. The candidates taking the Degree of B.A., LL.B. (Hons.) 'in person' will please stand forward".

The candidates taking the Degree of B.A.,LL.B. (Hons.) 'in person' will stand at their seats, bow to the Chancellor and remain standing.

When the candidates are so presented, the Chancellor shall say to the candidates:

"By virtue of the authority vested in me as the Chancellor, National Law University, Delhi, I admit you, as also the candidates 'in absentia' to the Degree of Bachelor of Laws (Honours) [B.A., LL.B. (Hons.)] in this University".

The candidates receiving the B.A.,LL.B.(Hons.) Degree 'in person' will then proceed to the dias and receive the Degree from the Chancellor when their names are called by the Registrar, receive the Degree, bow and return to their seats.

Thereafter the Registrar will also read out the names of candidates receiving the Degree 'in absentia'.

(e) AWARD OF MEDALS: The Vice Chancellor will present to the Chief Guest, the candidates awarded Medals in the following words:

Sir, I have the honour to present to you the candidates for the award of Medals instituted by various Endowments in Bachelor of Laws (Honours) [B.A., LL.B. (Hons.)] and Mater of Laws (LL.M) whose names are set out in the list. They have been found qualified for the

award of Medals. The candidates receiving Medals will please stand forward".

Registrar will read out the names of the candidates receiving the Medals. The candidates will proceed to the dais, bow, receive the Medals from the Chief Guest, bow again and return to their seats.

5.7 The Vice Chancellor then requests the Chancellor to deliver the address.

5.8 The Vice Chancellor will invite the Chief Guest to deliver the Convocation Address.

5.9 The Vice Chancellor shall request the Chancellor to declare the Convocation be closed in the following words:

"Hon'ble Chancellor, Sir, I have the honour to request you to declare the Convocation closed."

The **Chancellor** declares:

"I declare the Convocation closed."

5.10 The Proceedings of the Convocation shall be closed with the recitation of "National Anthem."

5.11 The Procession will leave in the reverse order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

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NATIONAL LAW UNIVERSITY, DELHI

Sector 14, Dwarka, New Delhi -11078

REGULATIONS FOR THE AWARD OF THE GOLD MEDALS

(Approved by Executive Council vide item No.2.4 of its meeting held on 14.06.2013)

1. The selection for the award of the Gold Medals shall be made on the basis of recommendations made by a Committee and approved by the Vice-Chancellor.
2. The Committee shall be appointed by the Vice-Chancellor from time to time. It shall comprise of five members to be nominated by the Vice-Chancellor.
3. **Ineligibility:**
The Students who have failed at any time in any course and taken the Repeat Examination or who have been given punishment of any nature as a disciplinary measure shall be excluded from consideration for the award of the Medal.
4. In respect of Gold Medals in individual subjects, the student securing highest marks in that subject will receive the medal. In case, two or more students receiving the same marks, the committee will consider their performance in academic and co-curricular activities.
5. In respect of the Gold Medal to be awarded to the First Position in the annual examination/Best Student or overall excellence/Best Woman Student of Final Year/Best All Round Boy Student and Best All Round Girl Student, a list of top five students among the eligible candidates who have secured the highest CGPA shall be furnished to the Committee. From out of the short listed five students, the Committee shall collectively recommend the Best Student who deserves the award of the concerned Gold Medal. The decision of the Vice-Chancellor shall be final. The norms on which the selection is finally made is to be determined by the Committee itself. However, all round involvement in academic, co-curricular, S.B.C., Hostel and related activities and the time devoted thereon shall be a legitimate consideration if that student comes in the five selected on CGPA basis. Conduct, character and disciplinary behavior will also govern the final choice.
6. The Committee while deciding medal for Overall Excellence and Best Student/Student of the Year will give proper weightage to various factors such as Marks Scored in All the Subjects, International Moots, National Moots, and Literary Debates etc.

National Law University ,Delhi
Sector-14, Dwarka , New Delhi-110078

Regulation regarding exchange of students with Foreign universities

(Approved by Executive Council vide item No.2.9 of its meeting held on 31.12.2011)

1. The exchange programme will only be opened to IVth and Vth year undergraduate students , LL.M and Ph.D students.
2. The Exchange programme will be carried out by a faculty committee duly constituted by the Hon'ble Vice –Chancellor from time to time
3. Eligible students for exchange programme as mentioned above can submit their application indicating the choice of their university to the committee constituted by the Vice-Chancellor.
4. The application should include the details of the students along with their CGPA or grade sheet along with a statement of purpose indicating the reason for participating in the exchange programme.
5. The names of the selected students for exchange will be forwarded to the vice-Chancellor by the exchange programme committee for his final approval.
6. Students and not the university will not bear any financial liability for the exchange programme.
7. All credited courses attended by the students while in a foreign university will finally be added to the CGPA requirement to get a BA, LL.B (Hons.) or LLM Degree.
8. Disciplinary proceedings pending or even disciplinary action taken against any student will not be allowed to participate the exchange programme.

National Law University, Delhi

APPLICATION FOR EXCHANGE STUDENTS

Sl. No.	Particulars	
1	Name of Applicant (in bold letters)	
2	Sex	
3	Date of Birth & Age	
4	Address for correspondence with Mobile / telephone number and Emaild	
5	Name & Address of the University	
6	Contact details of the International Exchange Program Coordinator of NLU and the Foreign Partner of NLU	
7	Nationality (copy of the passport to be attached)	
8	Class in which studying	
9	The period of exchange at a Foreign University (tick the appropriate box/es)	Ist Semester
		IInd Semester
		Ist August to 15 th December Ist Feb to 15 th June
10	Total number of credits proposing to exchange at a Foreign University with NLU Delhi	
11	Signature & Seal of the authorities incharge of the Exchange Program	
12	Whether accommodation is required on Campus	

HOSTEL REGULATIONS

(Approved by Executive Council vide item No.18of its meeting held on 11.08.2008)

The National Law University is a residential University. All students are required to stay in the University Halls of Residence. There are separate Halls of Residence for girls and boys. The administration of the Halls of Residence is the direct responsibility of the Resident Wardens.

General Administration and Disciplinary Proceedings

The collegium of the Wardens will co-ordinate the activities, resolve conflicts if any and manage the corporate life in the Halls of Residence. The University insists on a very high standard of discipline from the students befitting the status and reputation of the University. It is the duty of every resident to maintain integrity of character and observe high standards of discipline set by the University. The Wardens initiate disciplinary proceedings in cases of violation of hostel regulations.

Appeal against the decision of the Warden shall lie to the collegium whose decision is ordinarily final. However the final appeal against the collegium's decision may be preferred to the Vice-Chancellor. The power of expulsion vests with the Vice-Chancellor.

New Regulations or amendments to the existing Regulations would be formulated by the collegium of the Wardens in consultation with the Student Bar Council whenever required.

CODE OF CONDUCT

Ragging

Ragging is strictly prohibited on campus. Any case of ragging should be brought to the notice of the authorities. Anyone indulging in ragging is liable to disciplinary action including rustication from the University and to criminal prosecution under the relevant laws, rules and regulations and the Indian Penal Code.

U.G.C. Directives defining and prohibiting ragging are as follows:

7. Definition of Ragging:

Ragging includes displays of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which cause him/ her shame or embarrassment or danger to his/ her life or limb, or indulging in eve teasing.

8. Prohibition or Ragging:

Ragging within or outside the educational institution

9. Penalty for ragging:

Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside any educational institution shall be suspended expelled or rusticated from the institution and shall also be liable to fine which may extend to Rs.10,000/- . The punishment may also include cancellation of admission, ii) suspension from attending classes iii) withholding/ withdrawing fellowship/ scholarship and other financial benefits, withholding or cancelling the results.

Provided that except suspension a student may be expelled only after an opportunity of hearing is given to such student. The inquiry in this regard shall be completed within a period of two weeks.

Provided further that if such ragging takes place during the course of any test or examination, such student may be permitted to undertake the test of examination but the result shall be subject to any decision which may be taken in that regard. Suspension may be resorted forthwith having regard to the nature of the complaint made or information received by the Head of the Institution or from a Warden of any hostel or member of the Proctorial staff or any other person. The decision to suspend or expel or other punishment shall be taken by the Head of the Institution.

10. Deemed abetment:

If any member of the staff responsible for the management of the institution or its hostels **willfully*** neglects to take action, shall be deemed to have abetted ragging. In such a situation, disciplinary action may be taken against such member of the staff.

11. Undertaking:

Every student shall give an undertaking in writing to the Head of the Institution at the time of admission or commencement of the academic session every year to the effect that he/ she shall neither indulge himself/herself or instigate any other student in ragging or create nuisance to the academic atmosphere of the institution.

12. Head of the institution shall be responsible to take immediate action on receipt of the complaint/ information about any instance of ragging and shall dispose of the complaint expeditiously, not exceeding two weeks. The inquiry may be conducted by the Head of the Institution/ Warden of the Hostels should immediately lodge an FIR in respect of offences regarding which action may be taken under the Indian Penal Code. The aforesaid action would be in addition to and not in lieu of the disciplinary action which may be taken by the institution.

*added by E.C. while confirming the Minutes vide item No.1 dated 27.02.2009

Tobacco, liquor, drugs, narcotics etc.

Possession and consumption of tobacco, liquor, drugs, narcotics etc. is prohibited on campus. Anyone found in possession of or consuming or abetting consumption of tobacco, liquor, drugs and narcotics or any other prohibited drug is liable to punishment including rustication from the University.

Decorum and Dress Code:

Students are expected to behave in a decorous manner with fellow students in general and with students of the opposite sex in particular, on and outside the campus. In decorous behaviour with students, Administrative staff or Faculty will be seriously viewed. Students must wear University Uniform on Tuesdays and where required by the University. Students are expected to dress decently on and outside the campus.

Health Care

The University has a Health Centre on Campus. The Doctor regularly visits the campus in the evenings except on Sundays and gazette holidays.

Laundry Services

A washer man comes every alternate day to the respective Halls of Residence between 7.30 and 8.30 a.m. to collect clothes for washing and ironing. The tariff is decided by the University and the residents are to pay as per decided rates. The rate list notified on the Notice Board and is also available with the Wardens of the respective Halls of Residence.

Travel Concessions

The travel concession to the students is available only to and from the University to the place of residence for the vacation as notified in the academic calendar and to travel for academic programmes representing the University. The Assistant Registrar sign applications for railway/air concessions.

Visiting Hours

Parents/local guardians may visit their wards on Saturdays after lunch and on Sundays and gazette holidays. They are requested to meet their wards in the common hall of the Halls of Residence and not in their rooms. No visitor is allowed after 8.00 p.m. No other visitor except the parents and the local guardian will be allowed to meet the student. Any other person visiting the student shall bring a letter of authorization from the parent of the student. The name, address and the contact number of the parents and local guardian should be furnished in the form provided during admission. It is not mandatory to have a Local Guardian. The parent signing the form should attest the local guardian's photograph and signature. A non-local resident is permitted to have only one local guardian. Parents are requested to co-operate in strictly observing the

above said Regulations. Male students of the University are not permitted to enter the Halls of Residence for Girls and Girl students are not allowed to enter the Halls of Residence of Boys.

Damage to Hostel/University Property

Any damage to the property of the University will be severely dealt with. Anyone damaging any property in the University or the Halls of Residence is liable to punishment which may include fine, suspension from hostel or even from the University. The cost of the damaged property shall be recovered from the inmate(s) guilty of the damage to such property.

Leave from Halls of Residence

Residents may be permitted weekends off from Saturday 2.00 p.m.–Sunday 7.00 p.m. The residents should apply for leave of absence to the Warden during tea break or after classes only. Residents going out for the day on Sundays and gazette holidays may make an entry in the movement register kept at the main gate Security desk. Students are strictly advised to take permission on Saturday during tea break or after classes for Sunday night out as well. Students should return to campus by 6.30 p.m. from March to September and at 6.00 p.m. from October to February. Any application for leave of absence from the Halls of Residence shall be made only to the Warden. In case of absence of the Warden of the Halls of Residence for Boys, the inmates should take permission from the Warden of the Halls of Residence for Girls and vice versa. In case of absence of both the Wardens the inmates should take permission from the person authorised. **Application made to any other person shall not be entertained under any circumstance.** Students are generally not permitted to take leave during working days. In exceptional cases, parents should send a written request addressed to the Registrar/Chief Warden and only on his approval, Wardens grant leave from Halls of Residence. In such cases students will not be granted attendance credit.

Hostel Timings

The Halls of Residence will be closed at 9.00 p.m.

Dos and Don'ts

Students should restrict the volume of their music system so that no disturbance is caused to the inmates. Food or utensils from the dining hall shall not be taken to the Halls of Residence. However in case of a resident falling sick, permission must be taken from the Warden for taking food to the resident's room. The utensils should be returned immediately. Inmates are not allowed to keep pets in the Halls of Residence. They are not allowed to keep and use vehicles. Use of electrical appliances like air conditioner, heater iron and refrigerator is not allowed. Those who want to use any electrical appliances like tea-maker, iron, room cooler are required to take prior permission from the Warden and pay tariffs as decided by the administration. Those found using electrical appliances without permission would have to pay a fine of Rs.500/-.

Residents should maintain cleanliness in the bathrooms

Complaint regarding electricity, water works, etc. may be entered in the Maintenance/Complaint Register kept in the hostel office for the purpose. The Halls of Residence will be maintained and cleaned by the University Halls of Residence Staff/House Keeping Services provides. However, the residents have to clean their own rooms. Students are strictly advised not to keep valuables and not more than Rs. 500/- at a time with them. In case of unavoidable circumstances the excess cash may be deposited with any Faculty member or the Warden. Residents are advised to use locks with triplicate keys of which one has to be deposited at the Warden's office. This is to avoid breaking of locks or latches in case of loss of keys. The University will not be responsible for loss or damage of the resident's belongings and will not entertain any allegation of theft against hostel staff or inmates.

- **Students are advised not to visit the residence of Wardens except in case of emergency.**
- In case of medical emergency the University Vehicle may be provided on payment basis at the rate of Rs. 6/- per K.m.
- University alumni will not be accepted as local guardians of students.
- Any celebration or party shall be conducted in the Dining Hall only with prior written permission from the Vice-Chancellor or Registrar and a copy to the Wardens.
- Students are not allowed to use Mobile phones in the academic block, Administration Block, Library and Internet Centre.
- Wardens will be available to discuss hostel matters with student representatives every Friday between 4.00 p.m. and 4.30 p.m. in their office.

NATIONAL LAW UNIVERSITY, DELHI

LIBRARY

LIBRARY REGULATIONS

(Approved by E.C. vide Reso. No.2.9 dated 11.08.2015)

1. ABOUT LIBRARY

1.1 Objective

NATIONAL LAW UNIVERSITY, DELHI established in 2008 by Act No.1 of 2008 of Govt. of National Capital Territory of Delhi and with the initiative of High Court of Delhi. The name of the Library of the University is after the name of Justice T.P.S. Chawla Library. Justice T.P.S. Chawla Library promotes and fosters excellence in legal education and scholarship. The Mission of the library is to support the research and educational endeavors of students and faculty by organizing and disseminating legal and law related information.

1.2 Resources of the Library

The National Law University Library has developed its collection material in variety of formats, including Print, Online and CD-Rom. The Library has developed a collection of Primary and Secondary resources such as Case Law, Constitution, Legislation, Reporting Journals, Parliamentary Proceedings, Treaties, Academic Journals, Judicial & Administrative Decisions, Indian & Foreign Books and other resources related to National and International information in print as well as digital form. Library collection includes law and general books, law encyclopedias, law dictionaries, central as well as state governmental legislation, reports, treaties and other relevant document required by the clientele of the Library.

1.3 Electronic Resources

The Library of National Law University, Delhi has established an *Online Legal Resource Centre* with more than 20 computers terminals and heavy duty printers with Wi-Fi technology. The Library is equipped with internet based services for retrieval of legal databases like West Law, Jstor, LexisNexis, HeinOnline, e-Hart, Manupatra, S.C.C., A.I.R. (InfoTech), Corporate Law Adviser and other legal material from public domain. *Online*

Public Access Catalogue (OPAC) of library is also available for fast and accurate search of Library collection. The Library subscribes electronic books of reputed publishers like Oxford University Press, Cambridge University Press, Hart E-Books, Taylor & Francis E-Books and Archival Collection of Books at HeinOnline.

1.4 Procurement and Collection Development Policy of Library Document including Print, Digital and Other Documents

A Library Committee under the chairmanship of the Vice Chancellor is constituted for procurement of variety of documents (books/ journals/ electronic resources and any other item) for Justice T.P.S. Chawla Library. The Library Committee consists of Faculty Members of the University. The books/ journals/ electronic resources and any other item recommended by the students, faculty members, research scholars and the list of latest books submitted by the publishers are considered and reviewed by the Library Committee for procurement.

1.5 Services of the Library

Justice T.P.S. Chawla library is committed to provide dedicated services to its clientele. Its services constitute dealing with the following assistance activities to its Patterns: -

1. Reference/Referral Services
2. Current Awareness Services
3. SDI/Current Content Services
4. Online Cataloguing Search Services (OPAC)
5. Borrowing Books Facility
6. Computer Assisted Legal Research Services
7. E-mail Alert Services
8. Bibliography Services (photocopy and print out)
9. Press Clippings Services

2. LIBRARY HOURS/TIMINGS

Library shall be open as under:-

	Days	Timing*
Full Session	Monday to Saturday Sunday & Holidays	8.00 AM to 12.00 PM 10.00 AM to 5.00 PM

Session Break	Monday to Saturday Sunday & Holidays	9.00AM to 7.00 PM 10.00 AM to 5.00 PM
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**Subject to change with the approval of University Authorities.*

The Library will remain closed on National Holidays.

3. ADMISSION TO THE LIBRARY

- 3.1 Every member/user entering the library shall sign and fill the necessary information in Visitor Register kept at the entrance.
- 3.2 Library Cum Identity card is to be shown at entrance or counter when required.
- 3.3 Any personal documents and belonging shall not be allowed inside the Library
- 3.4 Eatables are not allowed inside the Library.
- 3.5 All readers/users shall maintain silence within library premise and shall observe all the Regulations of Library.

4. MEMBERSHIP/BORROWING

- 4.1 Students of University
- 4.2 Academic and Teaching staff of University
- 4.3 Special members with the permission of competent Authority

5. LOAN PRIVILEGE TO THE MEMBERS OF THE LIBRARY

- 5.1 The Library counter remains open form 10.00 AM to 7.00 PM form Monday to Saturday.
- 5.2 Students should produce their Bar-Coded Identity Card for all transactions in the Library documents.
- 5.3 The user shall get the document issued from the circulation counter.
- 5.4 The user shall be responsible for loan documents issued on his/her account. The document(s) issued on individual accounts is non-transferable.
- 5.5 No library documents shall be issued during vacations.
- 5.6 Books on Loan shall be returned on due date from date of issue.
- 5.7 Identity-cum-Library Cards are non transferable.
- 5.8 Books/Documents from reference collection shall be issued on special permission.
- 5.9 Renewal of books will only be done if not reserved by other members.
- 5.10 Books can be renewed twice for three days in case of no reservation.
- 5.11 Library document /book on loan could be recalled before due date of return.

5.12 Patrons shall be privileged borrowing library documents as per table mentioned below:

<i>Category</i>	<i>General Section</i>	<i>Loan Period</i>	<i>Reference Section</i>	<i>Loan Period</i>
<i>Faculty</i>	15	Semester	03	One Week
<i>Research Associate</i>	08	Semester	-	-
<i>Project Officer</i>	08	Semester	-	-
<i>Students (B.A., LL.B.)</i>	02	03 Days	-	-
<i>Student (LL.M.)</i>	04	10 Days	-	-
<i>Research Scholar (Ph.D.)</i>	06	10 Days	-	-
<i>Students (Post Graduate Diploma)</i>	02	07 Days	-	-
<i>Foreign Exchange Students</i>	02	03 Days	-	-
<i>Moot Court</i>	04 (one Group)	15 Days	-	-

6. CHARGING OF FINE FOR DELAY IN RETURN

The borrower of the library books would be liable to pay fine as per fine table given below:

<i>Delay Period</i>	<i>Rupees/Per Day</i>
1-15 Days	Rs. 2.00
15-60 Days	Rs. 3.00
Above 60 Days	Rs. 10.00

* The request for waiving or reducing of fine in special circumstances shall be the discretion of the Vice Chancellor.

7. LOSS OR DAMAGE OF THE LIBRARY BOOKS/DOCUMENTS

7.1 Borrower and Circulation desk staff shall check the book carefully and if any defect is found it should be brought to the notice of the University Authorities.

7.2 Lost/damaged book of the Library must be reported in writing to the University Authorities. The borrower has to replace the book at his/her own cost by a new book of the same or latest edition.

7.3 In case if the lost/damaged book is not available with the vendor/publisher, the borrower shall be liable to pay two times (double the cost) of the books with the fine applicable.

7.4 Borrowers shall keep the books in good condition. Making marks with pen/pencil, tearing of taking out pages of book or spoiling the book will amount to causing damages to the book.

7.5 Duplicate membership/Library cum Identity card will be issued @Rs. 100/- on production of First Information Report (FIR) copy.

7.6 In case of failure to return issued books/library documents, the authority may take appropriate action.

8. NO DUES CERTIFICATE FOR DISCONTINUING LIBRARY MEMBERSHIP

Students/faculty members shall be requiring clearing their dues from the library at the time of leaving the University. No dues certificate will be issued by the library only after returning of issued library documents /paying dues if any by students/faculty members along with Library cum identity card.

9. PHOTOCOPY SERVICES

9.1 The facility of photocopying of books or other documents is restricted as per the fair use/dealing principle under Section 52 of the Indian Copyright Act.

9.2 Library provides restricted photocopy facilities to the faculty members as approved by the Library Committee and amended time to time.

9.3 Library shall provide photocopy facility to students and officials for the purpose of projects and moots upto the limit sanctioned by the competent authorities.

9.4 Students may avail photocopy facility at the photocopy shop, however in special circumstances, library may provide photocopy to students on payment basis @ Re.0.50 per page.*

9.5 Library shall provide printout facility to students strictly on payment basis @ Rs.2.00 per page.* The money collected by the photocopy/printout section shall be submitted fortnightly to the Account Section of the University.*

* Subject to change from time to time by authorities.

10. GENERAL REGULATIONS

10.1 Library is open to bonafide members only.

10.2 Every member who enters the Library shall sign the visitor register.

- 10.3 Members should produce their Library Cum ID card for borrowing library documents.
- 10.4 All users shall maintain peaceful environment of study within and around the Library.
- 10.5 Talking, eating, sleeping etc. is strictly prohibited.
- 10.6 Mobile Phones are not allowed inside the Library.
- 10.7 Except Laptops, no personal books, bags etc. are allowed inside the Library.
- 10.8 Do not keep money or valuables in bags. Library staff will not be responsible for any loss.
- 10.9 Library staff may request any user to leave the premises if found to be violating any of the Library Regulations.
- 10.10 Any Violation of the NLUD Library Regulations shall lead to forfeiture of the membership of concerned member.
- 10.11 The Library documents must be returned to the Library on the last working day during vacations.

NATIONAL LAW UNIVERSITY, DELHI

LL.M. (Professional) Programme REGULATIONS

(Approved by E.C. vide Reso. No.2.3 dated 31.07.2017)

1. OBJECTIVE

The objective of the LL.M (Professional) Programme [“LL.M (Pro)”] is to enrich academic excellence in professional services. Obtaining LL.M (Pro) will not qualify a candidate for academic (and other) jobs that require a LL.M as a minimum qualification. It will also not qualify a candidate to appear for the UGC’s National Eligibility Test or similar tests.

2. ELIGIBILITY

The LL.M (Pro) programme will be a Masters programme through a mixed mode of distance education and contact learning. A person who has completed his/her graduation, in any discipline, with a minimum of 50% marks and has been in service, or has had professional experience for atleast three years will be eligible to enrol for the programme. The students currently enrolled in the LL.M., Ph.D. or any other programme at NLU Delhi shall not be eligible to apply for the LL.M.(Pro.) programme.

3. NUMBER OF SEATS

To (deleted vide E.C. item No.2.9 dated 25.09.2021).

4. APPLICATION PROCESS

Applications for the programme will be invited in the month of March / April every year. The programme will commence in the month of August every year.

5. ADMISSION CRITERIA

Candidates will be allowed admission subject to the fulfilment of the minimum eligibility criterion provided in the Regulations.(As amended vide E.C. Item No.2.9 dated 25.09.2021)

6. FEES

The tuition fees for the programme for Indian Nationals shall be Rs. 1,25,000 [One lakh, twenty five thousand only]. For foreign nationals, the amount shall be USD 3500 [Three Thousand five hundred only]. Fees shall be charged separately for re-registration, repeat exams etc.

7. DURATION OF THE PROGRAMME

The programme will be for a period of one academic year. The academic year will run from August to June. Contact classes will be held at National Law University Delhi for minimum one week each semester as per the schedule notified by the University.

8. **CONSTITUTION OF COMMITTEE TO ADMINISTER THE PROGRAMME** The Vice Chancellor shall constitute a committee to administer the programme.

9. **CURRICULUM**: The LL.M. (Pro) Curriculum shall have the following components.

(i). Core Papers (**2 papers of 4 credits each**)

The Foundation/ Compulsory Papers consist of the following two subjects/ papers, which should be completed in the first semester.

- a) Basic Introduction to the Law and Legal System
- b) Constitutional Law: An Introduction

(ii). Optional/ Specialization papers (**4 papers of 4 credits each**)

Specialization papers will be offered in one or more group of the specialization. Each group of specialization shall consist of several papers from which the students can choose the number required to get the specialization. To begin with, the following specializations shall be offered:

- (a) Criminology & Criminal Justice
- (b) Banking & Financial Studies
- (c) Intellectual Property
- (d) Commercial Laws
- (e) Environmental Laws and Justice
- (f) Police Studies

The University may at its discretion alter the scheme and structure of specialization depending on availability of resources and other factors in the interest of the efficient conduct of the programme.

SEMESTER – I

1.1 Basic Introduction to the Law and Legal Systems	4 Credits
1.2 Constitutional Law: An Introduction	4 Credits
1.3 Specialization Paper – One	4 Credits

SEMESTER – II

2.1 Specialization course – Three	4 Credits
2.2 Specialization course – Four	4 Credits
2.3 Specialization course – Five	4 Credits

Total: 24 credits

10. EVALUATION:

Each of the Papers shall carry a maximum of 100 Marks. Each paper shall be evaluated by a end-semester examination and through assignments for a total of 100 marks. The examination may be open/closed book depending upon the particular requirement of any course. The schedule of the examination shall be announced in advance. Examinations may be conducted on week days/working days as well.

Conditions for Pass and Re-examination

- (i) To be declared successful in any Course, a candidate must secure at least 'B' Grade. Those who secure 'F' Grade shall be declared as failed.
- (ii) Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the examination again.
- (iii) A student admitted to the LL.M. (Pro) Programme must complete all the prescribed requirements within a maximum period of 3 years from and including the year of admission in order to be eligible for the award of LL.M (Pro).

11. GRADING OF STUDENTS:

The performance of the candidates shall be evaluated on a six point scale with the corresponding Grade Values as follows:

- (a) The official transcript of the University shall indicate the Grades and the Cumulative Seven point Grade Point Average only. The interpretation of the Grade system followed by the University shall be printed at the back of the transcript itself.
- (b) The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of Marks	Grade	Grade Value
70 and above	O (Excellent/Outstanding)	7
65-69	A+	6
60-64	A	5
55-59	B+	4

50-54	B	3
Below 50	F	0

A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to that i.e. **B** in every paper.

- (c) In addition to the Grades mentioned above, the following acronyms are also used in the transcript wherever appropriate

Ab	-	Absent
R	-	Repeat
RW	-	Result Withheld
F	-	Failed
Db	-	Debarred

- (d) The Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses.

12. AWARD OF LL.M (Pro)

Candidates who have Completed all the courses obtaining at least a “B” Grade, and Secured Cumulative Grade Point Average (CGPA) of 3 out of 7 shall be awarded LL.M.(Pro).

- (a) A student shall be eligible for the award of LL.M (Pro) after successful completion of all the prescribed courses with a total of 24 credits and if he/she has obtained a minimum of CGPA of 3.00 out of 7.00.
- (b) On graduating, all the students shall be provided with a consolidated Transcript, indicating the courses, course credits, grades obtained, CGPA as well as interpretation of these features on the reverse of the Transcript.
- (c) The Official Transcript shall be signed by the Registrar.
- (d) All records of the LL.M (Pro) programme shall be maintained by the Examination Department/Section, in consultation with the Registrar.

13. REQUIREMENT OF ATTENDANCE

- a) The LL.M (Pro) programme will be conducted in a mixed mode of distance education and contact learning. Attendance in the contact classes is an important component of the programme, and is strongly encouraged. It is expected that students shall attend the scheduled contact classes. In no event shall a student be absent for more than 30% of the contact classes held in the subject in a semester.
- b) Every student shall secure a minimum of 70% of attendance in every course to be eligible to appear for the end semester examination. However, if any student falls short of 70% but has secured 65% or more in a particular course(s), such student

may be permitted to appear for the end semester examination provided the student has secured 70% or more in all other courses in a given semester.

14. EXAMINATION SCHEME

It shall be mandatory for every student to appear for every examination conducted by the University.

A student who absents himself/herself for an examination shall be declared “Failed” in that course. He/she shall appear in Examination for that course, when conducted the next time. If he/she passes the course in the next attempt, the grade obtained shall have ® mentioned against it in the transcript. Additional fees of Rs. 5,000/- shall be charged per paper for students re-registering to appear for examinations in a subsequent academic year.

15. (a.) In view of the nature of the conduct of course, the students shall be expected to possess the cyber equipments and the skills of using of on-line, audio-visual , virtual and other forms of technical medium.
- (b.) By virtue of enrolling to the LL.M (Pro), no student shall be entitled to claim the entitlements and privileges that may be available to the students of other regular courses in NLU D
- (c.) For all disciplinary matters pertaining to the student of this course, the existing mechanisms of the University shall apply.

16. UNFAIR MEANS AND MALPRACTICES IN EXAMINATIONS

(1) Unfair means and other malpractices in relation to the examination shall include:

- a) Possession or use of material having potential to be used for unfair means, including cell phones.
- b) Writing on any part of the body/furniture/walls.
- c) Seeking or extending help in the exam, in relation to the questions asked.
- d) Disclosure of identity in the answer sheet in any form
- e) Any threat/use of abusive language in exam or in the answer sheets
- f) Refusal to surrender unfair means material or attempt to destroy.
- g) Refusing to obey instructions of the Invigilator.
- h) Smuggling an answer book/additional answer book into or out of the Examination Hall.
- i) Inserting/substituting or removing any page from the answer book/additional answer book.
- j) Impersonation in exam including interchanging of Roll Numbers and/or answer sheets.
- k) Any other similar malpractice, which in the opinion of the University amounts to a use of unfair means.

- (2) Use of Unfair Means shall be inquired into by the Disciplinary Committee.
 - (3) The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall either uphold, reduce or condone the penalty.
- 17.** The Vice Chancellor shall have the power to ease any complexity and resolve problems in the conduct of this course. All such measures would be tabled in the next meeting of the Academic Council

NATIONAL LAW UNIVERSITY, DELHI

LL.M. (Professional) Program Regulations

(Approved by the Executive Council vide item No.2.7 dated 28.02.2022)

1. OBJECTIVE

The objective of the LL.M (Professional) Program [“LL.M (Pro)”] is to enrich academic excellence in professional services. Obtaining LL.M (Pro) will not qualify a candidate for academic (and other) jobs that require a LL.M as a minimum qualification. It will also not qualify a candidate to appear for the UGC’s National Eligibility Test or similar tests.

2. ELIGIBILITY

The LL.M (Pro) Program will be a Diploma Program through a mixed mode of distance education and contact learning. A person who has completed his/her graduation, in any discipline, with a minimum of 50% marks and has been in service, or has had professional experience for at least three years will be eligible to enrol for the programme. The students currently enrolled in the LL.M., Ph.D. or any other programme at NLU Delhi shall not be eligible to apply for the LL.M.(Pro.) programme.

3. NUMBER OF SEATS

Since it is an Online Distance Education Programme, there will be no seat limit. All the applicants, who are found eligible, will be admitted to the programme.

4. APPLICATION PROCESS

Applications for the programme will be invited in the month of March / April every year. The programme will commence in the month of August every year.

5. ADMISSION CRITERIA

Candidates will be selected on the basis of percentage secured in their graduation. The merit cut-off list will accordingly be prepared. 15% of the seats will be reserved for individuals from the Scheduled Castes, 7.5% for individuals from the Scheduled Tribes, and 3% for persons with disabilities.

6. FEES

The tuition fees for the programme for Indian Nationals shall be Rs. 1,25,000 [One lakh, twenty five thousand only]. For foreign nationals, the amount shall be USD 3500 [Three Thousand five hundred only]. Fees shall be charged separately for re-registration, repeat exams etc.

7. DURATION OF THE PROGRAMME

The programme will be for a period of one academic year, spread over two semesters. The academic year will run from August to June. Contact classes will be held at National Law

University Delhi for minimum one week each semester as per the schedule notified by the University.

8. **ADMINISTRATION THE PROGRAMME** The programmes shall be administered by the Centre for Distance and Online Education (CDOE) established in accordance with Regulation 8 of ODL 2020.

9. **CURRICULUM:** The LL.M. (Pro) Curriculum shall have the following components.

(i). **Core Papers**

The Foundation/ Compulsory Papers consist of the following subjects/ papers, which should be completed in the first semester.

- a) Basic Introduction to the Law and Legal System
- b) Constitutional Law: An Introduction
- c) Fundamentals of Law (Criminal, Commercial and Civil)
- d) Litigation Practicum

(ii). **Specialization papers (4 papers per semester)**

Specialization papers will be offered in one or more group of the specialization. Each group of specialization shall consist of several papers from which the students can choose the number required to get the specialization. To begin with, the following specializations shall be offered: (as listed in the attached note.)

The University may at its discretion alter the scheme and structure of specialization depending on the availability of resources and other factors in the interest of the efficient conduct of the programme.

SEMESTER I		
1.1	Basic Introduction to the Law and Legal Systems	4 Credits
1.2	Constitutional Law: An Introductions	4 Credits
1.3	Fundamental of Law (Criminal, Commercial and Civil)	4 Credits
1.4	Litigation Practicum	4 Credits
	Total Credits	16 Credits

SEMESTER II		
2.1	Specialization Paper* – One	4 Credits
2.2	Specialization Paper* – Two	4 Credits

2.3	Specialization Paper* – Three	4 Credits
2.4	Specialization Paper* – Four	4 Credits
	Total Credits	16 Credits

Total Credit: 32 credits

Total Hours: 960 hours of study

Depending on the nature of the programme

*Specialization options to be announced later.

10. EVALUATION:

Each of the Papers shall carry a maximum of 100 Marks. Each paper shall be evaluated by a end-semester examination and through assignments for a total of 100 marks. The examination may be open/closed book depending upon the particular requirement of any course. The schedule of the examination shall be announced in advance. Examinations may be conducted on week days/working days as well.

Conditions for Pass and Re-examination

- (i) To be declared successful in any Course, a candidate must secure at least 'B' Grade. Those who secure 'F' Grade shall be declared as failed.
- (ii) Candidates who fail to appear for the examination in a Course or fail to obtain at least 'B' Grade must take the examination again.
- (iii) A student admitted to the LL.M. (Pro) Programme must complete all the prescribed requirements within a maximum period of 3 years from and including the year of admission in order to be eligible for the award of LL.M (Pro).

11. GRADING OF STUDENTS:

The performance of the candidates shall be evaluated on a six-point scale with the corresponding Grade Values as follows:

- (a) The official transcript of the University shall indicate the Grades and the Cumulative Seven-point Grade Point Average only. The interpretation of the Grade system followed by the University shall be printed at the back of the transcript itself.
- (b) The marks secured by the students shall be converted to the Grades as mentioned below:

Percentage of Marks	Grade	Grade Value
70 and above	O (Excellent/Outstanding)	7

65-69	A+	6
60-64	A	5
55-59	B+	4
50-54	B	3
Below 50	F	0

A candidate to be declared successful has to obtain a minimum of 50% marks or the grade equivalent to that i.e. **B** in every paper.

- (c) In addition to the Grades mentioned above, the following acronyms are also used in the transcript wherever appropriate

Ab	-	Absent
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- (d) The Cumulative Grade Point Average (CGPA) is arrived at by dividing the sum of the Grade Values and the Course Credits in each course by the total number of credits in all the courses.

12. AWARD OF LL.M (Pro)

Candidates who have Completed all the courses obtaining at least a “B” Grade, and Secured Cumulative Grade Point Average (CGPA) of 3 out of 7 shall be awarded LL.M.(Pro).

- A student shall be eligible for the award of LL.M (Pro) Diploma after successful completion of all the prescribed courses with a total of 32 credits and if he/she has obtained a minimum of CGPA of 3.00 out of 7.00.
- On graduating, all the students shall be provided with a consolidated Transcript, indicating the courses, course credits, grades obtained, CGPA as well as interpretation of these features on the reverse of the Transcript.
- The Official Transcript shall be signed by the Registrar.
- All records of the LL.M (Pro) programme shall be maintained by the Centre for Distance and Online Education.

13. REQUIREMENT OF ATTENDANCE

- The LL.M (Pro) programme will be conducted through the open and distance learning mode. Attendance in the contact classes is an important component of the programme, and is strongly encouraged. It is expected that students shall attend the

scheduled contact classes. In no event shall a student be absent for more than 25% of the contact classes held in the subject in a semester.

- b) Every student shall secure a minimum of 75% of attendance in every course to be eligible to appear for the end semester examination. However, if any student falls short of 75% but has secured 70% or more in a particular course(s), such student may be permitted to appear for the end semester examination provided the student has secured 75% or more in all other courses in a given semester.

14. EXAMINATION SCHEME

It shall be mandatory for every student to appear for every examination conducted by the University.

A student who absents himself/herself for an examination shall be declared “Failed” in that course. He/she shall appear in Examination for that course, when conducted the next time. If he/she passes the course in the next attempt, the grade obtained shall have ® mentioned against it in the transcript. Additional fees of Rs. 5,000/- shall be charged per paper for students re-registering to appear for examinations in a subsequent academic year.

15. MODE OF INSTRUCTION

(a.) In view of the nature of the conduct of course, the students shall be expected to possess ICT equipment such as Laptops and the skills of using of on-line, audio-visual, virtual and other forms of technical medium.

(b.) By virtue of enrolling to the LL.M (Pro), no student shall be entitled to claim the entitlements and privileges that may be available to the students of other regular courses in NLUD

(c.) For all disciplinary matters pertaining to the student of this course, the existing mechanisms of the University shall apply.

16. UNFAIR MEANS AND MALPRACTICES IN EXAMINATIONS

(1) Unfair means and other malpractices in relation to the examination shall include:

- a) Possession or use of material having potential to be used for unfair means, including cell phones.
- b) Writing on any part of the body/furniture/walls.
- c) Seeking or extending help in the exam, in relation to the questions asked.
- d) Disclosure of identity in the answer sheet in any form
- e) Any threat/use of abusive language in exam or in the answer sheets
- f) Refusal to surrender unfair means material or attempt to destroy.
- g) Refusing to obey instructions of the Invigilator.
- h) Smuggling an answer book/additional answer book into or out of the Examination Hall.
- i) Inserting/substituting or removing any page from the answer book/additional answer book.

- j) Impersonation in exam including interchanging of Roll Numbers and/or answer sheets.
 - k) Any other similar malpractice, which in the opinion of the University amounts to a use of unfair means.
- (2) Use of Unfair Means shall be inquired into by the Disciplinary Committee.
- (3) The Disciplinary Committee shall submit a report to the Registrar who shall impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall either uphold, reduce or condone the penalty.
17. The Vice Chancellor shall have the power to ease any complexity and resolve problems in the conduct of this course. All such measures would be tabled in the next meeting of the Academic Council.