



# **NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM ACT, 2009**

(Assam Act No. XXV of 2009)  
(As Amended by Act No. II of 2012)

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**NATIONAL LAW UNIVERSITY AND  
JUDICIAL ACADEMY, ASSAM ACT, 2009**

(Received the assent of Governor on 15<sup>th</sup> September 2009)

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*(Assam Act No.XXV of 2009 - as Amended by Act No. II of 2012)*

*An Act to provide for the establishment of a Law University and a Judicial Academy by the name of the National Law University and Judicial Academy, Assam at Guwahati for imparting legal education for development of teaching and higher learning in law with powers to award degrees, diplomas, and other academic distinctions and also to impart legal training and education for Judicial Officers.*

**Preamble :**

Whereas it is expedient to provide for the establishment of a Law University and a Judicial Academy by the name of the National Law University and Judicial Academy, Assam at Guwahati for imparting legal education for development of teaching and higher learning in law with powers to award degrees, diplomas and other academic distinctions;

And whereas introduction of compulsory induction training for one year to all newly recruited Judicial Officers made it obligatory to have a well-equipped training academy to offer comprehensive legal training and research facilities for the Judicial Officers for the purpose of enhancing capacity and professional competence;

And whereas in furtherance of the said objects, the Government has decided that teaching and research facilities available in the Law University can also be utilized to offer comprehensive legal training to the Judicial Officers apart from development of teaching and higher learning in law with powers to award degrees, diplomas, and other

academic distinctions and for matters connected therewith or incidental thereto:

It is hereby enacted in the Sixtieth Year of the Republic of India, as follows:-

## CHAPTER-I

### Preliminary

#### 1. Short title extent and commencement :

- (1) This Act may be called the <sup>1</sup>[National Law University and Judicial Academy, Assam Act, 2009].
- (2) It extends to the whole of Assam.
- (3) It shall come into force at once.

#### 2. Definitions :

In this Act unless the context otherwise requires :-

- (a) "Academy"<sup>1</sup> means the Judicial Academy, Assam mentioned under section 3;
- (b) "Authorities of the <sup>2</sup>[Law University]" means the authorities mentioned in section 8;
- (c) "Board" means the Board of Management of the Academy as mentioned under section 32;
- (d) "Chairperson" means the Chairperson of the Board;
- (e) "Court personnel" means an employee of the establishment of the Gauhati High Court, a court and a tribunal under the administrative control of the Gauhati High Court;

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1 Substituted by an Act No. II of 2012.

2 The term "Law School" has been substituted by the term "Law University", an Act No. II of 2012.



- (f) <sup>3</sup>[<sup>4</sup>“Vice-Chancellor”] means the Vice-Chancellor of the Law University appointed under section 17;]
- (g) “Director” means the Director of the Academy appointed under section 35;
- (h) “Fund” means the Judicial Training Fund mentioned in section 37;
- (i) “General Council” means the General Council mentioned in section 9;
- (j) “Government” means the Government of Assam;
- (k) “High Court” means the High Court of Assam, Nagaland, Meghalaya, Manipur, Tripura, Mizoram and Arunachal Pradesh;
- (l) “Judicial Officer” means a District Judge, a Sessions Judge, an Additional District Judge, an Additional Sessions Judge, a Senior Civil Judge, a Civil Judge, a Judicial Magistrate, a Special Judicial Magistrate or a presiding officer of a court or a tribunal under the administrative control of the Gauhati High Court;
- (m) “Law University” means the National Law University and Judicial Academy, Assam, established under section 3 of this Act;
- (n) “Member” means a member of the Board;
- (o) “Prescribed” means prescribed by the Rules, Statutes and Regulations made under this Act;

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3 Substituted by an Act No.II of 2012.

4 The term “Director General” has been substituted by the term “Vice-Chancellor”, an Act No. II of 2012.

- (p) <sup>5</sup>[<sup>6</sup> The term “Chancellor”] means Chancellor of the Law University mentioned in section 7;]
- (q) “Registrar of Law University” means the Registrar of the Law University appointed under section 18.

## CHAPTER- II

### The Law University

#### 3. Establishment of the Law University :

- (1) There shall be established in the State of Assam a Law University by the name of the “National Law University and Judicial Academy, Assam”.
- (2) The Law University shall be a body corporate having perpetual succession and a common seal and shall be capable of entering into contract and sue and be sued by its name represented by the Registrar of the Law University.
- (3) The Law University shall be fully residential and be engaged in teaching and research in law with powers to award degrees, diplomas and other academic distinctions and imparting training in allied disciplines.
- (4) The main seat of the Law University shall be at Guwahati and it may establish campuses at such other places as it may deem fit.

#### 4. Objects of the Law University :

The object of the Law University shall be:

- (i) to evolve and impart comprehensive legal education and training at all levels to achieve excellence in the working of the Judicial Institutions;

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5 Substituted by an Act No.II of 2012.

6 Substituted by an Act No.II of 2012.

- (ii) to organize advanced studies and promote research in all branches of law;
- (iii) to disseminate legal knowledge by organizing lectures, seminars, symposia, workshops and conferences;
- (iv) to promote cultural, legal and ethical values with a view to promote and foster the rule of law and the objectives enshrined in the Constitution of India;
- (v) to improve the ability to analyze and present for the benefit of the public contemporary issues of public concern and their legal implications;
- (vi) to liaise with institutions of higher learning and research in India and abroad;
- (vii) to publish periodicals, treaties, study books, reports, journals and other literature on all subjects relating to law;
- (viii) to hold examinations and grant degree and confer honorary awards and other academic distinctions;
- (ix) to promote legal awareness in the community for achieving social and economic justice;
- (x) to undertake study and training projects relating to law, legislation to the members of the judicial institutions;
- (xi) to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objectives of the Law University; and
- (xii) to nurture and to promote quality and excellence in legal studies and research.

**5. Powers and Functions of the Law University :**

The powers and functions of the Law University shall be:-

- (i) to administer and manage the Law University and such other centres for study, research, education and

instructions as are necessary in furtherance of the objects of the Law University and to provide for instruction in all branches of knowledge or learning pertaining to law and allied subjects as the Law University may deem it;

- (ii) to make provisions for training, research and for the advancement and dissemination of knowledge of law to all the Departments of the State Government;
- (iii) to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons subject to such conditions as the Law University may determine and to withdraw any such degrees, titles, diplomas and other academic distinctions subject to such conditions as the Law University may determine;
- (iv) to fix, demand and receive fees and other charges as may be prescribed;
- (v) to establish special centres, specialized study centres or other units for research and instructions as are in the opinion of the Law University, necessary in furtherance of its objects;
- (vi) to supervise and control the residence and to regulate the discipline of the trainee, students and staff of the Law University and to make arrangements for promoting their health and general welfare;
- (vii) to regulate and enforce discipline among the employees of the Law University and to take such disciplinary measures as may be deemed necessary;
- (viii) to appoint persons as Professors, Associate Professors, Assistant Professors, Readers, Lecturers or otherwise as teachers and researchers of the Law University and as other classes of employees;

- (ix) to institute an Awards, Fellowships, Scholarships, Prizes and Medals;
- (x) to provide for printing, reproduction and publication of research and other works and to organize exhibitions;
- (xi) to sponsor and undertake training of Judicial Officers or Administrative Officers of other States against payment and to take up research in all aspects of law, justice and social development;
- (xii) to co-operate with any other organisations in the matter of education, training and research in law, justice, social development and allied subjects for such purposes as may be agreed upon on such terms and conditions as the Law University may from time to time determine;
- (xiii) to co-operate with institutions of higher learning in any part of the world having objects wholly or otherwise similar to those of the Law University by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects;
- (xiv) to receive grants, subventions, subscriptions, donations and gifts for the purpose of the Law University consistent with the objects for which the Law University is established;
- (xv) to accept grants of money, securities or property of any kind or description on such terms and conditions as may be deemed expedient;
- (xvi) to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the Law University or without any securities and upon such terms and conditions as, it may think fit, and to pay out of the funds of the Law University, all expenses incidental to

the raising of money, and to repay and redeem any money borrowed or debt made;

- (xvii) to invest the funds of the Law University or moneys entrusted to the Law University in or upon such securities or deposits and in such manner as it may deem fit and from time to time transpose any investments;
- (xviii) to make such Statutes, Regulations and other instruments as may, from time to time, be considered necessary for reservation of seats in terms of reservation policy of the Government, for regulating the affairs and the management of the Law University and its properties and to alter, modify and to rescind them;
- (xix) to constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed pension, insurance, provident fund and gratuity and other schemes as it may deem fit and to make such grants as it may think fit for the benefit of the staff of the Law University and to aid in the establishment and support of associations, institutions, funds and trusts for the benefit of the staff and the students of Law University; and
- (xx) to do all such other acts and things as the Law University may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any of them;
- (xxi) to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
- (xxii) to institute Professorships, Associate Professorships, Assistant Professorships, Readerships, Lecturerships and any other teaching, academic or research posts required by the Law University;

- (xxiii) to regulate the expenditure and to manage the accounts of the Law University;
- (xxiv) to enter into any agreement with the Central Government, State Government, the University Grants Commission or other Authorities for receiving grants;
- (xxv) to establish and maintain within the premises of the Law University or elsewhere such <sup>7</sup>[Centres], Colleges and Study halls as the Law University may consider necessary and adequately furnish the same and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the Law University;
- (xxvi) to purchase, take on lease, or accept as gifts, or otherwise any land or building or works, which may be necessary or convenient for the purpose of the Law University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works;
- (xxvii) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Law University, movable or immovable, on such terms and conditions as it may think fit and proper without prejudice to the interests and activities of the Law University;
- (xxviii) to draw and accept, to make and endorse, to discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (xxix) to execute conveyance, transfers, re-conveyances, mortgages, leases, licences and agreements in respect

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7 Substituted by an Act No.II of 2012.

- of property, movable or immovable including Government securities belonging to the Law University or to be acquired for the purpose of the Law University;
- (xxx) to appoint in order to execute an instrument or transact any business of the Law University any person as it may deem fit;
  - (xxxi) to give up and cease from carrying on any classes or departments of the Law University;
  - (xxxii) to accept grants of money, securities or property of any kind or description on such terms and conditions as may be deemed expedient;
  - (xxxiii) to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the Law University or without any securities and upon such terms and conditions as, it may think fit, and to pay out of the funds of the Law University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed or debt made;
  - (xxxiv) to invest the funds of the Law University or moneys entrusted to the Law University in or upon such securities or deposits and in such manner as it may deem fit and from time to time transpose any investments;
  - (xxxv) to make such Statues, Regulations and other instruments as may, from time to time, be considered necessary for regulating the affairs and the management of the Law University and its properties and to alter, modify and to rescind them;



- (xxxvi) to constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed pension, insurance, provident fund and gratuity and other schemes as it may deem fit and to make such grants as it may think fit for the benefit of the staff of the Law University and to aid in the establishment and support of associations, institutions, funds and trusts for the benefit of the staff and the students of Law University; and
- (xxxvii) to do all such other acts and things as the Law University may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any of them.

**6. Teaching in the Law University :**

- (1) All recognized teaching of the Law University in connection with the degrees, diplomas, certificates including training of the Officers shall be conducted under the Control of the General Council by the teachers and trainers, in accordance with the syllabus prescribed by the Regulations.
- (2) The course and curricula and the authorities responsible for organizing the teaching of such courses and curricula shall be as prescribed by the Regulations.

**7. Chancellor of the Law University :**

- (1) The Chief Justice of the Gauhati High Court (High Court of Assam, Nagaland, Manipur, Tripura, Mizoram and Arunachal Pradesh) shall be the Chancellor of the Law University and in his absence, the acting Chief Justice of Gauhati High Court shall discharge the functions of the Chancellor.

- (2) The Chancellor, when present, shall preside over the <sup>8</sup>[Convocation] of the Law University and the meetings of the General Council.
- (3) The Chancellor may himself inspect at any time or may also direct inspection to be made by such person or persons as he may direct, of the Law University, its buildings, libraries and equipment and of any institution maintained by the Law University, and also of the scheduled training, examinations, teaching and other work conducted or done by the Law University and cause an enquiry to be made in the like manner in respect of any matter connected with the administration and finances of the Law University.
- (4) The Chancellor may offer such advise to the Law University as he may deem fit with reference to the result of such inspection or inquiry.
- (5) The Law University shall communicate to the Chancellor the action taken or proposed to be taken on such advice.
- (6) In case of differences among the authorities or officers of the Law University on any matter which cannot be otherwise resolved, the decision of the Chancellor shall be final.
- (7) The Chancellor may invite a person or persons of eminence in law and legal education to advise the Law University in relation to affairs of the Law University as and when he deems it necessary.

## **CHAPTER- III**

### **Authorities of the Law University**

#### **8. Authorities of the Law University :**

The following shall be the authorities of the Law University:-

- (a) the General Council;
- (b) the Executive council;
- (c) the Academic Council;
- (d) the Finance Committee, and such other authorities as may from time to time be declared as such by the General Council.

#### **9. General Council and its terms of Office :**

- (1) The General Council shall consist of the following persons:-
  - (i) Chief Justice of the Gauhati High Court as Chancellor;
  - (ii) any Former Chancellor on invitation of the Chancellor;
  - (iii) two sitting or retired Judges of Gauhati High Court, nominated by the Chancellor;
  - (iv) Advocate General of Assam;
  - (v) Vice-Chancellor of the Law University will be the Member-Secretary of the General Council;
  - (vi) an eminent educationist nominated by the Government of Assam;
  - (vii) <sup>9</sup>[Chairman of the Bar Council of India or a nominee of the Chairman from amongst the members of the Bar Council of India;]
  - (viii) Chairman, Bar Council of Assam;

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9 Substituted by an Act No.II of 2012.

- (ix) two eminent persons in the disciplines of Social Sciences and Humanities nominated by the Chancellor ;
  - (x) Director of the Judicial Academy establishment under this Act;
  - (xi) two eminent persons in legal or educational field, nominated by the Chancellor;
  - (xii) four members from the Government of Assam among whom, one shall be the Chief Secretary to the Government of Assam, one shall be the Principal Secretary to the Government of Assam, Finance Department and one shall be the Legal Remembrancer and Secretary to the Government of Assam, Judicial Department, and one shall be the Secretary to the Government of Assam, Higher Education Department;
  - (xiii) the Registrar of the Law University;
  - (xiv) <sup>10</sup>[all the Professors, who are the Heads of Departments / Centres in the Law University;] and
  - (xv) <sup>11</sup>[one Senior Sitting Judge of the Gauhati High Court nominated by the Chancellor.]
2. (i) where a person has become a member of the General Council by reason of the post or appointment he holds, his membership shall be co-terminus with the post held by him.
- (ii) the terms of office of the nominated members of the General Council other than the *ex-officio* members shall be three years;

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10 Substituted by an Act No.II of 2012.

11 Inserted by an Act No.II of 2012.

- (iii) a member of the General Council shall cease to be a member if he resigns or becomes of unsound mind, or insolvent or is convicted of a criminal offence involving moral turpitude;
- (iv) a member of the General Council other than an *ex-officio* member may resign his office by a letter addressed to the Chancellor and such resignation shall take effect as soon as it has accepted; and
- (v) any such vacancy in the General Council shall be filled by nomination by the respective nominating authority and on expiry of the period of the vacancy, such nomination shall cease to be effective.

**10. Powers, functions and meetings of the General Council :**

- (1) The General Council shall be the plenary authority of the Law University and shall formulate and review from time to time the broad policies and programmes of the Law University and devise measures for the improvement and development of the Law University and shall also have the following powers and functions, namely:-
  - (i) to consider and pass the annual report, financial statement and the budget estimates prepared by the Executive Council and to adopt them with or without modification;
  - (ii) to make statues concerning the administration of the affairs of the Law University including prescribing the procedures to be followed by the authorities and the officers of the Law University in the discharge of their functions; and
  - (iii) to recommend the person to be appointed as Vice-Chancellor of the Law University from out of the panel prepared by the Selection Committee appointed by the Executive Council, and proposed by it.

- (2) (i) The General Council shall meet at least once in a year. An annual meeting of the General Council shall be held on a date to be fixed by the Executive Council, unless some other date has been fixed by the General Council in respect of any year;
- (ii) a report of the working of the Law University during the previous year, together with a statement of receipts and expenditure, duly audited balance sheet, and the financial estimates shall be presented by the Vice-Chancellor of Law University to the General Council at its annual meetings;
- (iii) meeting of the General Council shall be called by the Vice-Chancellor of Law University either at the request of not less than five members of the General Council or on the direction of the Chancellor ;
- (iv) for every meeting of the General Council, fifteen days notice shall be given;
- (v) one-third of the members existing on the rolls of the General Council shall form the quorum;
- (vi) each member shall have one vote and if there be equality of votes on any question to be determined by the General Council, the person presiding over the meeting shall, in addition, have a casting vote; and
- (vii) in case of difference of opinion among the members, the opinion of the majority shall prevail.

**11. Executive Council :**

- (1) The Executive Council shall consist of the following persons, namely:-
- (i) The Vice-Chancellor of the Law University;

- (ii) <sup>12</sup>[Chairman of the Bar Council of India or a nominee of the Chairman from amongst the members of the Bar Council of India;]
  - (iii) the Chairman, Bar Council of the State of Assam;
  - (iv) one Judge of the Gauhati High Court, either sitting or retired nominated by the Chancellor;
  - (v) Principal Secretary to the Government of Assam, Finance Department;
  - (vi) Legal Remembrancer and Secretary to the Government of Assam, Judicial Department;
  - (vii) Registrar General of the Gauhati High Court;
  - (viii) Secretary to the Government of Assam, Higher Education Department;
  - (ix) Secretary to the Government of Assam, Personnel Department;
  - (x) the Registrar of the Law University;
  - (xi) One Senior Grade-I Judicial Officer, nominated by the Chancellor ;
  - (xii) three Senior teachers to be nominated by the Vice-Chancellor of the Law University of whom, as far as possible, one shall be from amongst the Heads of the Department, one from Professors and one from Associate Professors.
- (2) <sup>13</sup>[The Vice-Chancellor shall be the Chairman of the Executive Council.]
- (3) (i) where a person has become a member of the Executive Council by reason of the office or appointment he holds,

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12 Substituted by an Act No.II of 2012.

13 Substituted by an Act No.II of 2012.

his membership shall be co-terminus with the office held by him;

- (ii) the term of office of the nominated members of the Executive Council other than *ex-officio* members shall be three years;
- (iii) a member of the Executive Council shall cease to be a member, if he resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence involving moral turpitude. A member, other than Vice-Chancellor of the Law University or Registrar of the Law University or teachers, shall also cease to be a member if he accepts a full time appointment in the Law University or if he being a teacher fails to attend three consecutive meetings of the Executive Council without the leave of the Vice-Chancellor of the Law University;
- (iv) a member of the Executive Council other than an *ex-officio* member may resign his office by a letter addressed to the Vice-Chancellor of the Law University and such resignation shall take effect as soon as it has been accepted by him;
- (v) any such vacancy in the Executive 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.

## **12. Powers, functions and meetings of the Executive Council :**

- (1) Subject to the provision of section 10, the Executive Council shall be the Chief Executive Authority of the Law University and as such shall have all powers necessary to administer the Law University subject to the provisions of this Act and the Statutes made thereunder and may make Regulations for that purpose and also with respect to matters provided hereunder.



- (2) The Executive Council shall have the following powers and functions:-
- (i) to propose as and when required to the General Council for appointment as Vice-Chancellor of the Law University, a panel of three names after considering the recommendations of Selection Committee constituted for that purpose by it;
  - (ii) to recommend the names of three persons to the Chancellor for appointment as Registrar of the Law University on the recommendations of the Selection Committee constituted for that purpose by it;
  - (iii) to prepare and present to the General Council at its annual meetings:-
    - (a) a report on the working of the Law University;
    - (b) a statement of accounts; and
    - (c) budget proposals for the ensuing academic year;
  - (iv) to manage and regulate the finances, accounts, investments, properties, business and all other administrative affairs of the Law University and for that purpose, constitute committees and delegate the powers to such committees or such officers of the Law University as it may deem fit;
  - (v) to invest any money belonging to the Law University, including any unapplied income, in such stock, funds, shares or securities, as it may, from time to time, think fit, or in the purchase of immovable property in India, with the like power of varying such investments from time to time;
  - (vi) to transfer or accept transfer of any movable or immovable property on behalf of the Law University;

- (vii) to enter into, vary, carryout and cancel contracts on behalf of the Law University and for that purpose to appoint such officers as it may think fit;
  - (viii) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the Law University;
  - (ix) to entertain, adjudicate upon, and if it thinks fit, to redress any grievances of the officers, the teachers, the students and the employees of the Law University;
  - (x) to create teaching, administrative, ministerial and other necessary posts, to determine the number and emoluments of such posts, to specify the minimum qualifications for appointment to such posts on such terms and conditions of service as may be prescribed by the Regulations made in this behalf;
  - (xi) to appoint examiners and moderators, and if necessary to remove them and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;
  - (xii) to select a common seal for the Law University; and
  - (xiii) to exercise such other powers and to perform such other duties as may be considered necessary; or imposed on it by or under this Act.
- (3) (i) The Executive Council shall meet at least once in four months and not less than fifteen days notice shall be given of such meeting;
- (ii) the meeting of the Executive Council shall be called by the Vice-Chancellor of Law University or by the Registrar either on their own or at the request of not less than five members of the Executive Council;

- (iii) six members of the Executive Council shall form the quorum at any meeting;
- (iv) in case of differences of opinion among the members, the opinion of the majority shall prevail;
- (v) each member of the Executive Council shall have one vote and if there be equality of votes on any question to be determined by the Executive Council, the Chairman of the Executive Council or as the case may be, the Member presiding over that meeting shall, in addition, have a casting vote;
- (vi) every meeting of the Executive Council shall be presided over by the Vice-Chancellor of the Law University and in his absence by a member chosen by the members present;
- (vii) if urgent action by the Executive Council becomes necessary, the Vice-Chancellor of the Law University may permit the business to be transacted by circulation of papers to the members of the Executive Council. The action so proposed to be taken shall not be taken unless agreed to by a majority of members of the Executive Council. The action so taken shall be forthwith intimated to all the members of the Executive Council. The papers shall be placed before the next meeting of the Executive Council for confirmation.

**13. Academic Council :**

- (1) The Academic Council shall consist of the following persons, namely:-
  - (i) the Vice-Chancellor of the Law University who shall be the Chairman thereof;
  - (ii) one Judge of the Gauhati High Court, either sitting or retired, nominated by the Chancellor;

- (iii) Registrar General of the Gauhati High Court;
  - (iv) the Registrar of the Law University;
  - (v) three persons from amongst retired judges of the Gauhati High Court or educationists of repute or men of letters or members of the legal profession or eminent public men, who are not in the service of the Law University, nominated by the Chancellor;
  - (vi) all the Heads of the Departments of the Law University;
  - (vii) all Professors other than the Heads of the Departments; and
  - (viii) two members of the teaching staff, one each respectively representing the Associate and Assistant Professors of the Law University nominated by the Vice-Chancellor of Law University for the term specified;
  - (ix) a nominee of the Bar Council of India;
  - (x) a nominee of the Bar Council of Assam;
- (2) The term of the members other than *ex-officio* members and those whose term is not specified by any of the clauses of sub-section (1) shall be three years:

Provided that the term of the members of the first Academic Council shall be five years.

#### **14. Powers, functions and meetings of the Academic Council<sup>14</sup>**

- (1) Subject to the provisions of the Act, Statutes and Regulations<sup>15</sup>[\* \* \*], the Academic Council shall manage the academic affairs

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14 The existing provisions of clause (viii) has been deleted and clauses (ix), (x), (xi), (xii), (xiii), (xiv), and (xv) have been renumbered respectively as (viii), (ix), (x), (xi), (xii), (xiii), and (xiv), by an Act No. II of 2012.

15 The words "and overall supervision of Executive Council" omitted by an Act No. II of 2012.

and matters of the law University and in particulars shall have the following powers and functions, namely:-

- (i) to report on any matter referred or delegated to it by the General Council or the Executive Council;
- (ii) to make recommendations to the Executive Council with regard to the creation, abolition or classification of teaching posts in the Law University and the emoluments payable and the duties attached thereto;
- (iii) to formulate and modify or revise schemes for the organization of the faculties, and to assign to such faculties their respective subjects and also to report to the Executive Council as to the expediency of the abolition or sub-division of any faculty or the combination of one faculty with another;
- (iv) to recommend arrangements for the training, instruction and examination of persons other than those enrolled in the Law University;
- (v) to promote research within the Law University and to require from time to time, reports on such research;
- (vi) to consider proposals submitted by the faculties;
- (vii) to suggest policies for admissions to the Law University;
- (viii) to fix, subject to any conditions accepted by the General Council, the time, mode and conditions of competition for Fellowships, Scholarships and other prizes and to recommend for award the same;
- (ix) to make recommendations to the Executive Council in regard to the appointment of examiners and if necessary their removal and fixation of their fees, emoluments and travelling and other expenses;

- (x) to recommend arrangements for the conduct of examinations and the dates for holding them;
  - (xi) to declare or review the results of the various examinations or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, licenses, titles and marks of honour;
  - (xii) to recommend stipends, scholarships, medals and prizes and to make other awards in accordance with the Regulations and such other conditions as may be attached to the awards;
  - (xiii) to approve or revise lists of prescribed or recommended text books and to publish the same and syllabus of the prescribed courses of study;
  - (xiv) to approve such forms and registers as are, from time to time, required by the Regulations; and
  - (xv) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for proper carrying out of the provisions of this Act and the Regulations made thereunder.
- (2)
- (i) The Academic Council shall meet as often as may be necessary, but not less than two times during an academic year;
  - (ii) one half of the existing members of the Academic Council shall form the quorum for a meeting of the Academic Council;
  - (iii) in case of difference of opinion among the members, the opinion of the majority shall prevail;

- (iv) each member of the Academic Council, including the Chairman of the Academic Council, have one vote and if there be an equality of votes on any question to be determined by the Academic Council, the Chairman of the Academic Council, or as the case may be, the member presiding over the meetings, shall in addition, have a casting vote;
- (v) every meeting of the Academic shall be presided over by the Vice-Chancellor of Law University and in his absence by a member chosen in the meeting to preside on the occasion;
- (vi) if urgent action by the Academic Council becomes necessary, the Chairman of the Academic Council may permit the business to be transacted by circulation of papers to the members of the Academic Council. The action proposed to be taken shall not be taken unless agreed to, by a majority of the members of the Academic Council. The action so taken shall forthwith be intimated to all the members of the Academic Council. The papers shall be placed before the next meeting of the Academic Council for confirmation.

#### **15. Finance Committee :**

- (1) There shall be a Finance Committee constituted by the Executive Council consisting of the following:-
  - (i) the Vice-Chancellor of Law University;
  - (ii) the Registrar of Law University; and
  - (iii) three members nominated by the Executive Council from amongst its members out of whom at least one shall be from those nominated by the Chancellor and one from among them nominated by the Government of Assam.

- (2) The members of the Finance Committee other than the Vice-Chancellor of Law University and Registrar of Law University, shall hold office so long as they continue as members of the Executive Council.
- (3) The functions and duties of the Finance Committee shall be as follows:-
  - (i) to examine and scrutinize the annual budget of the Law University and to make recommendations on financial matters to the Executive Council;
  - (ii) to consider all proposals for new expenditure and to make recommendations to the Executive Council;
  - (iii) to consider the periodical statement of accounts and to review the finances of the Law University from time to time and to consider re-appropriation statements and audit reports and to make recommendations to the Executive Council.
  - (iv) to give its views and to make recommendations to the Executive Council on any financial question affecting the Law University either on its own initiative or on reference from the Executive Council or the Vice-Chancellor of Law University.
- (4) The Finance Committee shall meet at least thrice in every year. Three members of the Finance Committee shall form the quorum.
- (5) The Vice-Chancellor of Law University shall preside over the meetings of the Finance Committee, and in his absence, the Registrar of Law University shall preside. In case of difference of opinion among the members, the opinion of the majority of the members present shall prevail.



**15(A) Academic Planning Board<sup>16</sup>**

- (1) There shall be an Academy Planning Board consisting of the following:-
  - (i) the Vice-Chancellor;
  - (ii) ten members who shall be academic persons to be nominated by the Executive Council on the recommendation of the Vice-Chancellor,
- (2) All the members of the Board, other than the Vice-Chancellor, shall hold office for a term of three years.
- (3) The 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 objects of the University.
- (4) The Board may constitute such committee as may be necessary for planning and monitoring the programmes of the University.
- (5) The Board shall meet at such intervals as is deemed expedient but at least once in a year.

**CHAPTER-IV**

**Officers of the Law University**

**16. Officers of the Law University :**

The following shall be the officers of the Law University:

- a. the Vice-Chancellor of the Law University;
- b. the Registrar of the Law University;

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<sup>16</sup> Inserted by an Act No. II of 2012.

- c. Heads of the Departments;
- d. such other officer as may be prescribed by the Statutes or Regulations.

**17. The Vice-Chancellor of the Law University :**

- (1) The Vice-Chancellor of the Law University shall be an academic person and an outstanding scholar in law with published works of high quality to his credit or a person who has been a Judge of the High Court. He should, in the estimation of the General Council, be capable of providing effective leadership to the Law University community. He shall be appointed by the Chancellor on the basis of the recommendations of the General Council from out of the panel prepared by the Selection Committee appointed by the Executive Council and proposed by the Executive Council. The term of the office of the Vice-Chancellor of the Law University is initially for a period of not more than three years and he is eligible for re-appointment. On the expiry of his term, he shall continue in office until his successor is appointed or an alternative arrangement is made by the Chancellor, whichever is earlier.
- (2) The Vice-Chancellor of Law University shall:-
  - (i) ensure that the provisions of this Act, Statutes and Regulations are duly observed, and he shall have all powers as are necessary for that purpose;
  - (ii) convene the meetings of the General Council, the Executive Council, the Academic Council and shall perform all other acts, as may be necessary to give effect to the provisions of this Act;
  - (iii) preside over the meetings of the General Council in the absence of the Chancellor;

- (iv) be the competent authority to appoint the teachers, librarians, Accounts Officer and other officers in consultation with the Chancellor on the recommendations of the Selection Committee appointed by the Executive Council thereof for that purpose in accordance with the guidelines prescribed;
- (v) be the competent authority to take disciplinary action against the above officers in accordance with the procedure prescribed;
- (vi) have all powers relating to the maintenance of proper discipline in the Law University;
- (vii) if, in the opinion of the Vice-Chancellor of Law University, any emergency has arisen which requires immediate action be taken, he shall take such action as he may deem fit and shall report the same for confirmation in the next meeting of the authority which in the ordinary course would have dealt with the matter.

**18. The Registrar of Law University:**

- (1) The Registrar of the Law University shall be appointed by the Chancellor on the recommendation of the Selection Committee appointed by the Executive Council on such terms and conditions of service as it may specify, subject to the provisions of Statutes and Regulations.
- (2) (i) except those authorities, committees and other bodies where Vice-Chancellor is the Member-Secretary, the Registrar of the Law University shall be *ex-officio* Member-Secretary of all the authorities, Committees and other bodies of the Law University and shall also be the Convener of all the meetings. He shall note and maintain the minutes of meetings;

- (ii) the Registrar of the Law University shall be the principal administrative officer of the Vice-Chancellor of the Law University in all matters pertaining to the administration of the Law University. The Executive Council may entrust to him special responsibilities and powers;
- (iii) the Registrar of the Law University shall have the power to appoint in consultation with the Vice-Chancellor of the Law University, the non-teaching staff including employees of last grade service and contingent staff in pursuance of the recommendations of the Selection Committee, appointed for that purpose, in the prescribed manner. He shall be the competent authority to take disciplinary action against such employees in accordance with such procedure as may be prescribed by the Regulations;
- (iv) the Registrar of the Law University shall comply with all directions and orders of the Executive Council and Vice-Chancellor of the Law University;
- (v) the Registrar of the Law University shall be the custodian of records, common seal and such other property of the Law University as the Executive Council shall commit to his charge.

**19. Heads of the Departments :**

- (1) There shall be a Head for each Department in the Law University.
- (2) The powers, functions, appointments and conditions of service the Heads of the Departments shall be as prescribed by the Regulations.

**20. Other officers and employees :**

- (1) Subject to the Regulations made for the purpose, every officer or employee of the Law University shall be appointed in

accordance with a written contract which shall be lodged with the Law University and a copy thereof shall be furnished to the officer or employee concerned.

- (2) Any dispute arising out of a contract between the Law University and any of its officers or employees shall, at the request of the officer or the employee concerned or at the instance of the Law University, be referred to a Tribunal for arbitration consisting of three members appointed by the Executive Council as prescribed by the Regulations.

**21. Selection Committees :**

The Executive Council shall constitute various Selection Committees for appointment to the posts of officers and non-teaching staff including last grade service and contingent staff. The procedure for appointment of members of Selection Committees and the procedure to be adopted by the Committees shall be as may be prescribed by the Statutes or the Regulations as the case may be.

**22. Statutes and Regulations :**

- (1) The first Statutes of the Law University shall be made by the Vice-Chancellor with the approval of the Chancellor. They shall be placed before the General Council at its first meeting, which may adopt them with or without modifications.
- (2) The first Regulations of the Law University shall be made by the Vice-Chancellor of the Law University in consultation with the Chancellor. They shall be placed before the Executive Council at its first meeting which may adopt them with or without modifications.

**23. Appointment of first Vice-Chancellor and first Registrar of the Law University :**

Notwithstanding anything in this Act and the Statutes, the first Vice-Chancellor and the first Registrar of the Law University shall be appointed by the Chancellor on a salary, to be fixed by him and each of the said officers shall hold office for a period to be fixed by him but not exceeding three years.

## **CHAPTER-V**

### **General**

**24. Deemed validity of appointments :**

Notwithstanding anything contained in any other law, or instrument having the force of law, for the time being in force, the appointments made to any post in the Law University in accordance with the Statutes and Regulations shall be deemed to be valid and in accordance with law.

**25. Vacancy, etc., not to invalidate any act or proceeding :**

No act or proceeding of the General Council, the Executive Council or any other authority or Officer or Council of the Law University shall be invalidated or questioned on the ground merely of the existence of any vacancy or defect in the constitution thereof.

**26. Indemnity against general proceedings :**

No suit, prosecution or other legal proceedings shall lie against the Law University or any authority or officer or employee of the Law University for anything which is in good faith done or intended to be done in pursuance of the provisions of this Act, or the Statutes or Regulations or Rules made thereunder.

**27. Overriding effect :**

The provisions of this Act and the Rules, Statutes and Regulations made thereunder shall have overriding effect notwithstanding anything inconsistent contained therewith in any other law or instrument having the force of law for the time being in force.

**28. Power to remove difficulties :**

If any difficulty arises as to the first constitution or reconstitution of any authority of the Law University after the commencement of this Act or otherwise in giving effect to the provisions of this Act, the Chancellor may, by order, make such provisions, not inconsistent with the provisions of this Act, as may appear to him to be necessary or expedient for removing the difficulty.

Provided that no such order shall be made after expiry of five years from the date of commencement of this Act.

## **CHAPTER-VI**

### **Judicial Academy**

**29. Academy to be the part and parcel of the Law University :**

- (1) The Academy shall be the part and parcel of the Law University and shall impart comprehensive legal training and research facilities to the Judicial Officers and court personnel.
- (2) The Academy shall have the right to use all the infrastructural facilities of the Law University.

**30. Functions of the Academy :**

The Academy shall,-

- a) impart pre-service and in-service training to the Judicial Officers and court personnel;

- b) develop the skills and techniques for court management, case management, delay reduction, alternate dispute resolution and judgment writing;
- c) <sup>17</sup>[conduct examinations and award certificates;]
- d) develop training courses relating to administration of justice including use of information technology;
- e) hold conferences, seminars, lectures, workshops and symposia relating to court management, administration of justice, law and development and legislative drafting;
- f) publish books, journals, research papers and reports on important topics relating to administration of justice;
- g) promote research on case management, court management, trial skills and judicial reasoning;
- h) encourage legal and constitutional research;
- i) inculcate and promote ethical values and standards in judicial officers and court personnel;
- j) coordinate with other educational and training institutions including the institutions of other State Governments and Central Government;
- k) Conduct training and examinations of other officers and personnel on the direction of the Board; and
- l) Perform such other functions as may be assigned to it by the Board.

**31. Manner of training :**

- (1) The Academy shall use all modern techniques for imparting judicial training, teaching methods and evaluation system shall be at par with international standards.

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17 Substituted by an Act No. II of 2012, Section 12.



- (2) The Academy may enter into arrangements with other recognized public and private institutions for imparting training.
- (3) The Academy shall institute a quality examination and evaluation system with regard to the training imparted.

### **32. Board of Management :**

- (1) The management and administration of the Academy shall vest in the Board.
- (2) The Board shall consist of –
 

a)	Chancellor of the Law University	Chairperson
b)	Two Judges of the Gauhati High Court sitting or retired, nominated by the Chairperson	Member
c)	Vice-Chancellor of the Law University	Member
d)	<sup>18</sup> [Senior-most Secretary to the Government of Assam, Administrative Reforms and Training Department]	Member
e)	Registrar General, Gauhati High Court	Member
f)	Secretary to the Government of Assam, Finance Department;	Member
g)	Secretary to the Government of Assam, Judicial Department;	Member
h)	A District & Sessions Judge nominated by the Chairperson; and	Member
(i)	Director of the Academy	Member Secretary
- (3) The existence of a vacancy in the Board shall not invalidate an act or proceeding of the Board.

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18 Substituted by an Act No.II of 2012.

**33. Meetings of the Board:**

- (1) The Board shall meet at least thrice in a calendar year.
- (2) The Director shall convene a meeting of the Board on the direction of Chairperson or written request of three or more members.
- (3) In the meeting of the Board-
  - a. the Chairperson, or in his absence, a member nominated by the Chairperson shall preside;
  - b. five members shall constitute the quorum;
  - c. all decisions of the Board shall be taken by simple majority;
  - d. the Chairperson or a member presiding shall have a casting vote; and
  - e. the Director shall record the minutes of the meeting.

**34. Powers and Functions of Board :**

- (1) the Board shall-
  - (a) exercise supervision and control over the affairs of the Academy;
  - (b) lay down the policy and program for training and approve courses of the Academy;
  - (c) evaluate or cause to be evaluated the performance of the Academy;
  - (d) approve the annual budget and revised budget estimates of the Academy;
  - (e) cause proper books of accounts to be maintained for all sums of money received and expenditures incurred by the Academy and arrange for the audit of accounts;

- (f) determine the terms and conditions of service of the Director of the Academy and staff of the Academy;
  - (g) create, abolish or upgrade a post;
  - (h) appoint an officer up to clerical grade; and
  - (i) prescribe qualifications, conditions of service and other matters relating to faculty, officers and staff.
- (2) the Board may,-
- a. purchase, acquire, hire, dispose of or construct any property for the Academy;
  - b. hold, control and administer the property of the Academy;
  - c. receive grants-in-aid and donations from the Central Government, the State Government or any other organization, person or agency;
  - d. regulate, determine and administer all matters concerning the Academy;
  - e. appoint advisors, consultants and experts for assistance;
  - f. appoint or hire permanent or visiting faculty;
  - g. assign a specific power to a person or organization; and
  - h. exercise any other power ancillary to the aims and objects of the Academy;
- (3) The Board may delegate all or any of its powers or functions to the Chairperson, a member or a committee of members.

### **35. Director of the Academy :**

- (1) The Chairperson shall appoint the Director of the Academy <sup>19</sup>[for a term of five years] on the recommendation of the Board.

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19 Substituted by an Act No.II of 2012.

- (2) The Director may resign by tendering his resignation to the Chairperson and shall cease to hold office upon acceptance of his resignation.
- (3) The Chairperson on the recommendation of the Board may, after providing an opportunity of being heard, remove the Director of the Academy during the term of his office.
- (4) <sup>20</sup>[The Director of the Academy shall be a person who has been a Judge of the Gauhati High Court or a Professor of Law or a Senior District Judge.]
- (5) The Director of the Academy shall be the chief executive officer of the Academy and shall be responsible for the affairs of the Academy before the Board.
- (6) The Director of the Academy shall be the principal accounting officer of the Academy.
- (7) The Director of the Academy shall, within two months of conclusion of each financial year, submit annual report to the Board containing performance and proposals for the improvement in the performance of the Academy.

**36. Appointment of officers and staff :**

- (1) The Board or the Director may appoint officers and staff of the Academy in accordance with the provisions as may be provided by the Board for appointment on direct recruitment, deputation, promotion or on contract basis.
- (2) The Board shall determine the manner and the terms and conditions of appointment of officers and staff of the Academy.
- (3) The Board shall determine qualification and experience of the teaching staff of the Academy taking into account the qualification and experience provided for such staff in the world renowned Judicial Academies.

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20 Substituted by an Act No.II of 2012.

**37. Fund :**

- (1) There shall be a separate fund in the Law University to be known as the Judicial Training Fund.
- (2) The Director of the Academy shall ensure the deposit of the income of the Academy in the Fund and incurring of the expenditures of the Academy from the Fund.
- (3) The sources of income of the Fund shall be;-
  - (a) grants made by the Government;
  - (b) donations, endowments and grants from any individual, organization or agency, whether national or international;
  - (c) sale proceeds of the property and publications of the Academy; and
  - (d) any other sum received by the Academy from any lawful source.
- (4) The Fund shall be kept in such custody, for being utilized and regulated in the manner prescribed by the Rules.

**38. Budget and Accounts :**

- (1) The Director of the Academy shall utilize the Budget and maintain the accounts of the Academy in the prescribed manner.
- (2) The Director of the Academy shall prepare the Budget of the Academy for each financial year.
- (3) The Director shall not incur any expenditure from the Fund without the approval of the Board.

**39. Audit :**

- (1) The Board shall appoint a chartered accountant or a firm of chartered accountants to audit the accounts of the Academy.

- (2) The Director of the Academy, with the approval of the Board, within six months of the close of the financial year, shall submit to the Government the annual statement of accounts of the Academy along with the report of the auditor.

#### **40. Submission of the Report :**

- (1) The Director of the Academy shall, with the approval of the Board within the period of six months of the close of the financial Year shall submit performance reports in the meeting of the Board, which shall include the following:
  - (a) details of courses run and designed by the Academy;
  - (b) details of examinations carried out by the Academy;
  - (c) research work done by the Academy;
  - (d) the quality of training imparted at the Academy;
  - (e) the standard of the students trained at the Academy and any other subject matter as may be directed by the Chairman.
- (2) The Director shall, within a month of submission of the above reports in the meeting of the Board, shall place the same before the Finance Committee of the Law University.

#### **41. Power to make Rules :**

- (1) The Government may, by notification in the official gazette, make Rules for carrying out the purposes of this Act.
- (2) All the Rules made under this Act shall be laid, as soon as may be after they are so made, before the House of the State Legislature, while it is in session, for a period of not less than fourteen days which may be comprised in one session or in two successive sessions and if before the expiry of the session in which they are so laid or of the session immediately following, the House of the State Legislature makes any modification in

any of such Rules or resolves that any such Rules should not be made, such Rules shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done thereunder.

**MOHD.A.HAQUE,**

Secretary to the Government of Assam,  
Legislative Department, Dispur.







**National Law University and Judicial Academy, Assam**  
Hajo Road, Amingaon, Guwahati-781031, Assam (India).

Extracts from Annual Report 2018-2019 of NLUJA, Assam



# NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM



**ANNUAL  
REPORT**

**2018-19**

## 1. INTRODUCTION

This Annual Report on the working of the University is prepared by the Executive Council for presentation to the General Council in pursuance of the requirement under Section 12 (2) (iii) (a) of the National Law University and Judicial Academy, Assam Act, 2009. The period covered is the calendar year from **April 1, 2018 to March 31, 2019**.

## 2. CHANCELLORS OF THE UNIVERSITY

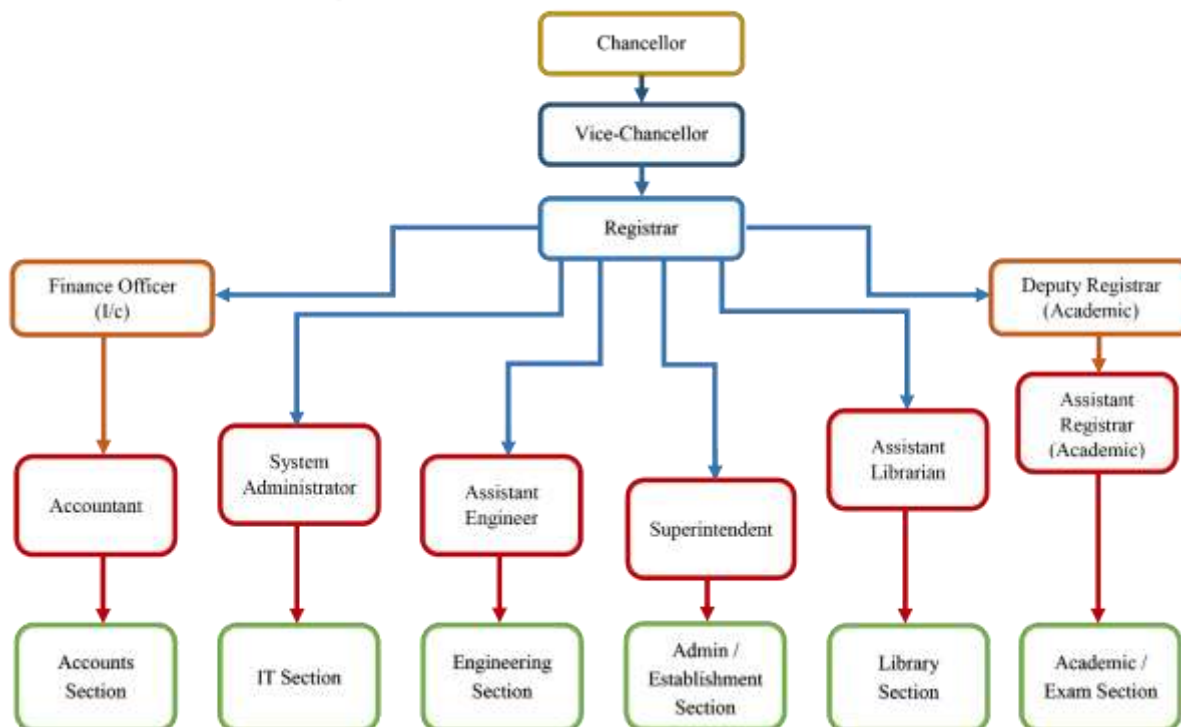
- Hon'ble Shri Justice Ajit Singh, Chief Justice of the Gauhati High Court was the Chancellor of the University w.e.f. March 4, 2016 till September 5, 2018.
- Hon'ble Shri Justice A. K. Goswami, Chief Justice (Acting) of the Gauhati High Court was the Chancellor of the University w.e.f. September 5, 2018 till October 29, 2018.
- Hon'ble Shri Justice A.S. Bopanna, Chief Justice of the Gauhati High Court is the Chancellor of the University w.e.f. October 29, 2018.

## 3. VICE-CHANCELLOR OF THE UNIVERSITY

- Prof. (Dr.) J.S. Patil is the Vice-Chancellor of the University w.e.f. October 5, 2016.

## 4. GENERAL ADMINISTRATION

**Organisation Structure of Administration, NLUJAA**



#### 4.1 MEETINGS OF UNIVERSITY STATUTORY BODIES

To realise its founding objectives and aspirations, National Law University and Judicial Academy, Assam has been functioning efficiently under the able guidance and leadership of Prof. (Dr.) J.S. Patil, Vice-Chancellor of the University. During the period under report, meetings of the University Bodies were held on following dates:

Committee/ Council Meeting	Date
<b>20<sup>th</sup> Finance Committee</b>	April 06, 2018
<b>7<sup>th</sup> Academic Council</b>	April 09, 2018
<b>23<sup>rd</sup> Executive Council</b>	April 11, 2018
<b>20<sup>th</sup> General Council</b>	April 26, 2018
<b>24<sup>th</sup> Executive Council</b>	December 13, 2018

#### 4.2. APPOINTMENTS

##### 4.2.1 List of Confirmation of Service of Non-Teaching Staff

The Hon'ble Vice-Chancellor has confirmed the services of following staff on February 8, 2019:

Sl. No.	Name of the Employee	Designation
<b>1</b>	Mr. Bijan Kumar Sarma	Superintendent
<b>2</b>	Ms. Jimani Goswami	Accountant
<b>3</b>	Mr. Ajit Chandra Kalita	Junior Stenographer
<b>4</b>	Mr. Diganta Gogoi	Accounts Assistant
<b>5</b>	Mr. Pankaj Jyoti Bhorali	Junior Superintendent
<b>6</b>	Mr. Britanjoy Basumatary	Library Assistant

## 4.6 CONSTITUTION OF COMMITTEES IN THE UNIVERSITY

### 4.6.1 Constitution of Statutory Bodies

#### General Council

In pursuance of Clause (ii) of Sub Section 2 of Section 9 of the National Law University and Judicial Academy, Assam Act, 2009, as amended, and in pursuance of the decision of the Hon'ble Chancellor of the National Law University and Judicial Academy, Assam to nominate members under the Act to the General Council and on receipt of nomination from the State Govt. Vide letter no. JDJ.(E)161/2006/169, dated Dispur the 27<sup>th</sup> of January, 2014, the General Council of the National Law University and Judicial Academy, Assam, has been re-constituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Shri Justice A. S. Bopanna</b> <i>Chief Justice, Gauhati High Court Chancellor, NLUJA, Assam</i>	9 (1) (i)	Chairman
2.	<b>Hon'ble Shri Justice Ajit Singh</b> <i>Former Chief Justice, Gauhati High Court</i>	9 (1) (ii)	Member
3.	<b>Hon'ble Shri Justice D.N. Choudhury</b> <i>Former Judge, Supreme Court of India</i>	9 (1) (iii)	Member
4.	<b>Hon'ble Shri Justice P. G. Agarwal</b> <i>Former Judge, Gauhati High Court</i>	9 (1) (iii)	Member
5.	<b>Prof. R. C. Barpatragohain</b> <i>Advocate General of Assam</i>	9 (1) (iv)	Member
6.	<b>Prof. (Dr.) J. S. Patil</b> <i>Vice-Chancellor, NLUJA, Assam</i>	9 (1) (v)	Member Secretary
7.	<b>Shri Ranjit Narayan Deka</b> <i>Rector, Assam Jatiya Bidyalaya, Noonmati</i>	9 (1) (vi)	Member
8.	<b>Shri Manan Kumar Mishra</b> <i>Chairman, Bar Council of India, New Delhi</i>	9 (1) (vii)	Member
9.	<b>Shri Nilayananda Dutta</b> <i>Chairman, Bar Council of Assam</i>	9 (1) (viii)	Member
10.	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> <i>Advisor, Education, Govt. of Assam</i>	9 (1) (ix)	Member
11.	<b>Prof. (Dr.) Amarjyoti Choudhury</b> <i>Vice-Chancellor, Assam Down Town University, Guwahati</i>	9 (1) (ix)	Member

12.	<b>Smti Aparna Ajitsaria</b> <i>Director, Judicial Academy, Assam</i>	9 (1) (x)	Member
13.	<b>Dr. D.N. Buragohain</b> <i>Former Director, Indian Institute of Technology Guwahati</i>	9 (1) (xi)	Member
14.	<b>Prof. (Dr.) R. Venkata Rao</b> <i>Vice-Chancellor, National Law School of India University, Bangalore</i>	9 (1) (xi)	Member
15.	<b>Shri Alok Kumar</b> <i>Chief Secretary, Govt. of Assam</i>	9 (1) (xii)	Member
16.	<b>Shri Samir Kumar Sinha</b> <i>Principal Secretary, Finance Department, Govt. of Assam</i>	9 (1) (xii)	Member
17.	<b>Smti Krishna Gohain</b> <i>Secretary, Dept. of Higher Education, Govt. of Assam</i>	9 (1) (xii)	Member
18.	<b>Shri S. K. Sharma</b> <i>LR &amp; Secretary, Judicial Department, Govt. of Assam</i>	9 (1) (xii)	Member
19.	<b>Shri Miftahuddin Ahmed, ACS</b> <i>Registrar, NLUJA, Assam</i>	9 (1) (xiii)	Member
20.	<b>Prof. (Dr.) Yugal Kishore</b> <i>Professor of Law and Ph.D. Coordinator, NLUJA, Assam (Retired on December 31, 2018)</i>	9 (1) (xiv)	Member
21.	<b>Hon'ble Shri Justice A. K. Goswami</b> <i>Judge, Gauhati High Court, Guwahati</i>	9 (1) (v)	Member

## Executive Council

In pursuance of Clause (1) of Section 11 of the National Law School and Judicial Academy, Assam Act, 2009, the Executive Council has been constituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Prof. (Dr.) J. S. Patil</b> <i>Vice-Chancellor, NLUJA, Assam</i>	11 (1) (i)	<b>Chairman</b>
2.	<b>Shri. Apurba Kumar Sharma</b> <i>Chairman, Executive Committee, Bar Council of India</i>	11 (1) (ii)	<b>Member</b>
3.	<b>Shri Nilayananda Dutta</b> <i>Chairman, Bar Council of Assam</i>	11 (1) (iii)	<b>Member</b>
4.	<b>Hon'ble Shri Justice N. Kotiswar Singh</b> <i>Judge, Gauhati High Court</i>	11 (1) (iv)	<b>Member</b>
5.	<b>Shri Samir Kumar Sinha</b> <i>Principal Secretary, Finance Department, Government of Assam</i>	11 (1) (v)	<b>Member</b>
6.	<b>Shri S. K. Sharma</b> <i>Legal Remembrancer-cum-Commissioner &amp; Secretary, Judicial Department, Government of Assam</i>	11 (1) (vi)	<b>Member</b>
7.	<b>Shri Robin Phukan</b> <i>Registrar General, Gauhati High Court</i>	11 (1) (vii)	<b>Member</b>
8.	<b>Smti Krishna Gohain, IAS</b> <i>Secretary, Department of Higher Education, Government of Assam</i>	11 (1) (viii)	<b>Member</b>
9.	<b>Shri Tapan Chandra Sharma, IAS</b> <i>Secretary, Personnel Department, Government of Assam</i>	11 (1) (ix)	<b>Member</b>
10.	<b>Shri Miftahuddin Ahmed, ACS</b> <i>Registrar, NLUJA, Assam</i>	11 (1) (x)	<b>Member</b>
11.	<b>Shri S. P. Moitra</b> <i>District and Sessions Judge, Kamrup Metro District</i>	11 (1) (xi)	<b>Member</b>
12.	<b>Prof. (Dr.) Yugal Kishore</b> <i>Professor of Law and Ph.D. Coordinator, NLUJA, Assam</i> (Retired on December 31, 2018)	11 (1) (xii)	<b>Member</b>
13.	<b>Dr. Ishrat Hussain</b> <i>Associate Professor of Law, NLUJA, Assam</i>	11 (1) (xii)	<b>Member</b>
14.	<b>Dr. Topi Basar</b> <i>Associate Professor of Law, NLUJA, Assam</i>	11 (1) (xii)	<b>Member</b>

## Academic Council

In pursuance of Clause (1) of Section 13 of the National Law School and Judicial Academy, Assam Act, 2009, the Academic Council has been constituted with the following members.

Sl. No.	Name and Designation	Section	Position
1.	<b>Prof. (Dr.) J. S. Patil</b> <i>Vice-Chancellor, NLUJA, Assam</i>	13 (1) (i)	<b>Chairman</b>
2.	<b>Hon'ble Shri Justice Ujjal Bhuyan</b> <i>Judge, Gauhati High Court</i>	13 (1) (ii)	<b>Member</b>
3.	<b>Shri Robin Phukan</b> <i>Registrar General, Gauhati High Court</i>	13 (1) (iii)	<b>Member</b>
4.	<b>Shri Miftahuddin Ahmed</b> <i>Registrar, NLUJA, Assam</i>	13 (1) (iv)	<b>Member</b>
5.	<b>Prof. (Dr.) V. Vijayakumar</b> <i>Vice-Chancellor, National Law Institute University, Bhopal</i>	13 (1) (v)	<b>Member</b>
6.	<b>Prof. (Dr.) Vijender Kumar</b> <i>Vice-Chancellor, Maharashtra National Law University, Nagpur</i>	13 (1) (v)	<b>Member</b>
7.	<b>Prof. Subir K. Bhatnagar</b> <i>Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, Lucknow</i>	13 (1) (v)	<b>Member</b>
8.	<b>Prof. (Dr.) Yugal Kishore</b> <i>Professor of Law and Ph.D. Coordinator, NLUJA, Assam</i> (Retired on December 31, 2018)	13 (1) (vi)	<b>Member</b>
9.	<b>Dr. Topi Basar</b> <i>Associate Professor of Law and Coordinator, P.G. Centre of Law, NLUJA, Assam</i>	13 (1) (vi)	<b>Member</b>
10.	<b>Prof. (Dr.) Subhash Chandra Singh</b> <i>Adjunct Professor of Law, NLUJA, Assam</i>	13 (1) (vi)	<b>Member</b>
11.	<b>Dr. Diptimoni Boruah</b> <i>Associate Professor of Law, NLUJA, Assam</i>	13 (1) (vii)	<b>Member</b>
12.	<b>Shri Chiradeep Basak</b> <i>Assistant Professor of Law, NLUJA, Assam</i>	13 (1) (viii)	<b>Member</b>
13.	<b>Dr. Mukund Sarda</b> <i>Principal, Bharati Vidyapeeth, Pune</i>	13 (1) (ix)	<b>Member</b>
14.	<b>Shri Nilayananda Dutta</b> <i>Chairman, Bar Council of Assam</i>	13 (1) (x)	<b>Member</b>



## Academic Planning Board

In accordance with the provisions of the National Law University and Judicial Academy (Amendment) Act, 2009, an Academic Planning Board has been constituted with the following members:

1.	<b>Prof. (Dr.) J. S. Patil</b> <i>Vice-Chancellor, Chairperson, NLUJA, Assam</i>
2	<b>Prof. (Dr.) Ranbir Singh</b> <i>Vice-Chancellor, National Law University, Delhi and Founder Vice-Chancellor, NALSAR University of Law, Hyderabad</i>
3	<b>Prof. (Dr.) M. P. Singh</b> <i>Former Vice-Chancellor, WBNUJS, Kolkata and Former Chairperson, Delhi Judicial Academy, New Delhi</i>
4	<b>Prof. (Dr.) Mool Chand Sharma</b> <i>Professor of Law, Former Vice-Chancellor, Central University of Haryana, Former Member, Law Commission of India</i>
5	<b>Prof. (Dr.) Gurdip Singh Bahri</b> <i>Former Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, and Former Dean, Faculty of Law, University of Delhi</i>
6	<b>Prof. (Dr.) R. Venkata Rao</b> <i>Vice-Chancellor, National Law School of India University, Bangalore</i>
7	<b>Prof. (Dr.) Faizan Mustafa</b> <i>Vice-Chancellor, NALSAR University of Law, Hyderabad</i>
8	<b>Prof. (Dr.) Paramjit S. Jaswal</b> <i>Vice-Chancellor, Rajiv Gandhi National University of Law, Patiala</i>
9	<b>Prof. (Dr.) Manoj Kumar Sinha</b> <i>Director, Indian Law Institute, New Delhi</i>
10	<b>Prof. (Dr.) R. C. Barpatragohain</b> <i>Retired Dean and Head, Department of Law, Gopinath Bardoloi Nagar, Gauhati University</i>
11	<b>Prof. (Dr.) Sandhya Goswami</b> <i>Retired Professor of Political Science, Department of Political Science, Gauhati University, Guwahati</i>

## Finance Committee

In accordance with the provisions of the National Law University and Judicial Academy, Assam Act 2009 the Finance Committee of National Law and Judicial Academy, Assam has been constituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Prof. (Dr.) J. S. Patil</b> <i>Vice-Chancellor, Chairperson, NLUJA, Assam</i>	15 (1) (i)	<b>Chairman</b>
2.	<b>Mr. Miftahuddin Ahmed</b> <i>Registrar, NLUJA, Assam</i>	15 (1) (ii)	<b>Member</b>
3.	<b>Hon'ble Shri Justice N. Kotiswar Singh</b> <i>Judge, Gauhati High Court, Guwahati</i>	15 (1) (iii)	<b>Member</b>
4.	<b>Shri Robin Phukan</b> <i>Registrar General, Gauhati High Court, Guwahati</i>	15 (1) (ii)	<b>Member</b>
5.	<b>Shri S. K. Sharma</b> <i>Legal Remembrancer-cum-Commissioner &amp; Secretary, Judicial Department, Government of Assam</i>	15 (1) (iii)	<b>Member</b>

### 4.6.2 Committees constituted by the Hon'ble Chancellor of the University

Following are the Committees constituted by the Hon'ble Chancellor of the University:

1. Library Committee	
<b>Hon'ble Mr. Justice Ujjal Bhuyan</b> Judge, Gauhati High Court, Guwahati	Chairman
<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA, Assam	Member
<b>Mr. Miftahuddin Ahmed</b> Registrar, NLUJA, Assam	Member
<b>Prof. (Dr.) Yugal Kishore</b> Professor of Law, NLUJA, Assam	- Member (Retired on December 31, 2018)
<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA, Assam	Member
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law, NLUJA, Assam	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian, NLUJA, Assam	Member

2. Purchase Committee	
<b>Hon'ble Mr. Justice Ujjal Bhuyan</b> Judge, Gauhati High Court	Chairman
<b>Mr. Miftahuddin Ahmed</b> Registrar , NLUJA, Assam	Convener
<b>Dr. Nandarani Choudhury</b> Finance Officer (I/c),	Member
<b>Mr. Thangzakhup Tombing</b> Assistant Professor of Law, NLUJA, Assam	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History , NLUJA, Assam	Member
<b>Ms. Aparajita D. Hazarika</b> Assistant Professor of English , NLUJA, Assam	Member

#### 4.6.3 Committees constituted by the Vice-Chancellor of the University

Following are the Committees constituted by the Vice-Chancellor of the University

Admission Committee	
<b>Mr. Miftahuddin Ahmed</b> Registrar	Chairman
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academic)	Member
<b>Dr. Topi Basar</b> Associate Professor of Law	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
<b>Ms. Aparajita D. Hazarika</b> Assistant Professor of English	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Mr. Jyotiprasad Baishya</b> System Administrator	Member

<b>Ms. Anjumani Deka Singha</b> Junior Superintended	Member
<b>Mr. Pankaj Jyoti Bhorali</b> Junior Superintended	Member
<b>Disciplinary Committee for Girls</b>	
<b>Dr. Topi Basar</b> Associate Professor of Law	Chairman
<b>Ms. Kasturi Gakul</b> Assistant Professor of Law	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
<b>Disciplinary Committee for Boys</b>	
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academic)	Chairman
<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law	Member
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law	Member
<b>Examination Committee</b>	
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academic)	Convener
<b>Dr. Topi Basar</b> Associate Professor of Law	Member
<b>Dr. Ishrat Husain</b> Associate Professor of Law	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
<b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of English	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Member

<b>Internal Complaints Committee</b>	
<b>Dr. Topi Basar</b> Associate Professor of Law	Presiding Officer
<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
<b>Mr. Himangshu R. Nath</b> Assistant Professor of Law	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Mr. Bijan Kumar Sarma</b> Superintendent	Member
<b>Ms. Anurita P. Hazarika</b> Director, NorthEast Network, Assam	Member
<b>Ms. Nikita Barooah</b> Advocate, Gauhati High Court / Adjunct Faculty of Law	Legal Consultant
<b>Anti-Ragging Squad</b>	
<b>Dr. Ishrat Husain</b> Associate Professor of Law	Chairman
<b>Dr. Topi Basar</b> Associate Professor of Law	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law	Member
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law	Member
<b>Ms. Monmi Gohain</b> Assistant Professor of Law	Member
<b>Anti-Ragging Committee</b>	
<b>Professor (Dr.) J.S. Patil</b> Vice-Chancellor	Chairman
<b>Mr. Miftahuddin Ahmed</b> Registrar	Member Convener

<b>Smt. Dorothy Suchiang</b> ACS, Additional Deputy Commissioner, Kamrup	Member
<b>Mr. Pradip Pujari</b> IPS, CO, 4th APBn. Kahilipara, Guwahati	Member
<b>Mr. Jogen Bhorali</b> Special Correspondent, The Assam Tribune & Dainik Assam	Member
<b>Sri Amalesh Adhikari</b> Secretary, BLU SKY, NGO, Guwahati	Member
<b>Mrs. Aparajita Dutta Hazarika</b> Assistant Professor of English	Member
<b>Mr. Ankur Madhia</b> Assistant Professor of Law	Member
<b>Dr. Nandarani Choudhury</b> Finance Officer (I/c)	Member
<b>Ms. Antarnihita Misra</b> 5th year, B.A.,LL.B.(Hons.), FYIC	Member
<b>Mr. Zeeshan Razvi</b> 1st year, B.A.,LL.B.(Hons.), FYIC	Member
<b>Moderation Committee</b>	
<b>Prof. (Dr.) Subhash Chandra Singh</b> Adjunct Professor of Law	Coordinator
<b>Dr. Topi Basar</b> Associate Professor of Law	Member
<b>Dr. Ishrat Husain</b> Associate Professor of Law	Member
<b>Sri K. Nagabasayya</b> Deputy Registrar (Academic)	Member Convener
<b>Ph.D. Programme Co-ordination Committee</b>	
<b>Prof. (Dr.) Subhash Chandra Singh</b> Adjunct Professor of Law	Advisor
<b>Dr. Diptimoni Boruah</b> Associate Professor of Law	Coordinator
<b>Dr. Topi Basar</b> Associate Professor of Law	Member

<b>Dr. Ishrat Husain</b> Associate Professor of Law	Member
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academic)	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Member
<b>Placement Facilitation Committee</b>	
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law	Academic Coordinator
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Administrative Coordinator
<b>Mr. Ankur Madhia</b> Assistant Professor of Law	Member
<b>Ms. Ishita Das</b> Assistant Professor of Law	Member
<b>Mr. Pankaj Jyoti Bhorali</b> Junior Superintended	Member
<b>Mr. Satyajit Deb</b> System Operator	Member
<b>Legal Aid Clinic</b>	
<b>Dr. Diptimoni Boruah</b> Associate Professor of Law	Chairperson
<b>Mr. Thangzakhup Tombing</b> Assistant Professor of Law	Member
<b>Ms. Kasturi Gakul</b> Assistant Professor of Law	Member
<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law	Member
<b>Editorial Board for publication of papers selected in the International Conference on IPR as a special edition of NLUA Law and Policy Review</b>	
<b>Dr. Topi Basar</b> Associate Professor of Law	Editor
<b>Mr. Thangzakhup Tombing</b> Assistant Professor of Law	Co-Editor

<b>Ms. Monmi Gohain</b> Assistant Professor of Law	Co-Editor
<b>Ms. Dipakshi Das</b> Assistant Professor of Economics	Co-Editor
<b>Mr. Anmol Shrivastava</b> Student, V Semester, B.A.,LL.B.(Hons.)	Co-Editor
<b>Mr. Paritosh Awasthi</b> Student, V Semester, B.A.,LL.B.(Hons.)	Co-Editor

#### 4.7.4 Activities of Important Committees

##### 4.7.4.1 The Disciplinary Committee

The Convener along with the members of the Committee has constantly been on the alert to maintain a strict vigilance on all matters in order to maintain discipline in the campus. The Committee has been keeping an eye on all activities in the campus. Violation of any rules or sanctity of the University is strongly dealt with by the Disciplinary Committees for Boys and Girls.

##### 4.7.4.2 The Unfair Means and Malpractice Committee

The Committee looks into all the cases of unfair means and malpractice reported to the same. The Committee also undertakes surprise visits during examinations to keep a strict vigilance on any unfair means and / or malpractice. In order to thwart academic malpractices, the University is equipped with anti-plagiarism software which examines all the project reports and the dissertations submitted by the students. The software filters the contents of the project reports in accordance with the standards of National Law University, Assam Academic Misconduct Regulations.

##### 4.7.4.3 The Internal Complaints Committee

The Internal Complaints Committee (ICC) been constituted in accordance with the UGC (prevention, prohibition and redressal of sexual harassment of women employees and students in higher education institutions) Regulations, 2016. The ICC probes every complaint registered with the same and is also entrusted with dissemination of information among the students and staff members of the University.

On August 01, 2018, the ICC Presiding Officer, Dr. Topi Basar conducted an orientation session for the newly admitted students on issues related to sexual harassment at the Seminar Hall of Administrative Building. No case has been reported to ICC in the year 2018-19.



#### 4.7.4.4 The Examination Committee

The Committee is entrusted with monitoring of all examination related activities including preparation of examination schedule; invigilation duty list; preparation and verification of result sheets. The Committee engages itself with upgrading of examination system, grading scale, evaluation scale in concurrence with BCI and UGC guidelines issued from time to time.

#### 4.7.4.5 The Moderation Committee

The Committee is assigned the responsibility of reviewing question papers of all examinations held for the undergraduate and postgraduate courses. Further, this Committee also looks into moderation of marks scored by students in different courses as when required.

## 5. LIBRARY

### 5.1 CONTENT AND COLLECTIONS

In the current year, a total number of 1039 books were added to the existing collection. Lexis India Advance is the new addition to the University's electronic resources. Lexis India is the most authoritative online legal information system containing primary legal contents, leading commentaries across various areas of Law.

Nineteen dissertations of LL.M batch 2017-18 were added to the University Library's Thesis and Dissertation Section. The details are furnished below:

SL. No.	Name of the Student	Supervised By	Topic
1	Abhishek Chakravarty	Prof (Dr.) Yugal Kishore	The Role of Indigenous People in Environmental Governance with Special Reference to United Nation's Redd+ Initiative in Northeast India
2	Anee Das	Dr. Topi Basar	Expounding Design Act, 2000 in Context of Assam's Textile Sector
3	Arunav Talukdar	Mr. Saheb Chowdhury	Media Trial and Right to Freedom of Speech and Expression: An Analysis
4	Dasukshisha Lyngdoh Marshilong	Ms. Kasturi Gakul	Capital Punishment in India: A Legal Analysis



**National Law University and Judicial Academy, Assam**  
Hajo Road, Amingaon, Guwahati-781031, Assam (India).

Extracts from Annual Report 2019-2020 of NLUJA, Assam



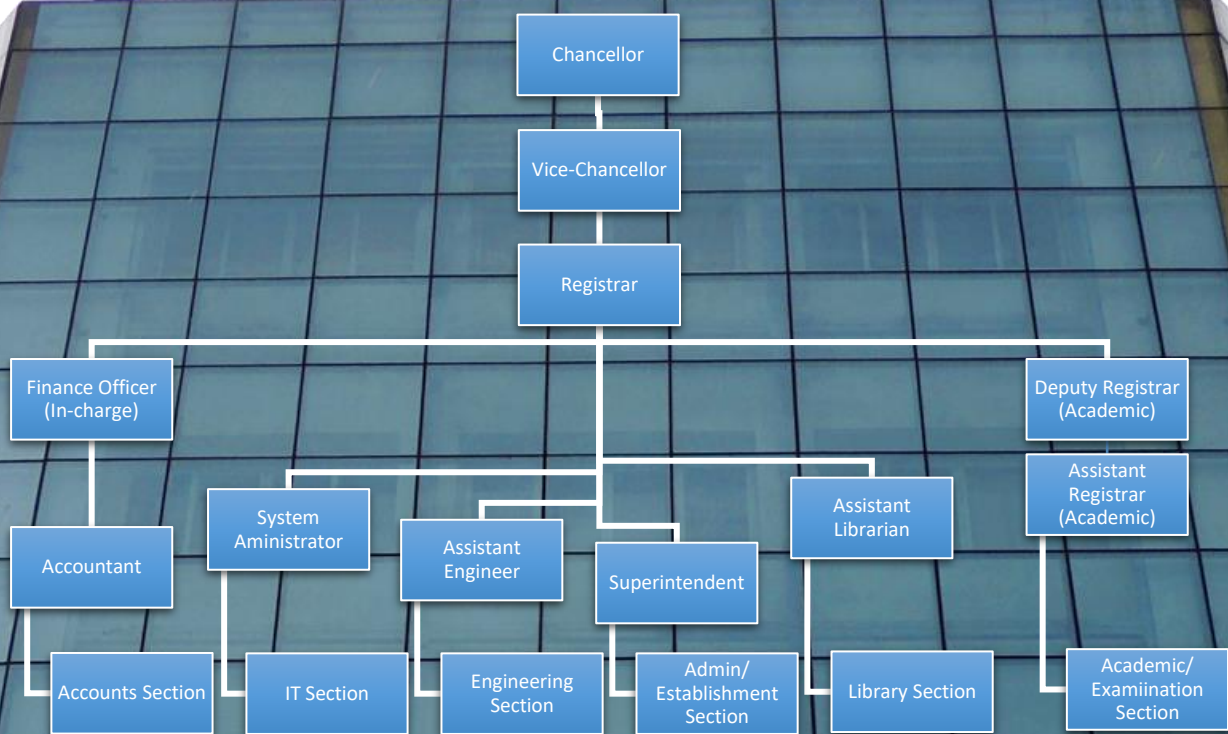
**NATIONAL LAW UNIVERSITY  
AND JUDICIAL ACADEMY,  
ASSAM**

# 2019

# ANNUAL REPORT



# 4. GENERAL ADMINISTRATION



Organizational Structure of Administration, NLUJA ASSAM

ADMINISTRATIVE BLOCK

#### 4.1 Meetings of University Statutory Bodies

To realise the founding objectives and aspirations, National Law University and Judicial Academy, Assam has been functioning efficiently under the able guidance and leadership of Prof. (Dr.) J. S. Patil, Vice-Chancellor of the University. During the period under report, meetings of the University Statutory Bodies were held on following dates:



**21<sup>st</sup> Finance  
Committee**



**25<sup>th</sup> Executive  
Council**



**21<sup>st</sup> General  
Council**



**26<sup>th</sup> Executive  
Council**



**8<sup>th</sup> Academic  
Council**



**22<sup>nd</sup> General  
Council**

## 4.6 Constitution of Committees in the University

### 4.6.1 Constitution of GC, EC, AC, FC

#### General Council

In pursuance of Clause (ii) of Sub Section 2 of Section 9 of the National Law University and Judicial Academy, Assam Act, 2009, as amended, and in pursuance of the decision of the Hon'ble Chancellor of the National Law University and Judicial Academy, Assam to nominate the members under the Act to the General Council and on receipt of nomination from the State Govt. Vide letter no. JDJ.(E)161/2006/169, dated Dispur the 27th Jan/2014, the General Council of the National Law University and Judicial Academy, Assam, has been re-constituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Shri Justice Ajai Lamba</b> Chief Justice, Gauhati High Court Chancellor, NLUJA ASSAM	9 (1) (i)	Chairman
2.	<b>Hon'ble Shri Justice Ajit Singh</b> Former Chief Justice, Gauhati High Court	9 (1) (ii)	Member
3.	<b>Hon'ble Shri Justice D.N. Choudhury</b> Former Judge, Supreme Court of India	9 (1) (iii)	Member
4.	<b>Hon'ble Shri Justice P. G. Agarwal</b> Former Judge, Gauhati High Court	9 (1) (iii)	Member
5.	<b>Prof. R. C. Barpatragohain</b> Advocate General of Assam	9 (1) (iv)	Member
6.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA ASSAM	9 (1) (v)	Member Secretary
7.	<b>Shri Ranjit Narayan Deka</b> Rector, Assam Jatiya Bidyalaya, Noonmati	9 (1) (vi)	Member
8.	<b>Shri Manan Kumar Mishra</b> Chairman, Bar Council of India, New Delhi	9 (1) (vii)	Member

9.	<b>Shri Nilayananda Dutta</b> Chairman, Bar Council of Assam	9 (1) (viii)	Member
10.	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> Advisor, Education Department, Govt. of Assam	9 (1) (ix)	Member
11.	<b>Dr. Amarjyoti Choudhury</b> Vice-Chancellor, Assam Down Town University, Guwahati	9 (1) (ix)	Member
12.	<b>Smti Aparna Ajitsaria</b> Director, Judicial Academy, Assam	9 (1) (x)	Member
13.	<b>Dr. D.N. Buragohain</b> Former Director, Indian Institute of Technology Guwahati	9 (1) (xi)	Member
14.	<b>Prof. (Dr.) R. Venkata Rao</b> Former Vice-Chancellor, National Law School of India University, Bangalore	9 (1) (xi)	Member
15.	<b>Shri Kumar Sanjay Krishna</b> Chief Secretary, Govt. of Assam	9 (1) (xii)	Member
16.	<b>Shri Samir Kumar Sinha</b> Principal Secretary, Finance Department, Govt. of Assam	9 (1) (xii)	Member
17.	<b>Shri S.Z. Hazarika</b> Secretary, Dept. of Higher Education, Govt. of Assam	9 (1) (xii)	Member
18.	<b>Shri S. K. Sharma</b> Legal Remembrancer-cum-Commissioner & Secretary, Judicial Department, Government of Assam	9 (1) (xii)	Member
19.	<b>Shri Miftahuddin Ahmed, ACS</b> Registrar, NLUJA ASSAM	9 (1) (xiii)	Member
20.	Professor of Law, NLUJA ASSAM	9 (1) (xiv)	Member
21.	<b>Hon'ble Shri Justice A.K. Goswami</b> Judge, Gauhati High Court, Guwahati	9 (1) (v)	Member

## Executive Council

In pursuance of Clause (1) of Section 11 of the National Law School and Judicial Academy, Assam Act, 2009, the list of the members of the Executive Council.

Sl. No.	Name and Designation	Section	Position
1.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA ASSAM	11 (1) (i)	Chairman
2.	<b>Shri. Apurba Kumar Sharma</b> Chairman, Executive Committee, Bar Council of India	11 (1) (ii)	Member
3.	<b>Shri Nilayananda Dutta</b> Chairman, Bar Council of Assam	11 (1) (iii)	Member
4.	<b>Hon'ble Shri Justice N. Koteswar Singh</b> Judge, Gauhati High Court, Guwahati	11 (1) (iv)	Member
5.	<b>Shri Samir Kumar Sinha</b> Principal Secretary, Finance Department, Government of Assam	11 (1) (v)	Member
6.	<b>Shri S. K. Sharma</b> Legal Remembrancer-cum-Commissioner & Secretary, Judicial Department, Government of Assam	11 (1) (vi)	Member
7.	<b>Shri Robin Phukan</b> Registrar General, Gauhati High Court	11 (1) (vii)	Member
8.	<b>Shri S.Z. Hazarika</b> Secretary, Department of Higher Education, Government of Assam	11 (1) (viii)	Member
9.	<b>Shri Majnur Hussain, IAS</b> Secretary, Personnel Department, Government of Assam	11 (1) (ix)	Member
10.	<b>Shri Miftahuddin Ahmed, ACS</b> Registrar, NLUJA ASSAM	11 (1) (x)	Member
11.	<b>Shri Aparesh Chakravarty</b> District and Sessions Judge, Kamrup Metro District	11 (1) (xi)	Member
12.	Professor of Law, NLUJA ASSAM	11 (1) (xii)	Member
13.	<b>Dr. Ishrat Hussain</b> Associate Professor of Law, NLUJA ASSAM	11 (1) (xii)	Member
14.	<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA ASSAM	11 (1) (xii)	Member



## Academic Council

In pursuance of Clause (1) of Section 13 of the National Law School and Judicial Academy, Assam Act, 2009, the list of the members of the Academic Council.

Sl. No.	Name and Designation	Section	Position
1.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA ASSAM	13 (1) (i)	Chairman
2.	<b>Hon'ble Shri Justice Ujjal Bhuyan</b> Judge, Gauhati High Court	13 (1) (ii)	Member
3.	<b>Shri Robin Phukan</b> Registrar General, Gauhati High Court	13 (1) (iii)	Member
4.	<b>Shri Miftahuddin Ahmed</b> Registrar, NLUJA ASSAM	13 (1) (iv)	Member
5.	<b>Prof. (Dr.) V. Vijayakumar</b> Vice-Chancellor, National Law Institute University, Bhopal	13 (1) (v)	Member
6.	<b>Prof. (Dr.) Vijender Kumar</b> Vice-Chancellor, Maharashtra National Law University, Nagpur	13 (1) (v)	Member
7.	<b>Prof. Subir K Bhatnagar</b> Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, Lucknow	13 (1) (v)	Member
8.	Professor of Law, NLUJA ASSAM	13 (1) (vi)	Member
9.	<b>Dr. Topi Basar</b> Associate Professor of Law and LL.M. Coordinator, NLUJA ASSAM	13 (1) (vi)	Member
10.	Professor of Law, NLUJA ASSAM	13 (1) (vi)	Member
11.	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA ASSAM	13 (1) (vii)	Member
12.	<b>Shri Chiradeep Basak</b> Assistant Professor of Law, NLUJA ASSAM	13 (1) (viii)	Member
13.	<b>Dr. Mukund Sarda</b> Principal, Bharati Vidyapeeth, Pune	13 (1) (ix)	Member
14.	<b>Shri Nilayananda Dutta</b> Chairman, Bar Council of Assam	13 (1) (x)	Member

## Academic Planning Board

In accordance with the provisions of the National Law University and Judicial Academy (Amendment) Act, 2011, an Academic Planning Board has been constituted with following members

Sl. No.	Name and Designation
1.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, Chairperson, NLUJA ASSAM
2	<b>Prof.(Dr.) Venkata Rao</b> Former Vice-Chancellor, NLSIU, Bangalore
3	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> Advisor, Education Department, Govt. of Assam
4	<b>Prof.(Dr.) Paramjit S. Jaswal</b> Vice-Chancellor, Rajiv Gandhi National University of Law, Patiala
5	<b>Prof. (Dr.) Subir K. Bhatnagar</b> Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, Lucknow
6	<b>Prof. (Dr.) V. Vijayakumar</b> Vice-Chancellor, National Law Institute University, Bhopal
7	<b>Prof. (Dr.) Vijender Kumar</b> Vice-Chancellor, Maharashtra National Law University, Nagpur
8	<b>Prof. (Dr.) Kamala Sankaran</b> Vice-Chancellor, Tamil Nadu National Law University, Tiruchirapalli
9	<b>Prof. Manoj Kumar Sinha</b> Director, Indian Law Institute, New Delhi
10	<b>Dr. Amarjyoti Choudhury</b> Vice-Chancellor, Assam Down Town University, Guwahati
11	<b>Hon'ble Shri Justice Mukundakam Sharma</b> Former Judge, Supreme Court of India

## Finance Committee

Following members of the Finance Committee of National Law and Judicial Academy, Assam.

Sl. No.	Name and Designation	Section	Position
1.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, Chairperson, NLUJA ASSAM	15 (1) (i)	Chairman
2.	<b>Mr. Miftahuddin Ahmed</b> Registrar, NLUJA ASSAM	15 (1) (ii)	Member
3.	<b>Hon'ble Shri Justice N. Kotiswar Singh</b> Judge, Gauhati High Court, Guwahati	15 (1) (iii)	Member
4.	<b>Shri Robin Phukan</b> Registrar General, Gauhati High Court, Guwahati	15 (1) (iii)	Member
5.	<b>Shri S. K. Sharma</b> Legal Remembrancer-cum-Commissioner & Secretary, Judicial Department, Government of Assam	15 (1) (iii)	Member

#### 4.6.2 Statutory Committees constituted by the Hon'ble Chancellor of the University:

Following are the Statutory Committees constituted by the Hon'ble Chancellor of the University:

1. Library Committee	
<b>Hon'ble Mr. Justice Ujjal Bhuyan</b> Judge, Gauhati High Court, Guwahati	Chairman
<b>Prof. (Dr.) J.S. Patil</b> Vice-Chancellor, NLUJA, Assam	Member
<b>Mr. Miftahuddin Ahmed</b> Registrar, NLUJA, Assam	Member
<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA, Assam	Member
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law, NLUJA, Assam	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian, NLUJA, Assam	Member
2. Purchase Committee	
<b>Hon'ble Mr. Justice Ujjal Bhuyan</b> Judge, Gauhati High Court	Chairman
<b>Mr. Miftahuddin Ahmed</b> Registrar , NLUJA ASSAM	Member
<b>Dr. Nandarani Choudhury</b> Finance Officer (I/c),	Member
<b>Mr. Thangzakhup Tombing</b> Assistant Professor of Law, NLUJA ASSAM	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History , NLUJA ASSAM	Member
<b>Ms. Aparajita D. Hazarika</b> Assistant Professor of English , NLUJA ASSAM	Member

#### 4.6.3 Committees constituted by the Vice-Chancellor of the University:

Following are the Committees and Centres constituted by the Vice-Chancellor of the University:

<b>Admission Committee</b>	
<b>Dr. Topi Basar</b> Associate Professor of Law	Chairman
<b>Dr. Subhash Chandra Singh</b> Adjunct Professor of Law	Member
<b>Mr. Thangzakhup Tombing</b> Assistant Professor of Law	Member
<b>Ms. Monmi Gohain</b> Assistant Professor of Law	Member
<b>Mr. Ankur Madhia</b> Assistant Professor of Law	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Mr. Jyotiprasad Baishya</b> System Administrator	Supporting Staff
<b>Mr. Khanin Barman</b> Junior Superintendent	Supporting Staff
<b>Ms. Anjumani Deka Singha</b> Junior Superintendent	Supporting Staff
<b>Disciplinary Committee for Boys (reconstituted)</b>	
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academics)	Chairman
<b>Dr. Ishrat Husain</b> Associate Professor of Law	Member (since August 31, 2019)
<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law	Member (till August 31, 2019)
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law	Member

**Internal Committee for Centre for Disability Studies and Health Laws****Dr. Ishrat Husai**

Associate Professor of Law

**Mr. Saheb Chowdhury**

Assistant Professor of Law

**Mr. Thangzakhup Tombing**

Assistant Professor of Law

**Dr. Nandarani Choudhury**

Assistant Registrar (Academic)

**Mr. Jyotiprasad Baishya**

System Administrator

**Mr. Showaif Ahmed**

Assistant Engineer

**Centre for Foreign Relations (CFR)****Prof. (Dr.) J. S. Patil**

Hon'ble Vice-Chancellor

Praesidens

**Dr. Ishrat Husain**

Associate Professor of Law

Coordinator Principalis

**Dr. Topi Basar**

Associate Professor of Law

Coordinator Adiutor

**Dr. Nandarani Choudhury**

Assistant Registrar (Academic)

Executive Officer

**Mr. T. Tombing**

Assistant Professor of Law

Member

**Mr. Chiradeep Basak**

Assistant Professor of Law

Member

**Committee for MOOCs Courses offered through SWAYAM Platform****Dr. Ishrat Husain**

Associate Professor of Law

Chairman

**Ms. Kasturi Gakul**

Assistant Professor of Law

Member

**Mr. T. Tombing**

Assistant Professor of Law

Member

**Mr. Jyotiprasad Baishya**

System Administrator

Member

### Editorial board for National Law University Corporate Law Journal (NLUCLJ)

<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA Assam	Chief Patron
<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA Assam	Member, Editorial Advisory Board
<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJA Assam	Member, Editorial Advisory Board
<b>Dr. Mayank Tiwari,</b> Assistant Professor of Law, NLU, Odisha	Member, Editorial Advisory Board
<b>Dr. Naveen Kumar</b> Assistant Professor of Law, NEHU, Meghalaya	Member, Editorial Advisory Board
<b>Ms. Monmi Gohain</b> Assistant Professor of Law, NLUJA, Assam	Member, Faculty Editorial Board
<b>Ms. Dipakshi Das</b> Assistant Professor of Economics, NLUJA Assam	Member, Faculty Editorial Board
<b>Ms. Daisy Changmai</b> Guest Faculty of Law, NLUJA Assam	Member, Faculty Editorial Board

### Equal Opportunity Cell

<b>Dr. Topi Basar</b> Associate Professor of Law	Chairperson
<b>Dr. Ishrat Husain</b> Associate Professor of Law	Member
<b>Ms. Kasturi Gakul</b> Assistant Professor of Law	Member
<b>Mr. T. Tombing</b> Assistant Professor of Law	Member
<b>Mr. Ankur Madhia</b> Assistant Professor of Law	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Acad.)	Member
<b>Mr. Showaif Ahmed</b> Assistant Engineer	Member

<b>Ms. Dipsikha Das</b> Junior Superintendent	Member
<b>Mr. Britanjay Basumatary</b> Library Assistant	Member
<b>Construction Committee</b>	
<b>Prof. (Dr.) J. S. Patil</b> Hon'ble Vice-Chancellor, NLUJA Assam	Chairman
<b>Mr. Miftahuddin Ahmed</b> Registrar, NLUJA, Assam	Member
<b>Dr. D.N. Buragohain</b> Former Director, IIT Guwahati	External Member
<b>Mr. S. Das</b> Executive Engineer, PWD (Civil)	External Member
<b>Mr. Showaif Ahmed</b> Assistant Engineer, NLUJA Assam	Member Convener

Following Committees were constituted by the Hon'ble Vice-Chancellor for preparation of the University's assessment and accreditation by NAAC:

<b>Core Committee for the Academic and Administrative Audit (AAA)</b>	
<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA ASSAM	Chairperson
<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA ASSAM	Co-ordinator
<b>Prof. (Dr.) S.C. Singh</b> Adjunct Professor of Law, NLUJA ASSAM	Member
<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA ASSAM	Member
<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJA ASSAM	Member
<b>Mr. Chiradeep Basak</b> Assistant Professor of Law, NLUJA ASSAM	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Acad.), NLUJA ASSAM	Member



Curricular Aspects	
<b>Dr. Ishrat Husain</b> Associate Professor of Law	Convenor
<b>Mr. T. Tombing</b> Assistant Professor of Law	Member
<b>Ms. Dipsikha Das</b> Junior Superintendent	Supporting Staff
Teaching - Learning and Evaluation	
<b>Dr. Topi Basar</b> Associate Professor of Law	Convenor
<b>Mr. Saheb Chowdhury</b> Assistant Professor of Law	Member
<b>Ms. Dipakshi Das</b> Assistant Professor of Economics	Member
<b>Ms. Nisharani Das</b> Junior Superintendent	Supporting Staff
Research, Innovations and Extension	
<b>Prof. (Dr.). S.C. Singh</b> Adjunct Professor of Law	Convenor
<b>Ms. Kasturi Gakul</b> Assistant Professor of Law	Member
<b>Ms. Monmi Gohain</b> Assistant Professor of Law	Member
<b>Mr. Pankaj Jyoti Bhorali</b> Junior Superintendent	Supporting Staff
Infrastructure and Learning Resources	
<b>Dr. Kankana Baishya</b> Assistant Librarian	Convener
<b>Dr. Jyotirekha Bhattacharyya</b> Assistant Librarian	Member
<b>Mr. Jyotiprasad Baishya</b> System Administrator	Member

<b>Mr. Showaif Ahmed</b> Assistant Engineer	Member
<b>Mr. Mukut Deka</b> Junior Superintendent	Supporting Staff
<b>Student Support and Progression</b>	
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academic)	Convenor
<b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of English	Member
<b>Ms. Preeti Priyam Sharma</b> Assistant Professor of Sociology	Member
<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
<b>Ms. Anjumani Deka Singha</b> Junior Superintendent	Supporting Staff
<b>Governance, Leadership and Management</b>	
<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor	Convenor
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Acad.)	Member
<b>Mr. Ankur Madhia</b> Assistant Professor of Law	Member
<b>Mr. Khanin Barman</b> Junior Superintendent	Supporting Staff
<b>Institutional Values and Best Practices</b>	
<b>Dr. Diptimoni Boruah</b> Associate Professor of Law	Convenor
<b>Ms. Gitanjali Ghosh</b> Assistant Professor of Law	Member
<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law	Member
<b>Dr. M. Nandakishwor Singh</b> Assistant Professor of Political Science	Member

<b>Mr. Konda Babu Katipam</b> Junior Superintendent	Supporting Staff
<b>Technical Committee</b>	
<b>Mr. Jyotiprasad Baishya</b> System Administrator	Convenor
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Member
<b>Introductory Note Committee (NAAC)</b>	
<b>Mr. K. Nagabasayya</b> Deputy Registrar (Academic)	Convenor
<b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of English	Member
<b>Ms. Monmi Gohain</b> Assistant Professor of Law	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Dr. Jyotirekha Bhattacharyya</b> Assistant Librarian	Member
<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic)	Member
<b>Mr. Bijan Kumar Sarma</b> Superintendent	Member
<b>Mr. Narender Pal</b> Library Assistant	Member
<b>Mr. Britanjoy Basumatary</b> Library Assistant	Member
<b>Mr. Sanjib Deka</b> Library Assistant	Member

Committee to monitor the implementation of the UGC Harmonized Guidelines and Space Standards for Built Environment for PWD, 2008 and to look into issues related with the Persons with Disabilities (PWD).

Segment	Name & Designation
Teachers	<p><b>Dr. Topi Basar</b> Chairperson, Associate Professor of Law, NLUJA Assam</p> <p><b>Mr. Ankur Madhia</b> Assistant Professor of Law, NLUJA Assam</p>
Administrative Staff	<p><b>Mr. Showaif Ahmed</b> Assistant Engineer, NLUJA Assam</p> <p><b>Ms. Jimani Goswami</b> Accountant, NLUJA Assam</p>
Students	<p><b>Mr. Reynold Jamatia</b> VIII Semester, B.A.,LL.B.(Hons.) FYIC, NLUJA Assam</p> <p><b>Ms. Anjali Singh</b> IV Semester, B.A.,LL.B.(Hons.) FYIC, NLUJA Assam</p>
Parents	<p><b>Dr. Baruah</b> Parents of Ms. Ishita Baruah, II Semester, B.A.,LL.B.(Hons.) FYIC, NLUJA Assam</p> <p><b>Mr. Pratap Deka &amp; Ms. Uttara Deka</b> Parents of Ms. Jyotishikha Deka, IV Semester, B.A.,LL.B.(Hons.) FYIC, NLUJA Assam</p>

## **4.6.4 Activities of Important Committees**

### **4.6.4.1 The Disciplinary Committee**

The Convener along with the members of the Committee has constantly been on alert to keep strict vigilance on matters related to maintaining the discipline in the campus. The Committee has been keeping an eye on all activities in the campus. Violation of any rules or sanctity of the University is strongly dealt by the Disciplinary Committees for Boys and Girls.

### **4.6.4.2 The Unfair Means and Malpractice Committee**

The academic environment has improved with imparting quality legal education with the result that not even a single case of malpractice and / or unfair means has been reported during the period under report. The Committee has undertaken special surprise visits during examinations to keep a strict vigil on any unfair means and / or malpractice. The University is equipped with Anti-Plagiarism software which examines all the project reports and the dissertations submitted by the students. The software filters the contents of the project reports and the dissertations in accordance with the standards of National Law University, Assam Academic Misconduct Regulations.

### **4.6.4.3 The Internal Complaints Committee**

The Internal Complaints Committee (ICC) has been constituted in accordance with the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher education institutions Women Employees and students in higher educational institutions) Regulations, 2016. The ICC probes complaint on sexual harassment of women at workplace. The university makes an all-out effort to maintain a fair academic environment.

No case has been reported to ICC in the year 2019.

#### 4.7 Visit of the BCI Expert Committee to NLUJA ASSAM

The Bar Council of India (BCI) Inspection Team, led by Chairperson BCI, Shri Manan Kumar Mishra has visited National Law University and Judicial Academy, Assam on November 1, 2019 in order to conduct its quinquennial inspection. Subsequent to the inspection, National Law University and Judicial Academy, Assam was granted further affiliation for a period of five years w.e.f. from the year 2019-20 vide letter no. BCI:D:32:2020 (LE/Std.21/22.12.2019)





**National Law University and Judicial Academy, Assam**  
Hajo Road, Amingaon, Guwahati-781031, Assam (India).

Extracts from Annual Report 2020 of NLUJA, Assam



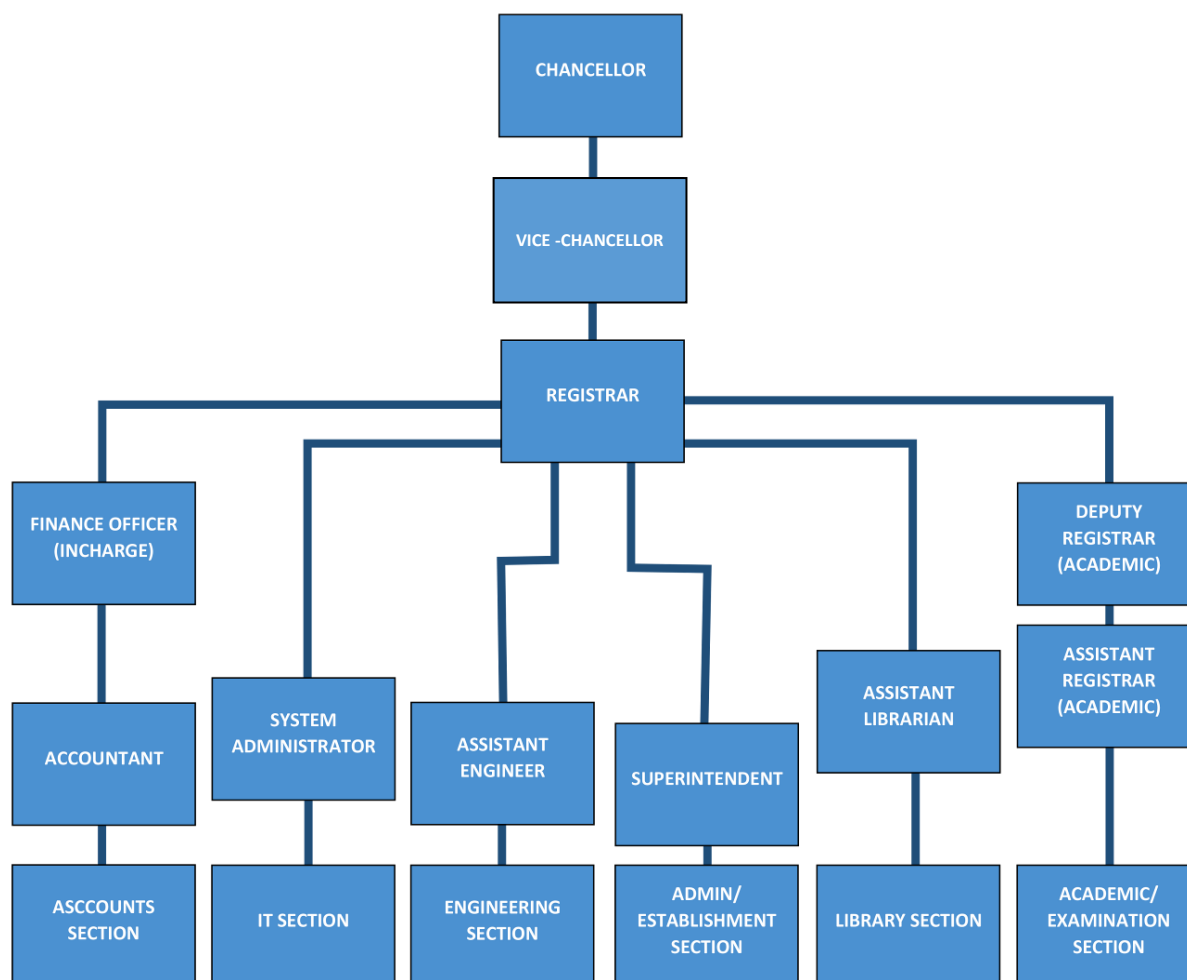
## National Law University and Judicial Academy, Assam

# ANNUAL REPORT 2020





## 4. GENERAL ADMINISTRATION



*Organisation Structure of Administration, NLUJA, Assam*

### 4.1 MEETINGS OF UNIVERSITY STATUTORY BODIES

As enshrined in the National Law University and Judicial Academy, Assam Act, 2009, Chapter - III, Section 8, following are the authorities (Statutory Bodies) of the University:

- a. The General Council
- b. The Executive Council
- c. The Academic Council
- d. The Finance Committee, and such other authorities as may from time to time be declared as such by the General Council

During the period under report, meetings of the University Statutory Bodies were held on following dates:

<b>Committee/ Council Meeting</b>	<b>Date</b>
<b>10th Finance Committee</b>	March 14, 2020
<b>27th Executive Council Meeting</b>	June 27, 2020
<b>28th Executive Council Meeting</b>	August 26, 2020
<b>9th Academic Council</b>	August 28, 2020
<b>29th Executive Council Meeting</b>	September 15, 2020
<b>30th Executive Council Meeting</b>	October 20, 2020
<b>23rd General Council Meeting</b>	November 10, 2020
<b>Academic Planning Board</b>	October 12, 2020

## 4.2. APPOINTMENTS

### 4.2.1 Adjunct Faculty / Guest Faculty/ Research Assistant

<b>Sl. No.</b>	<b>Name</b>	<b>Appointed for the post of</b>	<b>Date of Appointment</b>
<b>1</b>	<b>Dr. Sankar Sundaram</b>	IPR Chair Professor	September 25, 2020
<b>2</b>	<b>Ms. Nishibrata Hazarika</b>	Guest Faculty of Economics	November 03, 2020
<b>3.</b>	<b>Mr. Abhijit Bharali</b>	Guest Faculty of History	November 03, 2020

#### 4.4 REGULATIONS OF THE NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

The following Regulations of the University were duly approved by the different statutory bodies of the University during the period under report:

1. **National Law University and Judicial Academy, Assam Regulations Relating to Ph.D. (Doctor of Philosophy) Programme, 2019**
2. **National Law University and Judicial Academy, Assam Intellectual Property Rights Policy, 2020.**
3. **National Law University and Judicial Academy, Assam Library Regulations (as amended and consolidated in 2020).**
4. **National Law University and Judicial Academy, Assam Regulation Pertaining to Grant of Merit cum Means Scholarship.**

#### 4.5 CONSTITUTION OF COMMITTEES IN THE UNIVERSITY

##### 4.5.1 Constitution of Statutory Bodies

##### General Council

In pursuance of Clause (ii) of Sub Section 2 of Section 9 of the National Law University and Judicial Academy, Assam Act, 2009, as amended, and in pursuance of the decision of the Hon'ble Chancellor of the National Law University and Judicial Academy, Assam to nominate members under the Act to the General Council and on receipt of nomination from the State Govt. Vide letter no. JDJ.(E)161/2006/169, dated Dispur the 27th Jan/2014, the General Council of the National Law University and Judicial Academy, Assam, has been reconstituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<p><b>Hon'ble Shri Justice Ajai Lamba</b> Chief Justice, Gauhati High Court Chancellor, NLUJA, Assam (w.e.f. 07.10.2019 - 20.09.2020)</p> <p><b>Hon'ble Shri N. Kotiswar Singh</b> Acting Chief Justice, Gauhati High Court Chancellor, NLUJA, Assam (w.e.f. 21.09.2020 - 09.01.2021)</p>	9 (1) (i)	Chairman
2.	<p><b>Hon'ble Shri Justice N. Kotiswar Singh</b> Judge, Gauhati High Court, Guwahati</p>	9 (1) (v)	Member

3.	<b>Hon'ble Shri Justice Ajit Singh</b> Former Chief Justice, Gauhati High Court	9 (1) (ii)	Member
4.	<b>Hon'ble Shri Justice D.N. Choudhury</b> Former Judge, Supreme Court of India	9 (1) (iii)	Member
5.	<b>Hon'ble Shri Justice P. G. Agarwal</b> Former Judge, Gauhati High Court	9 (1) (iii)	Member
6.	<b>Prof. R. C. Barpatragohain</b> Advocate General of Assam	9 (1) (iv)	Member
7.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA, Assam	9 (1) (v)	Member Secretary
8.	<b>Shri Ranjit Narayan Deka</b> Rector, Assam Jatiya Bidyalaya, Noonmati	9 (1) (vi)	Member
9.	<b>Shri Manan Kumar Mishra</b> Chairman, Bar Council of India, New Delhi	9 (1) (vii)	Member
10.	<b>Shri Hafiz Rashid Ahmed Chowdhury</b> Chairman, Bar Council of Assam	9 (1) (viii)	Member
11.	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> Advisor, Education, Govt. of Assam	9 (1) (ix)	Member
12.	<b>Dr. Amarjyoti Choudhury</b> Vice-Chancellor, Assam Down Town University, Guwahati	9 (1) (ix)	Member
13.	<b>Smti Aparna Ajitsaria</b> Director, Judicial Academy, Assam	9 (1) (x)	Member
14.	<b>Dr. D.N. Buragohain</b> Former Director, Indian Institute of Technology Guwahati	9 (1) (xi)	Member
15.	<b>Prof. (Dr.) R. Venkata Rao</b> Former Vice-Chancellor, National Law School of India University, Bangalore	9 (1) (xi)	Member
16.	<b>Shri Jishnu Baruah</b> Chief Secretary, Govt. of Assam	9 (1) (xii)	Member
17.	<b>Shri Samir Kumar Sinha</b> Principal Secretary, Finance Department, Govt. of Assam	9 (1) (xii)	Member
18.	<b>Mr. Deepak Majumdar, IAS</b> Secretary, Dept. of Higher Education, Govt. of Assam	9 (1) (xii)	Member

<b>19.</b>	<b>Mr. Aparesh Chakravarty</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam (w.e.f. 31.01.2020-19.11.2020)  <b>Mr. Mridul Kumar Kalita</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam (w.e.f. 19.11.2020 – till date)	9 (1) (xii)	Member
<b>20.</b>	<b>Shri Miftahuddin Ahmed, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2017 - 21.11.2020)  <b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2020 – till date)	9 (1) (xiii)	Member
<b>21</b>	Professor of Law, NLUJA, Assam	9 (1) (xiv)	Member

### Executive Council

In pursuance of Clause (1) of Section 11 of the National Law School and Judicial Academy, Assam Act, 2009, the Executive Council has been constituted with the following members:

Sl. No.	Name and Designation	Section	Position
<b>1.</b>	<b>Hon'ble Mr. Manojit Bhuyan</b> Judge, Gauhati High Court	11 (1) (iv)	<b>Member</b>
<b>2.</b>	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA, Assam	11 (1) (i)	<b>Chairman</b>
<b>3.</b>	<b>Shri. Apurba Kumar Sharma</b> Chairman, Executive Committee, Bar Council of India	11 (1) (ii)	<b>Member</b>
<b>4.</b>	<b>Shri Hafiz Rashid Ahmed Chowdhury</b> Chairman, Bar Council of Assam	11 (1) (iii)	<b>Member</b>
<b>5.</b>	<b>Shri Samir Kumar Sinha</b> Principal Secretary, Finance Department, Government of Assam	11 (1) (v)	<b>Member</b>

<b>6.</b>	<b>Mr. Aparesh Chakravarty</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam (w.e.f. 31.01.2020-19.11.2020)  <b>Mr. Mridul Kumar Kalita</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam (w.e.f. 19.11.2020 – till date)	11 (1) (vi)	<b>Member</b>
<b>7.</b>	<b>Mr. Raktim Duarah</b> Registrar General, Gauhati High Court	11 (1) (vii)	<b>Member</b>
<b>8.</b>	<b>Mr. Deepak Majumdar, IAS</b> Secretary, Department of Higher Education, Government of Assam	11 (1) (viii)	<b>Member</b>
<b>9.</b>	<b>Ms. Binita Pegu, IAS</b> Secretary, Personnel Department, Government of Assam	11 (1) (ix)	<b>Member</b>
<b>10.</b>	<b>Shri Miftahuddin Ahmed, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2017 - 21.11.2020)  <b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2020 – till date)	11 (1) (x)	<b>Member</b>
<b>11.</b>	<b>Smti. Mitali Thakuria</b> District and Sessions Judge, Kamrup (Metro) District	11 (1) (xi)	<b>Member</b>
<b>12.</b>	Professor of Law	11 (1) (xii)	<b>Member</b>
<b>13.</b>	<b>Dr. Ishrat Husain</b> Associate Professor of Law & U.G. Coordinator, NLUJA, Assam	11 (1) (xii)	<b>Member</b>
<b>14.</b>	<b>Dr. Topi Basar</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	11 (1) (xii)	<b>Member</b>

### Academic Council

In pursuance of Clause (1) of Section 13 of the National Law School and Judicial Academy, Assam Act, 2009, the Academic Council has been constituted with following members.

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Shri Justice Manish Choudhury</b> Judge, Gauhati High Court	13 (1) (ii)	<b>Member</b>
2.	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, NLUJA, Assam	13 (1) (i)	<b>Chairman</b>
3.	<b>Shri Raktim Duarah</b> Registrar General, Gauhati High Court	13 (1) (iii)	<b>Member</b>
4.	<b>Shri Miftahuddin Ahmed, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2017 - 21.11.2020)  <b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2020 – till date)	13 (1) (iv)	<b>Member</b>
5.	<b>Prof. (Dr.) V. Vijayakumar</b> Vice-Chancellor, National Law Institute University, Bhopal	13 (1) (v)	<b>Member</b>
6.	<b>Prof. (Dr.) Vijender Kumar</b> Vice-Chancellor, Maharashtra National Law University, Nagpur	13 (1) (v)	<b>Member</b>
7.	<b>Prof. Subir K. Bhatnagar</b> Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, Lucknow	13 (1) (v)	<b>Member</b>
8.	Nominee of the Bar Council of India	13 (1) (vi)	<b>Member</b>
9.	<b>Mr. Hafiz Rashid Ahmed Chowdhury</b> Chairman, Bar Council of Assam	13 (1) (x)	<b>Member</b>
10	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law and Coordinator, Research Committee. NLUJA. Assam	13 (1) (vii)	<b>Member</b>

<b>11.</b>	<b>Dr. Topi Basar</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	13 (1) (vi)	<b>Member</b>
<b>12.</b>	Professor of Law, NLUJA. Assam	13 (1) (vi)	<b>Member</b>
<b>13</b>	<b>Shri Chiradeep Basak</b> Assistant Professor of Law, NLUJA, Assam	13 (1) (viii)	<b>Member</b>

### Academic Planning Board

In accordance with the provisions of the National Law University and Judicial Academy (Amendment) Act, 2009, an Academic Planning Board has been constituted with the following members:

<b>1.</b>	<b>Prof. (Dr.) J. S. Patil</b> <i>Vice-Chancellor, Chairperson, NLUJA, Assam</i>
<b>2</b>	<b>Prof.(Dr.) Venkata Rao</b> Former Vice-Chancellor, NLSIU, Bangalore
<b>3</b>	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> Advisor, Education Department, Govt. of Assam
<b>4</b>	<b>Prof.(Dr.) Paramjit S. Jaswal</b> Vice-Chancellor, RGNUL, Patiala
<b>5</b>	<b>Prof. (Dr.) Subir K. Bhatnagar</b> Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, Lucknow
<b>6</b>	<b>Prof. (Dr.) V. Vijayakumar</b> Vice-Chancellor, National Law Institute University, Bhopal
<b>7</b>	<b>Prof. (Dr.) Vijender Kumar</b> Vice-Chancellor, Maharashtra National Law University, Nagpur
<b>8</b>	<b>Prof. (Dr.) Kamala Sankaran</b> Vice-Chancellor, TNLU, Tiruchirapalli
<b>9</b>	<b>Prof. Manoj Kumar Sinha</b> Director, Indian Law Institute, New Delhi
<b>10</b>	<b>Dr. Amarjyoti Choudhury</b> Vice-Chancellor, Assam Down Town University, Guwahati
<b>11</b>	<b>Hon'ble Shri Justice Mukundakam Sharma</b> Former Judge Supreme Court



### Finance Committee

In accordance with the provisions of the National Law University and Judicial Academy, Assam Act 2009 the Finance Committee of National Law and Judicial Academy, Assam was constituted with the following members:

Sl. No.	Name and Designation	Section	Position
1	<b>Hon'ble Shri Justice Manojit Bhuyan</b> Judge, Gauhati High Court, Guwahati	15 (1) (iii)	<b>Member</b>
2	<b>Prof. (Dr.) J. S. Patil</b> Vice-Chancellor, Chairperson, NLUJA, Assam	15 (1) (i)	<b>Chairman</b>
3	<b>Mr. Apares Chakravarty</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam (w.e.f. 31.01.2020-19.11.2020) <b>Mr. Mridul Kumar Kalita</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam (w.e.f. 19.11.2020 – till date)	15 (1) (iii)	<b>Member</b>
4	<b>Mr. Raktim Duarah</b> Registrar General, Gauhati High Court, Guwahati	15 (1) (iii)	<b>Member</b>
5	<b>Shri Miftahuddin Ahmed, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2017 - 21.11.2020) <b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam (w.e.f. 22.11.2020 – till date)	15 (1) (ii)	<b>Member</b>

#### 4.5.2 Committees constituted by the Vice-Chancellor of the University

Following are the Committees constituted by the Vice-Chancellor of the University:

<b>COVID-19 Grievance Redressal Committee</b>	
<b>Mr. K. Nagabasayya,</b> Deputy Registrar (Acad.), NLUJA, Assam	Chairman
<b>Dr. Topi Basar,</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	Member
<b>Dr. Ishrat Husain,</b> Associate Professor of Law and U.G. Coordinator, NLUJA, Assam	Member

<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam	Member
<b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA, Assam	Member
<b>Mr. Showaif Ahmed,</b> Assistant Engineer, NLUJA, Assam	Member
<b>Admission Committee</b>	
<b>Smt. Aparna Ajitsaria, AJS</b> Hon'ble Vice-Chancellor I/C, NLUJA, Assam	Chairperson
<b>Mr. Miftahuddin Ahmed, ACS</b> Registrar, NLUJA, Assam	Co-ordinator
<b>Dr. Diptimoni Boruah,</b> Associate Professor of Law and Coordinator, Research Committee, NLUJA, Assam	Co-Coordinator
<b>Dr. Topi Basar,</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	Co-Coordinator
<b>Dr. Ishrat Husain,</b> Associate Professor of Law & U.G. Coordinator, NLUJA, Assam	Co-Coordinator
<b>Mr. K. Nagabasayya,</b> Deputy Registrar (Acad.), NLUJA, Assam	Member
<b>Dr. Chiradeep Basak,</b> Assistant Professor of Law, NLUJA, Assam	Member
<b>Ms. Aparajita Dutta Hazarika,</b> Assistant Professor of English, NLUJA, Assam	Member
<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam	Member
<b>Ms. Jimani Goswami,</b> Accountant, NLUJA, Assam	Member
<b>Ms. Anjumani Deka Singha,</b> Jr. Superintendent, NLUJA, Assam	Member
<b>Mr. Satyajit Deb,</b> System Operator, NLUJA, Assam	Member
<b>P.G. Online Examination Committee</b>	

<b>Dr. Topi Basar,</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	Chairperson
<b>Mr. K. Nagabasayya,</b> Deputy Registrar (Acad.), NLUJA. Assam	Member
<b>Dr. Diptimoni Boruah,</b> Associate Professor of Law and Coordinator, Research Committee, NLUJA, Assam	Member
<b>Mr. Chiradeep Basak,</b> Assistant Professor of Law, NLUJA. Assam	Member
<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA. Assam	Member
<b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA. Assam	Member
<b>U.G. Online Examination Committee</b>	
<b>Dr. Ishrat Husain,</b> Associate Professor of Law & U.G. Coordinator, NLUJA, Assam	Chairperson
<b>Mr. K. Nagabasayya,</b> Deputy Registrar (Acad.), NLUJA. Assam	Member
<b>Dr. Kasturi Gakul,</b> Assistant Professor of Law, NLUJA. Assam	Member
<b>Mr. Saheb Chowdhury,</b> Assistant Professor of Law, NLUJA. Assam	Member
<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA. Assam	Member
<b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA. Assam	Member
<b>Annual Report Committee for the year 2019-20</b>	
<b>Mr. Miftahuddin Ahmed,</b> Registrar, NLUJA, Assam	Chairman
<b>Mr. Thangzakhup Tombing,</b> Assistant Professor of Law, NLUJA, Assam	Convener
<b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of English, NLUJA, Assam	Member
<b>Ms. Dipakshi Das,</b> Assistant Professor of Economics, NLUJA, Assam	Member

<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam	Member
<b>Dr. Kankana Baishya,</b> Assistant Librarian, NLUJA, Assam	Member
<b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA, Assam	Member
<b>Research Committee for Ph.D. Degree Programme</b>	
<b>Smt. Aparna Ajitsaria, AJS</b> Hon'ble Vice-Chancellor I/C, NLUJA, Assam	Chairman
<b>Prof. (Dr.) Sreenivasulu N.S.</b> Professor of Law, WBNUJS, Kolkata	External Member
<b>Prof. (Dr.) V. Sudesh,</b> Professor of Law, ULCB, Bangalore	External Member
<b>Prof. (Dr.) Naresh Kumar Vats,</b> Professor of Law, RGNUL, Patiala	External Member
<b>Dr. Diptimoni Boruah,</b> Associate Professor of Law and Coordinator, Research Committee, NLUJA, Assam	Coordinator
<b>Dr. Topi Basar,</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	Member
<b>Dr. Ishrat Husain,</b> Associate Professor of Law and U.G. Coordinator, NLUJA, Assam	Member
<b>Screening Committee for Merit Cum Means Scholarship for the Academic Year 2019-20</b>	
<b>Dr. Indranoshee Das</b> Registrar, NLUJA, Assam	
<b>Dr. Nandarani Choudhury,</b> Finance Officer (I/C), NLUJA, Assam	
<b>Dr. Topi Basar,</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	
<b>Dr. Ishrat Husain,</b> Associate Professor of Law & U.G. Coordinator, NLUJA, Assam	
<b>Dr. Chiradeep Basak,</b> Assistant Professor of Law, NLUJA, Assam	

<b>Ms. Jimani Goswami,</b> Accountant, NLUJA, Assam	
<b>Departmental Academic Integrity Panel (DAIP)</b>	
<b>Dr. Ishrat Husain</b> Associate Professor of Law and U.G. Coordinator, NLUJA, Assam	Chairman
<b>Dr. Mayengbam Nandakishwor Singh</b> Assistant Professor of Political Science	Member
<b>Dr. Jyotirekha Bhattacharyya</b> Assistant Librarian	Member
<b>Institutional Academic Integrity Panel (IAIP)</b>	
<b>Dr. Topi Basar</b> Associate Professor of Law and head, PGCLS, NLUJA, Assam	Chairperson
<b>Prof. (Dr.) Subhash Chandra Singh</b> Adjunct Professor of Law	Member
<b>Prof. Sreenivasulu N.S.</b> Professor of Law, WBNUJS, Kolkata	Member
<b>Dr. Kankana Baishya</b> Assistant Librarian	Member
<b>Centre for Child Rights, NLUJA, Assam</b>	
<b>Dr. Gitanjali Ghosh,</b> Assistant Professor of Law, NLUJA, Assam	Co-coordinator
<b>Mr. Himangshu Ranjan Nath,</b> Assistant Professor of Law, NLUJA, Assam	Co-coordinator
<b>Ms. Preeti Priyam Sharma,</b> Assistant Professor of Sociology, NLUJA, Assam	Co-coordinator

### **4.5.3 Activities of Important Committees**

#### **4.5.3.1 The Disciplinary Committee**

The Convener, along with the members of the Committee, has constantly been on alert to keep strict vigilance on matters related to maintaining the discipline in the campus. The Committee has been keeping an eye on all activities in the campus. Violation of any rules or sanctity of the University is strongly dealt with by the Disciplinary Committees for Boys and Girls.

#### **4.5.3.2 The Unfair Means and Malpractice Committee**

The University's persistent efforts to promote and preserve integrity in all academic pursuits is reflected in the perceptively reduced number of cases of malpractice and / or unfair means reported during the period under report.

The Committee undertakes surprise visits during examinations to keep a strict vigil on any unfair means and / or malpractice adopted by the students. The University is equipped with Anti-Plagiarism software which examines all the project reports and the dissertations submitted by the students. The software filters the contents of the project reports and the dissertations in accordance with the standards of National Law University, Assam Academic Misconduct Regulations.

In the present pandemic impacted academic session, the University has administered proctored online examinations, with view to persevering with academic sanctity even under compelling conditions.

#### **4.5.3.3 The Internal Complaints Committee**

The Internal Complaints Committee (ICC) has been constituted in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2016. The ICC probes into complaints on sexual harassment of women at workplace. The University makes an all-out effort to maintain a gender sensitive academic environment.

No case has been reported to ICC in the year 2020.



**National Law University and Judicial Academy, Assam**  
Hajo Road, Amingaon, Guwahati-781031, Assam (India).

Extracts from Annual Report 2021 of NLUJA, Assam



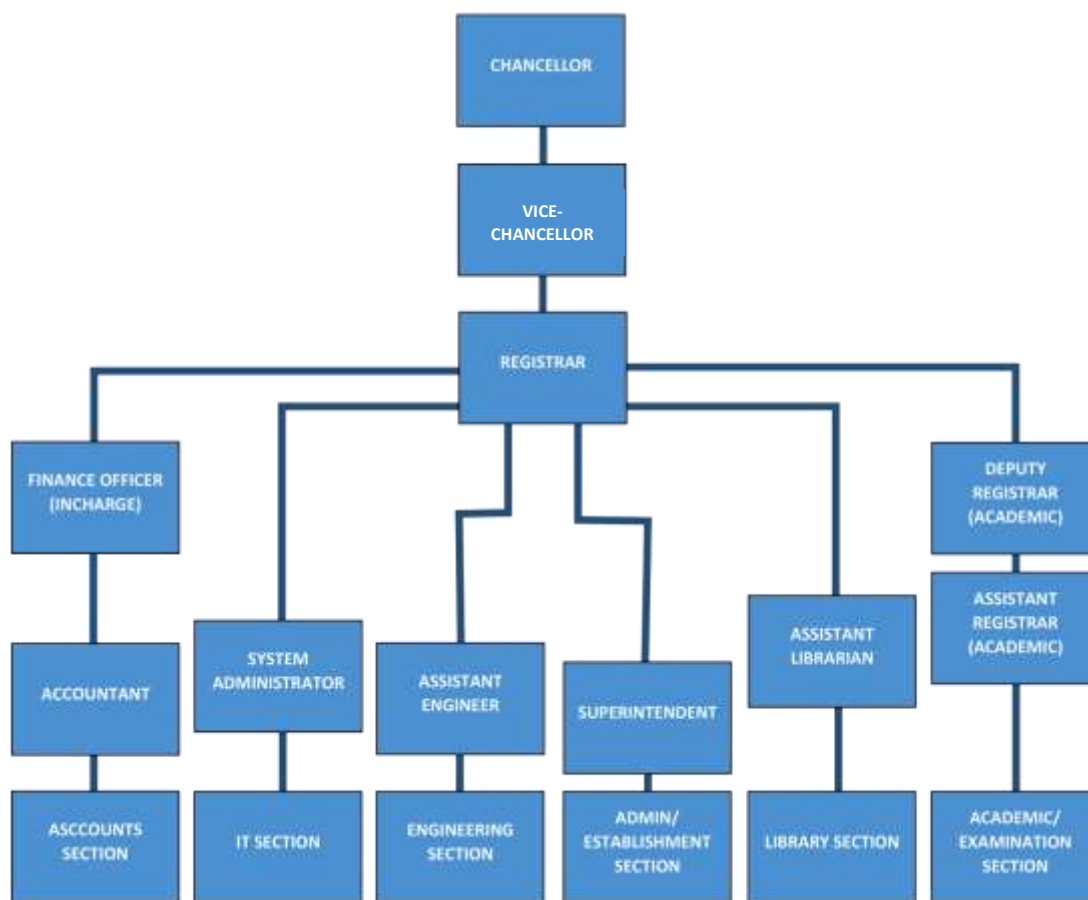
# National Law University and Judicial Academy, Assam



# ANNUAL REPORT 2021



## 4. GENERAL ADMINISTRATION



*Organisation Structure of Administration, NLUJA, Assam*

### 4.1 Meetings of University Statutory Bodies

As enshrined in the National Law University and Judicial Academy, Assam Act, 2009, Chapter - III, Section 8, following are the authorities (Statutory Bodies) of the University:

a. **The General Council** b. **The Executive Council** c. **The Academic Council** d. **The Finance Committee**, and such other authorities as may from time to time be declared as such by the General Council. During the period under report, meetings of the University Statutory Bodies were held on the following dates:

Committee/ Council Meeting	Date
24 <sup>th</sup> General Council Meeting	April, 21, 2021
31 <sup>st</sup> Executive Council Meeting	January 28, 2021
32 <sup>nd</sup> Executive Council Meeting	March, 10, 2021
33 <sup>rd</sup> Executive Council Meeting	April 9, 2021

## 4.4 Constitution of Statutory Bodies/ Committees in the University

### 4.4.1 Constitution of Statutory Bodies

#### General Council

In pursuance of Clause (ii) of Sub Section 2 of Section 9 of the National Law University and Judicial Academy, Assam Act, 2009, as amended, and in pursuance of the decision of the Hon'ble Chancellor of National Law University and Judicial Academy, Assam to nominate the members under the Act to the General Council, the General Council of the National Law University and Judicial Academy, Assam, has been re-constituted with the following members:

Sl No	Name and Designation	Section	Position
01	<b>Hon'ble Shri Justice Sudhanshu Dhulia</b> Chief Justice, Gauhati High Court and Chancellor, NLUJA, Assam	9 (1) (i)	Chairman
02	<b>Hon'ble Shri Justice Ajit Singh (Retd.)</b> Chairperson, Lokayukta, Odisha	9 (1) (ii)	Member
03	<b>Hon'ble Mr. Justice B.P. Katakey</b> Former Judge, Gauhati High Court	9 (1) (iii)	Member
04	<b>Hon'ble Mr. Justice Manojit Bhuyan</b> Former Judge, Gauhati High Court	9 (1) (iii)	Member
05	<b>Prof. R. C. Barpatragohain</b> Advocate General of Assam	9 (1) (iv)	Member
06	<b>Ms. Aparna Ajitsaria, AJS</b> Vice-Chancellor (i/c), NLUJA, Assam <b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	9 (1) (v)	Member Secretary
07	<b>Mr. Ranjit Narayan Deka</b> Rector, Assam Jatiya Bidyalay, Noonmati	9(1)(vi)	Member

Sl No	Name and Designation	Section	Position
08	<b>Mr. Manan Kumar Mishra</b> Chairman, Bar Council of India,	9 (1) (vii)	Member
09	<b>Mr. Sailendra Das</b> Chairman, Bar Council of Assam	9 (1) (viii)	Member
10	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> Advisor, Education Dept. Govt. of Assam,	9 (1) (ix)	Member
11	<b>Dr. Amarjyoti Choudhury</b> Former Vice-Chancellor Assam Down Town University, Guwahati	9 (1) (ix)	Member
12	<b>Ms. Aparna Ajitsaria</b> Director Judicial Academy, Assam	9 (1) (x)	Member
13	<b>Dr. D. N. Buragohain</b> Former Director, IIT Guwahati	9 (1) (xi)	Member
14	<b>Prof. (Dr.) R. Venkata Rao,</b> Former Vice-Chancellor, NLSIU, Bangalore	9 (1) (xi)	Member
15	<b>Mr. Jishnu Baruah</b> Chief Secretary, Govt. of Assam	9 (1) (xii)	Member
16	<b>Mr. Samir Kumar Sinha</b> Principal Secretary, Finance Department, Government of Assam	9 (1) (xii)	Member
17	<b>Mr. Deepak Majumdar, IAS</b> Secretary, Department of Higher Education, Government of Assam	9 (1) (xii)	Member
18	<b>Mr. Mridul Kumar Kalita</b> Legal Remembrancer & Secretary	9 (1) (xii)	Member
19	<b>Dr. Indranoshee Das</b> Registrar, NLUJA, Assam	9 (1) (xiii)	Member
20	Professor of Law, NLUJA, Assam	9 (1) (xiv)	Member
21	<b>Hon'ble Mr. Justice N. Kotiswar Singh</b> Judge, Gauhati High Court, Guwahati-781001	9 (1) (xv)	Member

# Executive Council

In pursuance of Clause (1) of Section 11 of the National Law School and Judicial Academy, Assam Act, 2009, the Executive Council has been reconstituted with the following members.

Sl. No.	Name and Designation	Section
1.	<b>Hon'ble Mr. Justice Suman Shyam</b> Judge, Gauhati High Court Guwahati <b>Hon'ble Mr. Justice Manojit Bhuyan</b> Judge, Gauhati High Court, Guwahati	11 (1) (iv)
2.	<b>Ms. Aparna Ajitsaria, AJS</b> Vice-Chancellor (i/c), NLUJA, Assam <b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	11 (1) (i)
3.	<b>Mr. Apurba Kumar Sharma</b> Chairman, Executive Committee, Bar Council of India	11 (1) (ii)
4.	<b>Mr. Sailendra Das</b> Chairman, Bar Council of Assam <b>Mr. Hafiz Rashid Ahmed Chowdhury</b> Chairman, Bar Council of Assam	11 (1) (iii)
5.	<b>Mr. Samir Kumar Sinha</b> Principal Secretary, Finance Department, Government of Assam	11 (1) (v)
6.	<b>Mr. Mridul Kumar Kalita</b> Legal Remembrancer and Secretary, Judicial Department, Government of Assam <b>Mr. Aparesh Chakravarty</b> Legal Remembrancer and Secretary, Judicial Department, Government of Assam	11 (1) (vi)

Sl. No.	Name and Designation	Section
7.	<b>Mr. Raktim Duarah</b> Registrar General, Gauhati High Court	11 (1) (vii)
8.	<b>Mr. Deepak Majumdar, IAS</b> Secretary, Department of Higher Education, Government of Assam	11 (1) (viii)
9.	<b>Ms. Binita Pegu, IAS</b> Secretary, Personnel Department, Government of Assam	11 (1) (ix)
10.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	11 (1) (x)
11.	<b>Smti. Mitali Thakuria</b> District and Sessions Judge, Kamrup Metro District	11 (1) (xi)
12.	Professor of Law, NLUJA, Assam	11 (1) (xii)
13.	<b>Dr. Ishrat Hussain</b> Associate Professor of Law, NLUJA, Assam	11 (1) (xii)
14.	<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA, Assam	11 (1) (xii)

# Academic Council

In pursuance of Clause (1) of Section 13 of the National Law School and Judicial Academy, Assam Act, 2009, the Academic Council has been reconstituted with the following members.

Sl. No.	Name and Designation	Section
1.	<b>Hon'ble Shri Justice Manish Choudhury</b> Judge, Gauhati High Court	13 (1) (ii)
2.	<b>Ms. Aparna Ajitsaria, AJS</b> Vice-Chancellor (i/c), NLUJA, Assam <b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	13 (1) (i)
3.	<b>Mr. Raktim Duarah</b> Registrar General, Gauhati High Court	13 (1) (iii)
4.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	13 (1) (iv)
5.	<b>Prof. (Dr.) V. Vijayakumar</b> Vice-Chancellor, National Law Institute University, Bhopal	13 (1) (v)
6.	<b>Prof. (Dr.) Vijender Kumar</b> Vice-Chancellor, Maharashtra National Law University, Nagpur	13 (1) (v)
7.	<b>Prof. Subir K Bhatnagar</b> Vice-Chancellor, Dr. Ram Manohar Lohiya National Law University, Lucknow	13 (1) (v)
8.	Nominee of the Bar Council of India	13 (1) (ix)
9.	<b>Mr. Hafiz Rashid Ahmed Chowdhury</b> Chairman, Bar Council of Assam	13 (1) (x)
10.	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law and Ph.D. Coordinator, NLUJA, Assam	13 (1) (vi) & (viii)
11.	<b>Dr. Topi Basar</b> Associate Professor of Law and LL.M. Coordinator, NLUJA, Assam	13 (1) (vi)
12.	Professor of Law, NLUJA, Assam	13 (1) (vi)
13.	<b>Dr. Chiradeep Basak</b> Assistant Professor of Law, NLUJA, Assam	13 (1) (viii)

# Academic Planning Board

In accordance with the provisions of the National Law University and Judicial Academy (Amendment) Act, 2011, an Academic Planning Board has been constituted with the following members.

S.No.	Name and Designation
1.	<b>Ms. Aparna Ajitsaria, AJS</b> Vice-Chancellor, Chairperson, NLUJA Assam <b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, Chairperson, NLUJA Assam
2.	<b>Prof. (Dr.) R. Venkata Rao</b> Former Vice-Chancellor, National Law School of India University, Bangalore
3.	<b>Prof. (Dr.) Mihir Kanti Choudhury</b> Advisor, Education Department, Govt. of Assam
4.	<b>Prof. (Dr.) Paramjit S. Jaswal</b> Former Vice-Chancellor, RGNUL, Patiala
5.	<b>Prof. (Dr.) Subir K. Bhatnagar</b> Vice-Chancellor, RMNLU, Lucknow
6.	<b>Prof. (Dr.) V. Vijayakumar</b> Vice-Chancellor, NLIU, Bhopal
7.	<b>Prof. (Dr.) Vijender Kumar</b> Vice-Chancellor, MNLU, Nagpur
8.	<b>Prof. (Dr.) Kamala Sankaran</b> Former Vice-Chancellor, TNNLU, Tiruchirappalli
9.	<b>Prof. Manoj Kumar Sinha</b> Director, Indian Law Institute, New Delhi
10.	<b>Prof. Amarjyoti Choudhury</b> Former Vice-Chancellor, Assam Down Town University, Guwahati
11.	<b>Hon'ble Shri Justice Mukundakam Sharma</b> Former Judge, Supreme Court of India

# Finance Committee

In pursuance of Section 15 of the National Law School and Judicial Academy, Assam Act, 2009, the Finance Committee of the University has been reconstituted with the following members.

Sl. No.	Name and Designation	Section
1.	<b>Hon'ble Mr. Justice Suman Shyam</b> Judge, Gauhati High Court <b>Hon'ble Shri Justice Manojit Bhuyan</b> Judge, Gauhati High Court, Guwahati	15 (1) (iii)
2.	<b>Ms. Aparna Ajitsaria, AJS</b> Vice-Chancellor (i/c), NLUJA, Assam <b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	15 (1) (i)
3.	<b>Mr. Mridul Kumar Kalita</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam <b>Mr. Aparesh Chakravarty</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam	15 (1) (iii)
4.	<b>Mr. Raktim Duarah</b> Registrar General, Gauhati High Court, Guwahati	15 (1) (iii)
5.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	15 (1) (ii)



## 4.4.2 Committees constituted by the Vice-Chancellor of the University:

Following are the Committees constituted by the Vice-Chancellor of the University:

### COVID-19 Grievance Redressal Committee

1.	<b>Dr. Diptimoni Boruah</b> Associate Professor & P.G. Coordinator, NLUJA, Assam	Chairperson
2.	<b>Dr. Ishrat Husain</b> Associate Professor & U.G. Coordinator, NLUJA, Assam	Member
3.	<b>Dr. Chiradeep Basak</b> Assistant Prof. of Law, NLUJA, Assam	Member
4.	<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Acad.), NLUJA, Assam	Member
5.	<b>Mr. Jyotiprasad Baishya</b> System Administrator, NLUJA, Assam	Member
6.	<b>Mr. Showaif Ahmed</b> Assistant Engineer, NLUJA, Assam	Member

### Building and Construction Monitoring Committee

1.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	Chairman
2.	<b>Hon'ble Mr. Justice Manojit Bhuyan</b> Former Judge, Gauhati High Court	External Member
3.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	Member
4.	<b>Dr. D.N. Buragohain</b> Former Director, IIT, Guwahati	External Member
5.	<b>Mr. S. Das</b> Executive Engineer, PWD, Guwahati Building Division-1 Fancy Bazar, Guwahati	External Member
6.	<b>Mr. Showaif Ahmed</b> Assistant Engineer, NLUJA, Assam	Member Convener

### NLUJA, Assam Bharat ka Amrut Mahotsav' Committee

1.	<b>Dr. Diptimoni Boruah</b> Associate Prof. of Law, NLUJA, Assam	Covener
2.	<b>Dr. Ishrat Husain</b> Associate Prof. of Law, NLUJA, Assam	Member

3.	<b>Mr. Saheb Chowdhury</b> Assistant Professor of Law, NLUJA, Assam	Member
4.	<b>Mr. Aditya Trivedi</b> Student, 3 <sup>rd</sup> Year, B.A.,LL.B.(Hons.), NLUJA, Assam	Member
5.	<b>Ms. Deepika Nandagudi Srinivasa</b> Student, 3 <sup>rd</sup> Year, B.A.,LL.B.(Hons.), NLUJA, Assam	Member

### Advisory Committee-NSS of NLUJA, Assam:

1.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	<b>Chairperson</b>
2.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	Member
3.	<b>Sri Dipak Kumar,</b> Regional Directorate of NSS, Dispur	Member
4.	<b>Mr. Partha Pegu, ACS</b> Jt. Director, Sports & Youth Welfare, Govt. of Assam	Member
5.	<b>Dr. Abhijit Sharma</b> Director, IEE, Guwahati	Member
6.	<b>Dr. Ranjan Kakati,</b> Director, Student's Welfare, Gauhati University	Member
7.	<b>Dr. Devid Kardong</b> Associate Professor, Dibrugarh University	Member
8.	<b>Dr. Amiya Kr. Das</b> Associate Professor, Tezpur University	Member
9.	<b>Dr. Kasturi Gakul</b> Assistant Professor of Law, NLUJA, Assam	Member
10.	<b>Mr. T. Tombing</b> Assistant Professor of Law, NLUJA, Assam	Member
11.	<b>Mr. Saheb Chowdhury</b> Assistant Professor of Law, NLUJA, Assam	Member
12.	<b>Mr. Himanghsu Ranjan Nath</b> Assistant Professor of Law & Programme Coordinator, NSS	Member Secretary
13.	<b>Dr. Nandarani Choudhury</b> Finance Officer (i/c), NLUJA, Assam	Member
14.	<b>Ms. Shreya Kumar</b> Student, 2 <sup>nd</sup> Year, B.A.,LL.B.(Hons.)	Member
15.	<b>Mr. Pranav Gandhi</b> Student, 2 <sup>nd</sup> Year, B.A.,LL.B.(Hons.)	Member

## Academic Committee

1.	<b>Dr. Kasturi Gakul</b> Assistant Professor of Law, NLUJA, Assam	Member
2.	<b>Dr. M Nandakishwor Singh</b> Assistant Professor of Law, NLUJA, Assam	Member
3.	<b>Dr. T. Tombing</b> Assistant Professor of Law, NLUJA, Assam	Member
4.	<b>Dr. Gitanjali Ghosh</b> Assistant Professor of Law, NLUJA, Assam	Member
5.	<b>Mr. Saheb Chowdhury</b> Assistant Professor of Law, NLUJA, Assam	Member

## Attendance and Examination Committee

1.	<b>Dr. Chiradeep Basak</b> Assistant Professor of Law, NLUJA, Assam	Member
2.	<b>Ms. Preeti Priyam Sarma</b> Assistant Professor of Law, NLUJA, Assam	Member
3.	<b>Ms. Dipakshi Das</b> Assistant Professor of Law, NLUJA, Assam	Member
4.	<b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of Law, NLUJA, Assam	Member
5.	<b>Dr. Nandarani Choudhury</b> Assistant Professor of Law, NLUJA, Assam	Member
6.	<b>Ms. Dipsikha Das</b> Junior Superintendent, NLUJA, Assam	Member

## Anti-Ragging Squad

1.	<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law, NLUJA, Assam	Member
2.	<b>Mr. Saheb Chowdhury</b> Assistant Professor of Law, NLUJA, Assam	Member
3.	<b>Dr. Kasturi Gakul</b> Assistant Professor of Law, NLUJA, Assam	Member
4.	<b>Mr. Ankur Madhia</b> Assistant Professor of Law, NLUJA, Assam	Member

## Research Committee for Ph.D. Degree Programme

1.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	Chairman
2.	<b>Prof. (Dr.) Sreenivasulu N.S.</b> Professor of Law, NUJS, Kokata	External Member

3.	<b>Prof. (Dr.) V. Sudesh</b> Professor of Law, ULCB, Bangalore	External Member
4.	<b>Prof. (Dr.) Naresh Kumar Vats</b> Professor of Law, RGNUL, Patiala	External Member
5.	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA, Assam	Coordinator
6.	<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA, Assam	Member
7.	<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJA, Assam	Member

### IQAC committee

1.	<b>Prof. (Dr.) V.K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	Chairperson
2.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	Member
3.	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA, Assam	Member
4.	<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJA, Assam	Member
5.	<b>Dr. Topi Basar</b> Associate Professor of Law, NLUJA, Assam	Member
6.	<b>Dr. Thangzakhup Tombing</b> Assistant Professor of Law, NLUJA, Assam	Member
7.	<b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of English, NLUJA, Assam	
8.	<b>Ms. Namrata Gogoi</b> Assistant Professor of History, NLUJA, Assam	Member
9.	<b>Mr. Himangshu Shekar Das, IAS (Retd.)</b> Assam State Chief Information Commissioner, Guwahati	
10.	<b>Shri S. K. Sharma</b> Legal Remembrancer & Secretary to the Government of Assam, Dispur	Member (Ex-officio)
11.	<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Acad.) & F.O. (I/C), NLUJA, Assam	Member
12.	The Secretary, Department of Higher Education, Govt. of Assam	Member (Ex-officio)
13.	<b>Mr. Partha Biswas</b> Alumni, NLUJA, Assam	Member
14.	<b>Mr. Uditanshu Misra</b> President, SBC, NLUJA, Assam	Member
15.	<b>Dr. Bharati Deori Baruah</b> Assistant Professor, GMC, Guwahati	Member
16.	<b>Mr. Ashok Pansari</b> Chancellor, Royal Global University, Guwahati	Member

## Internal Complaints Committee (ICC)

1.	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA, Assam	Presiding Officer
2.	<b>Ms. Namrata Gogoi</b> Assistant Professor of History	Member
3.	<b>Mr. Himangshu Ranjan Nath</b> Assistant Professor of Law, NLUJA, Assam	Member
4.	<b>Dr. Kankana Baishya</b> Assistant Librarian, NLUJA, Assam	Member
5.	<b>Mr. Bijan Kumar Sarma</b> Superintendent, NLUJA, Assam	Member
6.	<b>Ms. Anurita P. Hazarika</b> Director, North East Network, Assam	Member
7.	<b>Ms. Nikita Barooah</b> Advocate, Gauhati High Court and Guest Faculty of Law, NLUJA, Assam	Legal Consultant

## Equal Opportunity Cell

1.	<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJAA	Member
2.	<b>Dr. Kasturi Gakul</b> Assistant Professor of Law, NLUJAA	Member
3.	<b>Dr. Thangzakhup Tombing</b> Assistant Professor of Law, NLUJAA	Member
4.	<b>Mr. Ankur Madhia</b> Assistant Professor of Law, NLUJAA	Member
5.	<b>Dr. Kankana Baishya</b> Assistant Librarian, NLUJAA	
6.	<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Acad.), NLUJAA	Member
7.	<b>Mr. Showaif Ahmed</b> Assistant Engineer, NLUJAA	Member
8.	<b>Ms. Dipsikha Das</b> Junior Superintendent, NLUJAA	Member
9.	<b>Mr. Britanjay Basumatary</b> Library Assistant, NLUJAA	Member

## 4.4.3 Activities of Important Committees

### 4.4.3.1 The Disciplinary Committee

The Convener along with the members of the Committee has constantly been on alert to keep a strict vigilance on the matters related to maintenance of discipline in the campus. The Committee has been keeping an eye on all activities in the campus. Violation of any rules or sanctity of the University is strongly dealt by the Disciplinary Committees for Boys and Girls.

#### **4.4.3.2 The Unfair Means and Malpractice Committee**

The University's persistent efforts to promote and preserve integrity in all academic pursuits is reflected in the perceptively reduced number of cases of malpractice and/ or unfair means reported during the period under report.

The Committee undertakes surprise visits during examinations to keep a strict vigil on any unfair means and/ or malpractice adopted by the students. The University is equipped with Anti-Plagiarism Software which examines all the project reports and the dissertations submitted by the students. The software filters the contents of the project reports and the dissertations in accordance with the standards of National Law University, Assam Academic Misconduct Regulations.

In the present pandemic impacted academic session, the University has administered proctored online examinations, with view to persevering with academic sanctity even under compelling conditions.

#### **4.4.3.3 The Internal Complaints Committee**

The Internal Complaints Committee (ICC) of the University has been constituted in accordance with the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher education institutions Women Employees and students in higher educational institutions) Regulations, 2016 and looks into complaints, as and when received.

No case has been reported to ICC in the year 2021.

#### **4.4.3.4 Covid Grievance Redressal Committee**

With the onset of the Covid-19 pandemic and the transmigration of the University to online mode of teaching and examination, the Covid Grievance Redressal Committee was constituted by the University in order to address concerns of students related to the instant modus of instruction.

The committee endeavoured to address all concerns of students that spurted out owing to the restrive circumstances impacting the functioning of University academia, during the period of reporting. All matters related to enabling inclusive teaching environment, troubleshooting technical impediments in order to ensure smooth conducts of the academic session, and students personal afflictions were addressed by the Committee.



**National Law University and Judicial Academy, Assam**  
Hajo Road, Amingaon, Guwahati-781031, Assam (India).

**Extracts from Annual Report 2022 of NLUJA, Assam**

# ANNUAL REPORT 2022



**National Law University and  
Judicial Academy, Assam**



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# 1. INTRODUCTION

This Annual Report on the working of the University is prepared by the Executive Council for presentation to the General Council in pursuance of the requirement under Section 12 (2) (iii) (a) of the National Law University and Judicial Academy, Assam Act, 2009. The period covered is the calendar year from January 01, 2022 to December 31, 2022.



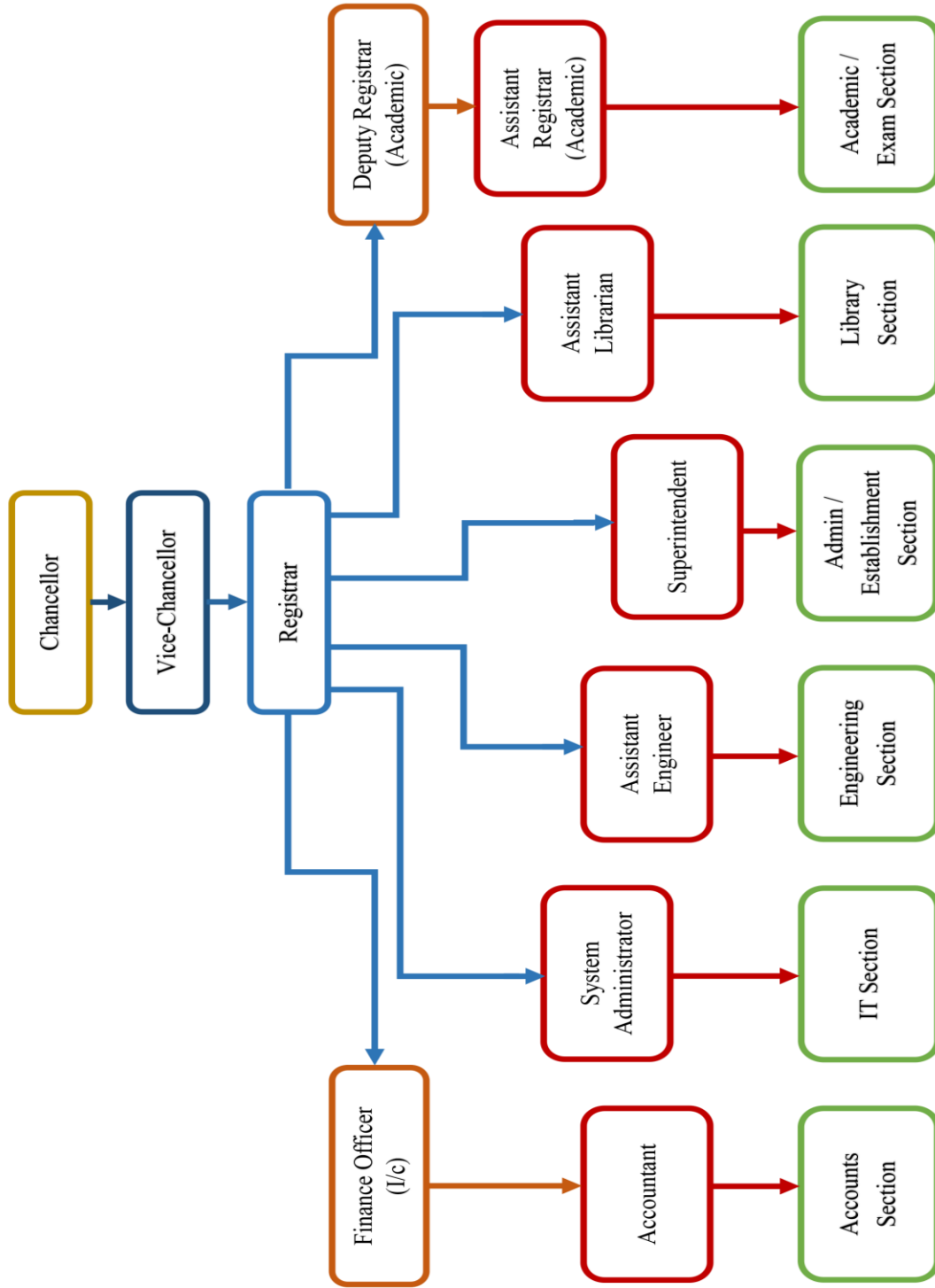
## 2. CHANCELLORS OF THE UNIVERSITY

- **Hon'ble Shri Justice Sudhanshu Dhulia**, Chief Justice of the Gauhati High Court was the Chancellor of the University w.e.f. January 09, 2021 to May 08, 2022.
- **Hon'ble Mr. Justice N. Kotiswar Singh**, Acting- Chief Justice of the Gauhati High Court was the Chancellor of the University w.e.f. May 08, 2022 to June 23, 2022.
- **Hon'ble Shri Justice R.M. Chaya**, Chief Justice of the Gauhati High Court was the Chancellor of the University w.e.f. June 23, 2022 to January 11, 2023.

## 3. VICE-CHANCELLOR OF THE UNIVERSITY

- **Prof (Dr.) V. K. Ahuja** is the Vice-Chancellor of the University since June 01, 2021.

# 4. GENERAL ADMINISTRATION



**Organisation Structure of Administration, NLUJA, Assam**

## 4.1 Meetings of University Statutory Bodies

As enshrined in the National Law University and Judicial Academy, Assam Act, 2009, Chapter - III, Section 8, following are the authorities (Statutory Bodies) of the University:

- a. The General Council
- b. The Executive Council
- c. The Academic Council
- d. The Finance Committee, and such other authorities as may from time to time be declared as such by the General Council. During the period under report, meetings of the University Statutory Bodies were held on following dates:

<b>Committee/ Council Meeting</b>	<b>Date</b>
25 <sup>th</sup> Meeting of the General Council	26 <sup>th</sup> August, 2022
26 <sup>th</sup> Meeting of the General Council	12 <sup>th</sup> December, 2022
38 <sup>th</sup> Meeting of the Executive Council	7 <sup>th</sup> March, 2022
39 <sup>th</sup> Meeting of the Executive Council	17 <sup>th</sup> March, 2022
40 <sup>th</sup> Meeting of the Executive Council	19 <sup>th</sup> May, 2022
41 <sup>st</sup> Meeting of the Executive Council	21 <sup>st</sup> July, 2022
42 <sup>nd</sup> Meeting of the Executive Council	19 <sup>th</sup> November, 2022
12 <sup>th</sup> Meeting of the Finance Committee	20 <sup>th</sup> April, 2022
13 <sup>th</sup> Meeting of the Finance Committee	19 <sup>th</sup> November, 2022
10 <sup>th</sup> Meeting of the Academic Council	13 <sup>th</sup> August, 2022
11 <sup>th</sup> Meeting of the Academic Council	9 <sup>th</sup> December, 2022

## 4.2. Appointments

### 4.2.1. Appointment of Visiting Professor/ Adjunct Faculty Member/ Guest Faculty/ Research Assistant:

Sl. No.	Name and address	Appointment for the post of	Date of Appointment
1.	<b>Dr. Prarthana Saikia</b>	Guest Faculty of Sociology	02/08/2022
2.	<b>Ms. Upasana Devi</b>	Guest Faculty of History	02/08/2022
3.	<b>Mr. Shangky Khongwar</b>	Guest Faculty of Political Science	04/08/2022
4.	<b>Ms. Sukanya Mukherjee</b>	Guest Faculty of English	09/03/2022
5.	<b>Ms. Nishibrata Hazarika</b>	Guest Faculty of Economics	05/05/2022
6.	<b>Dr. Moichingmayum Mustaque Alish Aijaja</b>	Adjunct Faculty of History	30/09/2022
7.	<b>Dr. Moichingmayum Mustaque Alish Aijaja</b>	Guest Faculty of History	08/08/2022
8.	<b>Dr. Preeti Chakravarty</b>	Guest Faculty of Economics	06/10/2022

## 4.3 Conduct of Common Law Admission Test (CLAT)

### 4.3.1 Common Law Admission Test (CLAT) - 2022

Common Law Admission Test is the most coveted entrance examination for students aspiring to pursue under-graduate and postgraduate courses in Law from the prestigious National Law Universities of the country. Common Law Admission Test, 2022 was conducted under the aegis of the Consortium of National Law Universities on June 19, 2022.

National Law University and Judicial Academy, Assam being the regional coordinate node, Vice-Chancellor of the University, in the capacity of the Regional Coordinator, supervised all the Test Centres of the NE India Region. The following Test Centres were administered by National Law University and Judicial Academy, Assam for conduct of CLAT, 2022:

Sl. No.	State	Test Centre	Centre Superintendent	Centre Observer and Designation
1.	Assam	NLUJA, Assam Test Centre	<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic), NLUJA, Assam	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA, Assam
2.		Faculty Higher Secondary School Test Centre	<b>Sri Jugal Chandra Borah</b> Principle, Faculty Higher Secondary School Test Centre	<b>Dr. Kasturi Gakul</b> Assistant Professor of Law, NLUJA, Assam
3.	Meghalaya	North-Eastern Hill University	<b>Dr. Arun Kumar Singh</b> Associate Professor, Law Department, North-Eastern Hill University	<b>Dr. Gitanjali Ghosh</b> Assistant Professor of Law, NLUJA, Assam
4.	Manipur	Manipur Institute of Management Studies, Manipur University	<b>Dr. Sapam Dilipkumar Singh</b> Assistant Professor, Manipur University	<b>Dr. Mayengbam Nandakishwor Singh</b> Assistant Professor of Political Science, NLUJA, Assam

5.	Sikkim	Shri Ramasamy Memorial University Sikkim	<b>Ms. Manisha Thakuri</b> Associate Dean, SRM University Sikkim	<b>Mr. Saheb Chowdhury,</b> Assistant Professor of Law, NLUJA, Assam
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### 4.3.2 Common Law Admission Test (CLAT) - 2023

The Common Law Admission Test 2023 was conducted on December 18, 2022. National Law University and Judicial Academy, Assam being the regional coordinate node, Vice-Chancellor of the University, in the capacity of the Regional Coordinator, supervised all the Test Centres of the NE India Region. The following Test Centres were administered by National Law University and Judicial Academy, Assam for conduct of CLAT, 2023:

Sl. No.	State	Test Centre	Centre Superintendent	Centre Observer and Designation
1.	Assam	NLUJA, Assam Test Centre	<b>Dr. Nandarani Choudhury</b> Assistant Registrar (Academic), NLUJA, Assam	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA, Assam
2.		Faculty Higher Secondary School Test Centre	<b>Sri Jugal Chandra Borah</b> Principle, Faculty Higher Secondary School Test Centre	<b>Dr. Gitanjali Ghosh</b> Assistant Professor of Law, NLUJA, Assam
3.	Meghalaya	North-Eastern Hill University	<b>Dr. Arun Kumar Singh</b> Associate Professor, Law Department, North-Eastern Hill University	<b>Dr. Kasturi Gakul</b> Assistant Professor of Law, NLUJA, Assam
4.	Manipur	Manipur Institute of Management Studies, Manipur University	<b>Dr. Sapam Dilipkumar Singh</b> Assistant Professor, Manipur University	<b>Dr. Mayengbam Nandakishwor Singh</b> Assistant Professor of Political Science, NLUJA, Assam



## 4.4 Constitution of Committees in the University

### 4.4.1 Constitution of Statutory Bodies

#### General Council

In pursuance of Clause (ii) of Sub Section 2 of Section 9 of the National Law University and Judicial Academy, Assam Act, 2009, as amended, and in pursuance of the decision of the Hon'ble Chancellor of the National Law University and Judicial Academy, Assam to nominate the members under the Act to the General Council, the General Council of the National Law University and Judicial Academy, Assam, has been reconstituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Mr. Justice Sandeep Mehta</b> Chief Justice, Gauhati High Court and Chancellor, NLUJA, Assam	9 (1) (i)	Chairman
2.	<b>Hon'ble Mr. Justice A. K. Goswami</b> Chief Justice, Chhattisgarh High Court	9 (1) (ii)	Member
3.	<b>Hon'ble Mr. Justice Lanusungkum Jamir</b> Judge, Gauhati High Court	9 (1) (xv)	Member
4.	<b>Hon'ble Mr. Justice B.P. Katakey</b> Former Judge, Gauhati High Court	9 (1) (iii)	Member
5.	<b>Hon'ble Mr. Justice Manojit Bhuyan</b> Former Judge, Gauhati High Court	9 (1) (iii)	Member
6.	<b>Mr. Devajit Lon Saikia</b> Advocate General of Assam	9 (1) (iv)	Member
7.	<b>Prof. (Dr.) V.K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	9 (1) (v)	Member Secretary
8.	<b>Prof. Amlandeep Das</b> Former Head of the Department of English, Cotton University, Guwahati	9(1) (vi)	Member

9.	<b>Mr. Manan Kumar Mishra</b> Chairman, Bar Council of India	9 (1) (vii)	Member
10.	<b>Mr. Chinmoy Choudhury</b> Chairman, Bar Council of Assam	9 (1) (viii)	Member
11.	<b>Prof. (Dr.) Mihir Kanti Chaudhuri</b> Advisor, Chancellor's Secretariat, Raj Bhawan, Guwahati	9 (1) (ix)	Member
12.	<b>Dr. Amarjyoti Choudhury</b> Former Vice-Chancellor, ADTU, Guwahati Editor, Dainik Asam	9 (1) (ix)	Member
13.	<b>Hon'ble Mr. Justice (Retd.) Mir Alfaz Ali</b> Director, Judicial Academy, Assam	9 (1) (x)	Member
14.	<b>Dr. D. N. Buragohain</b> Former Director, IIT Guwahati	9 (1) (xi)	Member
15.	<b>Prof. (Dr.) R. Venkata Rao</b> Former Vice-Chancellor, NLSIU, Bangalore, Chairperson, VIPS, New Delhi	9 (1) (xi)	Member
16.	<b>Mr. Paban Kumar Borthakur, IAS</b> Chief Secretary, Govt. of Assam	9 (1) (xii)	Member
17.	<b>Mr. Samir Kumar Sinha, IAS</b> Principal Secretary, Finance Department, Govt. of Assam	9 (1) (xii)	Member
18.	<b>Mr. Deepak Majumdar, IAS</b> Secretary, Department of Higher Education, Govt. of Assam	9 (1) (xii)	Member
19.	<b>Mr. Binod Kumar Chetri</b> Legal Remembrancer & Secretary, Govt. of Assam	9 (1) (xii)	Member
20.	<b>Dr. Indranoshee Das</b> Registrar, NLUJA, Assam	9 (1) (xiii)	Member
21.	<b>Prof. (Dr.) Debasis Poddar</b> Professor of Law, NLUJA, Assam	9 (1) (xiv)	Member

## Executive Council

In pursuance of Clause (1) of Section 11 of the National Law School and Judicial Academy, Assam Act, 2009, the Executive Council has been reconstituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Mr. Justice Suman Shyam</b> Judge, Gauhati High Court, Guwahati	11 (1) (iv)	Member
2.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	11 (1) (i)	Chairman
3.	<b>Mr. Apurba Kumar Sharma</b> Chairman, Executive Committee, Bar Council of India	11 (1) (ii)	Member
4.	<b>Mr. Chinmoy Choudhury</b> Chairman, Bar Council of Assam	11 (1) (iii)	Member
5.	<b>Mr. Samir Kumar Sinha</b> Principal Secretary, Finance Department, Government of Assam	11 (1) (v)	Member
6.	<b>Shri Binod Kumar Chetri</b> Legal Remembrancer & Secretary, Judicial Department, Government of Assam	11 (1) (vi)	Member
7.	<b>Mr. Gautam Baruah</b> Registrar General, Gauhati High Court	11 (1) (vii)	Member
8.	<b>Mr. Deepak Majumdar, IAS</b> Secretary, Department of Higher Education, Government of Assam	11 (1) (viii)	Member
9.	<b>Shri Tonmoy Pratim Borgohain, ACS</b> Secretary, Personnel Department, Government of Assam	11 (1) (ix)	Member
10.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	11 (1) (x)	Member

11.	<b>Smti. Indira Barman</b> District and Sessions Judge, Kamrup Metro District	11 (1) (xi)	Member
12.	<b>Prof. (Dr.) Debasis Poddar</b> Professor of Law, NLUJA, Assam	11 (1) (xii)	Member
13.	<b>Dr. Diptimoni Boruah</b> Associate Professor of Law, NLUJA, Assam	11 (1) (xii)	Member
14.	<b>Dr. Amol Deo Chavhan</b> Associate Professor of Law, NLUJA, Assam	11 (1) (xii)	Member

## Academic Council

In pursuance of Clause (1) of Section 13 of the National Law School and Judicial Academy, Assam Act, 2009, the Academic Council has been reconstituted with the following members:

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Shri Justice Manish Choudhury</b> Judge, Gauhati High Court	13 (1) (ii)	Member
2.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA, Assam	13 (1) (i)	Chairman
3.	<b>Mr. Gautam Baruah</b> Registrar General, Gauhati High Court	13 (1) (iii)	Member
4.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	13 (1) (iv)	Member
5.	<b>Dr. Kuladhar Saikia, IPS (Rtd.)</b> Ex-DGP, Assam, President, Assam Sahitya Sabha	13 (1) (v)	Member
6.	<b>Dr. Sanjib Kumar Borkakoti</b> Author & Academician	13 (1) (v)	Member

7.	<b>Mr. Moloy Bora, IAS (Rtd.)</b> Former Commissioner & Secretary, Sports, Govt. of Assam	13 (1) (v)	Member
8.	Nominee of the Bar Council of India	13 (1) (ix)	Member
9.	<b>Mr. Chinmoy Choudhury</b> Chairman, Bar Council of Assam	13 (1) (x)	Member
10.	<b>Prof. Debasis Poddar</b> Professor of Law, NLUJA, Assam	13 (1) (vii)	Member
11.	<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJA, Assam	13 (1) (vi)	Member
12.	<b>Dr. Jupi Gogoi</b> Associate Professor of Law, NLUJA, Assam	13 (1) (viii)	Member
13.	<b>Dr. Gitanjali Ghosh</b> Assistant Professor of Law, NLUJA, Assam	13 (1) (viii)	Member

## Academic Planning Board

In accordance with the provisions of the National Law University and Judicial Academy (Amendment) Act, 2011, an Academic Planning Board has been constituted with the following members:

Sl. No.	Name and Designation
1.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, NLUJA Assam
2.	<b>Prof. (Dr.) S.P. Singh</b> Dean Social Sciences and Humanities CNLU, Patna, Bihar
4.	<b>Prof. (Dr.) Mahavir Singh</b> Professor In-Charge, University of Delhi

5.	<b>Prof. (Dr.) N.K. Chakrabarty</b> Vice-Chancellor, WBNUJS, Kolkata
6.	<b>Prof. (Dr.) M.K. Sinha</b> Director, IIL, New Delhi
7.	<b>Prof. (Dr.) T.S.N. Sastry</b> Former Vice-Chancellor, NLU, Sikkim
8.	<b>Prof. (Dr.) Stuti Deka</b> Dean, Faculty of Law, Gauhati University
9.	<b>Prof. (Dr.) Subir K. Bhatnagar</b> Vice-Chancellor, RMNLU, Lucknow
10.	<b>Prof. (Dr.) Priti Saxena</b> Professor, Babasaheb Bhimrao Ambedkar Central University, Lucknow
11.	<b>Prof. (Dr.) R. Venkata Rao</b> Former Vice-Chancellor, National Law School of India University, Bangalore, Chairperson, VIPS, New Delhi
12.	<b>Prof. (Dr.) Dilip Ukey</b> Vice-Chancellor, MNLU, Mumbai

## Finance Committee

In pursuance of Section 15 of the National Law School and Judicial Academy, Assam Act, 2009, the Finance Committee of the University has been reconstituted with the following members.

Sl. No.	Name and Designation	Section	Position
1.	<b>Hon'ble Shri Justice Suman Shyam</b> Judge, Gauhati High Court, Guwahati	15 (1) (iii)	Member
2.	<b>Prof. (Dr.) V. K. Ahuja</b> Vice-Chancellor, Chairperson, NLUJA, Assam	15 (1) (i)	Chairman
3.	<b>Shri Binod Kumar Chetri</b>	15 (1) (iii)	Member

	Legal Remembrancer & Secretary, Judicial Department, Government of Assam		
4.	<b>Mr. Gautam Baruah</b> Registrar General, Gauhati High Court, Guwahati	15 (1) (iii)	Member
5.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	15 (1) (ii)	Member

#### **4.4.2 Committees constituted and Coordinators/ Mentors appointed by the Vice-Chancellor of the University**

Following are the Committees constituted and Coordinators/ Mentors appointed by the Vice-Chancellor of the University:

<b>Sl. No.</b>	<b>Name of the Committee</b>	<b>Committee Member</b>
1.	Co-ordinator (Research)	<b>Dr. Ishrat Husain</b>
2.	Chief Co-ordinator (Academic)	<b>Dr. Diptimoni Baruah</b>
3.	Head, PG Centre for Legal Studies	<b>Dr. Kailash Jeenger</b>
4.	Co-ordinator (UG)	<b>Dr. Jupi Gogoi</b>
5.	Proctor cum Chief Warden	<b>Prof. (Dr.) Debasis Poddar</b>
6.	SBC -Faculty Mentor	<b>Mr. Himangshu Ranjan Nath</b>
7.	Internal Complaints Committee (ICC) Chairperson	<b>Dr. Jupi Gogoi</b>
8.	Faculty Advisor, Moot Court Committee	<b>Dr. Shailendra Kumar</b>

<b>Sl. No.</b>	<b>Name of the Committee</b>	<b>Committee Member</b>
1.	Admission Committee	<b>Dr. Amol Deo Chavhan Dr. Indranoshee Das Dr. Nandarani Choudhury Mr. Jyotiprasad Baishya Mr. Showaif Ahmed Ms. Jimani Goswami Mr. Satyajit Deb Ms. Anjumani Deka Mr. Sanjib Deka Mr. Narender Pal</b>
2.	Academic Committee (To look into academic extra - murals, subject allocation, time- table, academic calendar and examination date sheet)	<b>Dr. Jupi Gogoi (Convener) Dr. Kasturi Gakul Dr. M. Nandakishwor Singh Dr. T. Tombing Dr. Gitanjali Ghosh Ms. Monmi Gohain</b>
3.	Attendance and Examination Committee	<b>Dr. Amol Deo Chavhan (Convener) Ms. Preeti Priyam Sharma Ms. Aparajita Dutta Hazarika Ms. Dipakshi Das Dr. Nandarani Choudhury Ms. Dipsikha Das</b>
4.	Anti-Ragging Squad	<b>Prof. (Dr.) Debasis Poddar Mr. Himangshu Ranjan Nath Mr. Saheb Chowdhury Dr. Kasturi Gakul Dr. Shailendra Kumar</b>
5.	Annual Report Committee	<b>Registrar Dr. T. Tombing Ms. Aparajita Dutta Hazarika Dr. Nandarani Choudhury Dr. Kankana Baishya Dr. Jyotirekha Bhattacharyya Mr. Jyotiprasad Baishya Mr. Satyajit Deb</b>
6.	Website Updation Committee	<b>Registrar (Convener) Dr. Amol Deo Chavhan Dr. M. Nandakishwor Singh Mr. Satyajit Deb</b>



7.	Library Committee	<b>Dr. Diptimoni Baruah</b> <b>Dr. Kailash Jeenger</b> <b>Dr. M. Nandakishwor Singh</b> <b>Ms. Aparajita Dutta Hazarika</b> <b>Ms. Namrata Gogoi</b> <b>Ms. Preeti Priyam Sharma</b> <b>Ms. Dipakshi Das</b> <b>Dr. Kankana Baishya</b> <b>Dr. Jyotirekha Bhattacharyya</b>	
8.	Internship Committee	<b>Dr. Gitanjali Ghosh</b> <b>Dr. Thangzakhup Tombing</b> <b>Dr. Shailendra Kumar</b>	
9.	Committee for Prevention of Academic Mal-Practice	<b>Dr. Ishrat Husain (Convener)</b> <b>Dr. Kasturi Gakul</b> <b>Ms. Aparajita Dutta Hazarika</b> <b>Ms. Monmi Gohain</b>	
10.	Media & PR Committee	<b>Ms. Aparajita Dutta Hazarika</b> <b>Mr. Jyotiprasad Baishya</b> <b>Mr. Satyajit Deb</b>	
11.	Disciplinary Committee (Boys & Girls)	<b>Dr. T. Tombing</b> <b>Dr. M. N. Singh</b>	<b>Dr. Kasturi Gakul</b> <b>Ms. Preeti P. Sharma</b>
12.	Newsletter Facilitation Committee	<b>Ms. Aparajita Dutta Hazarika</b> <b>Ms. Monmi Gohain</b> <b>Ms. Dipakshi Das</b> <b>Dr. Kankana Baishya</b> <b>Dr. Jyotirekha Bhattacharyya</b>	
13.	Placement Co-ordination Committee	<b>Prof. (Dr.) Debasis Poddar (Convener)</b> <b>Dr. Jupi Gogoi</b> <b>Dr. Shailendra Kumar</b> <b>Dr. Nandarani Choudhury</b>	
14.	Moderation Committee	<b>Dr. Diptimoni Boruah</b> <b>Dr. Ishrat Husain (Convener)</b> <b>Dr. Amol Deo Chavhan</b> <b>Dr. Thangzakhup Tombing</b>	

## Research Centre's Committee

Sl. No.	Name of the Centres	Name of Office Holders
1.	Centre for Clinical Legal Education and Legal Aid Cell (CCLELAC)	<b>Registrar (Convenor)</b> <b>Dr. Kailash Jeenger</b> <b>Mr. Himangshu Ranjan Nath</b> <b>Ms. Monmi Gohain</b> <b>Dr. Shailendra Kumar</b>
2.	Centre For Environmental Law, Advocacy & Research (CELAR)	<b>Prof. (Dr.) Debasis Poddar (Advisor)</b> <b>Registrar (Advisor)</b> <b>Dr. Amol Deo Chavhan (Convenor) Dr. T. Tombing</b>
3.	Centre for Tribal Law, Policy and Justice (CTLPJ)	<b>Prof. (Dr.) Debasis Poddar (Advisor)</b> <b>Registrar (Advisor)</b> <b>Dr. T. Tombing (Convenor)</b> <b>Dr. Mayengbam Nandakishwor Singh</b> <b>Ms. Namrata Gogoi</b> <b>Dr. Gitanjali Ghosh</b>
4.	Centre for Disability Studies & Health Laws (CDSHL)	<b>Ms. Preeti Priyam Sharma</b> <b>Ms. Namrata Gogoi</b> <b>Mr. Saheb Choudhury (Convenor) Ms. Aparajita D. Hazarika</b>
5.	Centre for Gender Justice	<b>Dr. Kasturi Gakul (Academic Co-ordinator)</b> <b>Dr. Nandarani Choudhury (Admin. Co-ordinator)</b>
6.	Centre for Advance research on Corporate Law (CARCL)	<b>Prof. (Dr.) Debasis Poddar (Advisor)</b> <b>Ms. Monmi Gohain (Convenor)</b> <b>Ms. Dipakshi Das</b>
7.	Centre for Research on Intellectual Property Laws (CERIP)	<b>Dr. Jupi Gogoi (Convenor)</b> <b>Ms. Sarmistha Baruah</b> <b>Ms. Dolly Kumar</b>
8.	Centre for Child Rights	<b>Dr. Ishrat Husain (Convenor)</b> <b>Mr. Himangshu R. Nath</b> <b>Dr. Gitanjali Ghosh</b>
9.	Moot Court	<b>Dr. Shailendra Kumar (Convenor)</b>
10.	Human Rights and Humanitarian Laws	<b>Dr. Diptimoni Boruah (Convenor)</b> <b>Dr. Kailash Jeenger</b> <b>Dr. Gitanjali Ghosh</b>

11.	Centre for Law, Public Policy and Governance	<b>Prof. (Dr.) Debasis Poddar (Convenor)</b> <b>Ms. Monmi Gohain</b> <b>Ms. Dipakshi Das</b>
12.	Centre for Career Counselling and Capacity-building	<b>Prof. (Dr.) Debasis Poddar (Advisor)</b> <b>Dr. Amol Deo Chavhan (Convenor)</b> <b>Dr. Shailendra Kumar</b>

## IQAC Committee

Sl. No.	Name of the Centres	Name of Office Holders
1.	<b>Prof. (Dr.) V.K. Ahuja,</b> Vice-Chancellor, NLUJA, Assam	Chairperson
2.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	Member
3.	<b>Prof. (Dr.) Debasis Poddar,</b> Professor, NLUJA, Assam	Member
4.	<b>Dr. Diptimoni Boruah,</b> Associate Prof. of Law, NLUJA, Assam	Member
5.	<b>Dr. Ishrat Husain,</b> Associate Professor of Law, NLUJA, Assam	Member
6.	<b>Dr. Jupi Gogoi,</b> Associate Professor of Law, NLUJA, Assam	Member
7.	<b>Dr. Kailash Jeenger,</b> Associate Professor of Law, NLUJA, Assam	Member
8.	<b>Dr. Amol Deo Chavhan,</b> Associate Professor of Law, NLUJA, Assam	Director
9.	<b>Dr. Gitanjali Ghosh,</b> Assistant Professor of Law, NLUJA, Assam	Member
10.	<b>Dr. Thangzakhup Tombing,</b> Assistant Professor of Law, NLUJA, Assam	Member

11.	<b>Ms. Namrata Gogoi,</b> Assistant Professor of History, NLUJA, Assam	Member
12.	Legal Remembrancer & Secretary to the Government of Assam, Dispur	Member (Ex-officio)
13.	<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.) & F.O. (I/C), NLUJA, Assam	Member
14.	<b>Mr. Miguel Das Queah,</b> Founder & ED, UTSAH Child Rights Org Assam, INDIA	Member
15.	The Secretary, Department of Higher Education, Govt. of Assam	Member (Ex-officio)
16.	<b>Mr. Manas Kumar Chaudhuri</b> Partner, Khaitan & Co.,	Member
17.	<b>Mr. Neil Dutta,</b> President, NLUJA, Assam Alumni Association	Member (Ex-officio)
18.	<b>Mr. Uditanshu Misra,</b> President, SBC, NLUJA, Assam	Member (Ex-officio)
19.	<b>Dr. Bharati Deori Baruah,</b> Assistant Professor, GMC, Guwahati	Member

### Syllabus Scrutiny Committee

1.	Convenor, Academic Committee (SBC) (Ex-officio)
2.	President, Alumni Association (Ex-officio)
3.	Nominated Hon'ble Judge of Gauhati High Court in Academic Committee and Executive Committee (Ex-officio)
4.	<b>Mr. Manas Kumar Chaudhuri,</b> Partner, Khaitan & Co., New Delhi
5.	<b>M. Tejas Karia,</b> Partner, Shardul Amarchand Mangaldas & Co., New Delhi
6.	<b>Mr. Anil Kumar Basfor, AJS (parent of Ms. Juhi Basfore)</b>

## Syllabus Development Committee (PG)

1.	<b>Dr. Diptimoni Boruah,</b> Associate Professor of Law, NLUJA, Assam	Convenor
2.	<b>Dr. Amol Deo Chavhan,</b> Associate Professor of Law, NLUJA, Assam	Co-Convenor
3.	<b>Dr. Jupi Gogoi,</b> Associate Professor of Law, NLUJA, Assam	Co-Convenor
4.	<b>Dr. Kailash Jeenger,</b> Associate Professor of Law, NLUJA, Assam	Co-Convenor
5.	All other Faculty Members teaching PG Courses	Co-Convenor

## Syllabus Development Committee (UG)

1.	<b>Prof. (Dr.) Debasis Poddar,</b> Professor of Law, NLUJA, Assam	Convenor
2.	<b>Dr. Ishrat Husain</b> Associate Professor of Law, NLUJA, Assam	Co-Convenor
3.	<b>Dr. Thangzakhup Tombing,</b> Assistant Professor of Law, NLUJA, Assam	Co-Convenor
4.	All other Faculty Members teaching UG Courses	Co-Convenor

## NAAC Committee

Sl. No.	Name of the Committee	Name of the Members & Supporting Staff
1.	<b>Core Committee</b>	<b>Prof. (Dr.) V.K Ahuja,</b> Vice-Chancellor, NLUJA, Assam - Chairperson <b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam - Co-Chairperson <b>Prof. (Dr.) Debasis Poddar,</b> Professor of Law, NLUJA, Assam - Co- ordinator <b>Dr. Diptimoni Boruah,</b>

		<p>Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Ishrat Husain,</b> Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Amol Deo Chavhan,</b> Associate Professor of Law, NLUJA, Assam - Member</p>
2.	<b>Committee to Compile Executive Summary</b>	<p><b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam - Convenor</p> <p><b>Dr. Kankana Baishya,</b> Assistant Librarian, NLUJA, Assam - Member</p> <p><b>Ms. Aparajita Dutta Hazarika,</b> Assistant Professor English, NLUJA, Assam - Member</p> <p><b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA, Assam - Member</p> <p><b>Mr. Bijan Kumar Sarma,</b> Superintendent, NLUJA, Assam - Member</p> <p><b>Mr. Sanjib Deka,</b> Library Assistant, NLUJA, Assam - Supporting Staff</p>
3.	<b>Curricular Aspects</b>	<p><b>Dr. Ishrat Husain,</b> Associate Professor of Law, NLUJA, Assam - Convenor</p> <p><b>Dr. Kailash Jeenger,</b> Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Thangzakhup Tombing,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Ms. Namrata Gogoi,</b> Assistant Professor of History, NLUJA, Assam - Member</p> <p><b>Ms. Dipsikha Das,</b> Jr. Superintendent, NLUJA, Assam - Supporting Staff</p>
4.	<b>Teaching - Learning and Evaluation</b>	<p><b>Mr. Saheb Chowdhury,</b> Assistant Professor of Law, NLUJA, Assam - Convenor</p> <p><b>Dr. Chiradeep Basak,</b> Assistant Professor of Law, NLUJA, Assam - Member</p>

		<p><b>Ms. Dipakshi Das,</b> Assistant Professor of Economics, NLLUJA, Assam -Member</p> <p><b>Dr. Jyotirekha Bhattacharyya,</b> Assistant Librarian, NLUJA, Assam - Member</p> <p><b>Ms. Nisharani Das,</b> Jr. Superintendent, NLUJA, Assam - Supporting Staff</p>
5.	<b>Research, Consultancy and Extension</b>	<p><b>Dr. Diptimoni Boruah,</b> Associate Professor of Law, NLUJA, Assam - Convenor</p> <p><b>Dr. Kailash Jeenger,</b> Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Jupi Gogoi,</b> Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Mayengbam Nandakishwor Singh,</b> Assistant Professor Sociology, NLUJA, Assam -Member</p> <p><b>Mr. Pankaj Jyoti Bhorali,</b> Jr. Superintendent., NLUJA, Assam - Supporting Staff</p>
6.	<b>Infrastructure and Learning Resources</b>	<p><b>Dr. Kankana Baishya,</b> Assistant Librarian, NLUJA, Assam - Convenor</p> <p><b>Dr. Amol Deo Chavhan</b> Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Jyotirekha Bhattacharyya,</b> Assistant Librarian, NLUJA, Assam - Member</p> <p><b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA, Assam - Member</p> <p><b>Mr. Showaif Ahmed,</b> Assistant Engineer, NLUJA, Assam -Member</p> <p><b>Mr. Britanjoy Basumatary,</b> Library Assistant, NLUJA, Assam - Supporting Staff</p> <p><b>Mr. Mukut Deka,</b> Jr. Superintendent, NLUJA, Assam - Supporting Staff</p>

7.	<b>Student Support and Progression</b>	<p><b>Ms. Aparajita Dutta Hazarika</b> Assistant Professor of English, NLUJA, Assam -Member</p> <p><b>Ms. Namrata Gogoi,</b> Assistant Professor of History, NLUJA, Assam -Member</p> <p><b>Mr. Himangshu Ranjan Nath,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Ms. Monmi Gohain,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Ms. Anjumani Deka Singha,</b> Jr. Superintendent, NLUJA, Assam - Supporting Staff</p> <p><b>Mr. Narender Pal,</b> Library Assistant, NLUJA, Assam - Supporting Staff</p>
8.	<b>Governance and Leadership</b>	<p><b>Prof.(Dr.) V. K. Ahuja,</b> Vice-Chancellor, NLUJA, Assam - Convenor</p> <p><b>Mr. Ankur Madhia,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam - Member</p> <p><b>Mr. Khanin Barman,</b> Jr. Superintendent, NLUJA, Assam - Supporting Staff</p>
9.	<b>Innovative Practices Institutional Values and Best Practices</b>	<p><b>Dr. Gitanjali Ghosh,</b> Assistant Professor of Law, NLUJA, Assam - Convenor</p> <p><b>Dr. Amol Deo Chavhan</b> Associate Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Kasturi Gakul,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Mr. Himangshu Ranjan Nath,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Dr. Shailendra Kumar,</b> Assistant Professor of Law, NLUJA, Assam - Member</p> <p><b>Ms. Preeti Priyam Sharma</b></p>



		Assistant Professor of Sociology, NLUJA, Assam -Member <b>Mr. Konda Babu Katipam,</b> Jr. Superintendent, NLUJA, Assam - Supporting Staff
10.	<b>Technical Committee</b>	<b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA, Assam - Convenor <b>Mr. Ankur Madhia,</b> Assistant Professor of Law, NLUJA, Assam - Member <b>Dr. Kankana Baishya,</b> Assistant Librarian, NLUJA, Assam -Member <b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam - Member <b>Mr. Satyajit Deb,</b> System Operator, NLUJA, Assam - Supporting Staff

### **National Educational Policy (NEP), 2020 Cell**

1.	<b>Dr. Indranoshee Das, ACS</b> Registrar, NLUJA, Assam	Chairperson
2.	<b>Dr. Debasis Poddar,</b> Professor of Law, NLUJA, Assam	Member Convener
3.	<b>Dr. Gitanjali Ghosh,</b> Assistant Professor of Law, NLUJA, Assam	Member
4.	<b>Dr. Kankana Baishya,</b> Assistant Librarian, NLUJA, Assam	Member
5.	<b>Dr. Jyotirekha Bhattacharyya,</b> Assistant Librarian, NLUJA, Assam	Member
6.	<b>Dr. Nandarani Choudhury,</b> Assistant Registrar (Acad.), NLUJA, Assam	Member
7.	<b>Mr. Jyotiprasad Baishya,</b> System Administrator, NLUJA, Assam	Member

### **4.4.3 Activities of Important Committees**

#### **4.4.3.1 The Disciplinary Committee**

The Convener along with the members of the Committee has constantly been on alert to keep strict vigilance on all relevant matters in order to maintain discipline in the campus. Violation of any rules or sanctity of the University are strongly dealt with by Disciplinary Committees for Boys and Girls. The endeavour of the committee is to transform disruptive behaviour, amongh students rather than to dispense punitue action.

#### **4.4.3.2 The Unfair Means and Malpractice Committee**

The University's persistent efforts to promote and preserve integrity in all academic pursuits is reflected in the perceptively reduced number of cases of malpractice and/ or unfair means reported during the period under report.

The Committee undertakes surprise visits during examinations to keep a strict vigil on any unfair means and/ or malpractice adopted by the students. The University is equipped with Anti-Plagiarism Software which examines all the project reports and the dissertations submitted by the students. The software filters the contents of the project reports and the dissertations in accordance with the standards of National Law University, Assam Academic Misconduct Regulations.

#### **4.4.3.3 The Internal Complaints Committee**

The Internal Complains Committee (ICC) of the University has been constituted in accordance with the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher education institutions Women Employees and students in higher educational institutions) Regulations, 2016 and looks into complaints, as and when received.

No case has been reported to ICC in the year 2022.

#### **4.4.3.4 Internal Quality Assesment Cell**

IQAC, NLUJA, Assam endeavours at sustenance, assurance, and enhancement of the quality of academic activities launched by the University. The IQAC is engaged with planning, guiding, and monitoring academic activities of the University, with the view to assuring and enhancing quality of the same. Through a plethora of academic activities, the IQAC attempts to systemetize and channelize, institutional action towards academic excellence and functions as a driving force for ushering in quality by envisaging interventional strategies to identify lacunae in the system and enhance academic system quality,

**NATIONAL LAW UNIVERSITY,  
ASSAM**



**NATIONAL LAW UNIVERSITY, ASSAM  
SERVICE REGULATIONS**

February, 2015

# NATIONAL LAW UNIVERSITY, ASSAM

## SERVICE REGULATIONS

*To consolidate, define, amend and regulate the procedure of appointments, conditions of service, leave, retirement, conduct, discipline, appeal and other incidental matters relating to management of services at the University.*

### CHAPTER – I

#### General Provisions

- I.1. Name of the Regulations :** These Regulations may be called the 'National Law University, Assam Service Regulations'.
- I.2. Application :** The Regulations shall apply to all employees of the University,
- I.3. Definitions :** The National Law University and Judicial Academy, Assam Act (Act No. xxv of 2009); the University Statutes and the General Clauses Act, 1887 shall provide general interpretational guidance. Unless the context otherwise requires the following terms shall mean as follows:
- (a) '*Academic Council*' means the Academic Council of the University under Section 13 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (b) '*Academy*' means the Judicial Academy, Assam mentioned under Section 3 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (c) '*Act*' means the National Law University and Judicial Academy, Assam Act, 2009.
  - (d) '*Board*' means the Board of Management of the Academy as mentioned under Section 32 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (e) '*Chancellor*' means Chancellor of the University under Section 7 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (f) '*Chairperson*' means the Chairperson of the Board of Management of the Academy.
  - (g) '*Court personnel*' means an employee of the establishment of the Gauhati High Court, a court and a tribunal under the administrative control of the Gauhati High Court.
  - (h) '*Director*' means the Director of the Academy appointed under Section 35 of the National Law University and Judicial Academy, Assam Act, 2009.
  - (i) '*Employee*' means any person employed in any service of the University by the competent authority in the manner prescribed under these Regulations.

*12/12/15*

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- (j) '*Executive Council*' means the Executive Council of the University under Section 11 of the National Law University and Judicial Academy, Assam Act, 2009.
- (k) '*Finance Committee*' means the Finance Committee of the University under Section 15 of the National Law University and Judicial Academy, Assam Act, 2009.
- (l) '*General Council*' means the General Council of the University under Section 9 of the National Law University and Judicial Academy, Assam Act, 2009.
- (m) '*High Court*' means the High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh.
- (n) '*Judicial Officer*' means a District Judge, a Sessions Judge, an Additional District Judge, an Additional Sessions Judge, a Senior Civil Judge, a Civil Judge, a Judicial Magistrate, a Special Judicial Magistrate or a presiding officer of a court or a tribunal under the administrative control of the Gauhati High Court.
- (o) '*Prescribed*' means Statutes or Regulations or Rules as the case may be prescribed under the National Law University and Judicial Academy, Assam Act, 2009.
- (p) '*Registrar*' means the Registrar under Section 18 of the National Law University and Judicial Academy, Assam Act, 2009.
- (q) '*Regulation*' means the National Law University, Assam Service Regulations.
- (r) '*Rule*' means Rules framed by the Government of Assam under Section 41 of the National Law University and Judicial Academy, Assam Act, 2009.
- (s) '*Service*' means any of the University services as prescribed.
- (t) '*Statute*' means the Statutes as approved by the General Council of the University from time to time.
- (u) '*Temporary Post*' means a post either carrying a scale of pay or consolidated pay for limited period.
- (v) '*Tenure Post*' means a permanent post which an individual may hold for more than a limited period without re-appointment or extension.
- (w) '*University*' means the 'National Law University and Judicial Academy, Assam' established by the National Law University and Judicial Academy, Assam Act, 2009.
- (x) '*Vice-Chancellor*' means the Vice-Chancellor of the University under Section 17 of the National Law University and Judicial Academy, Assam Act, 2009.
- (y) '*Year*' means :
- (a) Academic Year : A 12 month period commencing from first of June to 31<sup>st</sup> of May of the following year during which a cycle of the academic work is to be completed;
  - (b) Financial Year : A 12 month period commencing from first of April to 31<sup>st</sup> March of the following year; and
  - (c) Calendar Year : A 12 month period commencing from first of January to 31<sup>st</sup> of December.

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## CHAPTER – II

### **Qualification, Procedure for Selection, Terms and Conditions of Service, Emoluments, Leave, Amenities and Powers and functions of the Vice-Chancellor (Section 17 of Act No. XXV of 2009)**

#### **II.1. Qualifications :**

1. The Vice-Chancellor of the Law University shall be an academic person and an outstanding scholar in law with published works of high quality to his / her credit or a person who has been a Judge of the High Court.
2. He / she should, in the estimation of the General Council, be capable of providing effective leadership to the Law University community.

#### **II.2. Selection Committee and Procedure for selection :**

1. The identification of a Vice-Chancellor shall be undertaken by a Search Committee through a public notification; or nomination or a talent search process or a combination of all these methods so that a panel of not less than three persons is prepared. While preparing the panel, the Search Committee shall accord proper weightage to scholastic excellence, exposure to the higher education system in the country and abroad and adequate experience in academic and administrative governance. The criteria of selection would be reduced to writing and sent along with the panel of names to be submitted to the Chancellor.
2. The Vice-Chancellor shall be appointed by the Chancellor on the basis of the recommendations of the General Council out of the panel prepared by the Search Committee appointed by the Executive Council.
3. The term of the office of the Vice-Chancellor of the Law University shall initially be for a period of not more than three years and he / she is eligible for re-appointment. On the expiry of his / her term, he / she shall continue in office until his / her successor is appointed or an alternative arrangement is made by the Chancellor, whichever is earlier.  
*Provided* that even after the expiry of term, the Chancellor may require the Vice-Chancellor whose term has not been renewed or who has attained the age of seventy years, to continue in office for such period, not exceeding a total period of one year, as may be specified by him / her.
4. If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if the Vice-Chancellor is unable to perform the duties of office due to ill health or any other cause, the Chancellor shall have the authority to designate a senior Professor of the University to perform the functions of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor resumes the duties of the office, as the case may be. For shorter duration i.e. absence of less than 15 days, the Chancellor may permit the Registrar to look after the routine work of the Office of the Vice-Chancellor.

#### **II.3. Powers and Functions :**

The Vice-Chancellor shall be the Chief Executive and Academic Head of the University. He / she shall have the power to undertake all necessary actions in

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the due discharge of his / her responsibilities. In addition to this general power and responsibility, the Vice-Chancellor shall : -

1. Ensure that the provisions of the Act, Statutes and Regulations are duly observed;
2. Convene the meetings of the General Council, the Executive Council, the Academic Council and the Finance Committee in accordance with the provisions of the Act;
3. Preside over the meetings of the General Council in the absence of the Chancellor;
4. Be the competent authority to appoint the teachers, librarians, finance officer, accounts officer and other officers in consultation with the Chancellor on the recommendations of the Selection Committee appointed by the Executive Council thereof for that purpose in accordance with the prescribed regulations;
5. Take disciplinary action against the University officers in accordance with the prescribed procedure;
6. Take all necessary action against students to maintain proper discipline in the University;
7. Delegate to the Registrar, Heads of the Centres and other employees of the University the responsibility to undertake the day to day activities of the University in accordance with regulations;
8. Ensure that the routine items regarding creation of temporary posts for short duration, sanction of leave, approval of academic calendar, appointment of examiners, grant of annual increments, grant of D.A. increase as announced by the Central / State Governments from time to time and any other ad hoc increase etc. as announced by the Central / State Government from time to time or similar routine matters which are not normally be referred to the Executive Council;
9. Appoint Centre Heads, Co-ordinators, Proctor, Chief Wardens, Wardens, Assistant Wardens, Heads, Members of various Committees etc. or other administrative positions;
10. Suspend a member from the meeting of the authority, body or committee for persistently obstructing or stalling the proceedings or for indulging in behavior unbecoming of a member;
11. Initiate where required disciplinary action against employees or delegate such powers to other officers;
12. Ensure that the university examinations are conducted at the scheduled time; that results of such examinations are published expeditiously and that academic sessions of the University start and end on notified dates;
13. Allocate responsibilities to and audit performances of officers, faculty members, staff and students;
14. Manage the affairs in relation to the people (including students and academic staff), in such manner that the actions are in accordance with the development plans of the University whilst having a positive impact on society;
15. Exercise all administrative and financial powers as defined in the Act, Statutes / Regulations;

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16. Pass such Orders and take such measures that are necessary to implement any of the above;
17. Take such immediate action as may be required in an emergency subject to obtaining confirmation for the same in the next meeting of the authority which in the ordinary course would have dealt with the matter.

- II.4.** (1) In case the Vice-Chancellor is of the opinion that any decision of any authority of the University is *ultra vires* of the provisions of the Act / Statute / Regulations, the Vice-Chancellor would refer back the matter to the authority which has taken the decision for its re-consideration in the light of relevant provisions of the Act / Statute / Regulations. If, after re-consideration the authority sticks to its original decision, the matter shall be referred to the Chancellor, whose decision shall be final and binding on the Vice-Chancellor.
- (2) In case the authorities take any decision which in the opinion of the Vice-Chancellor is not in the best interests of the University, then he could ask the authority concerned to reconsider its decision. Even if subsequent to such review, differences persist, then the matter may be referred to the Chancellor whose decision shall be final and binding on the Vice-Chancellor.

**II.5. Emoluments:** The emoluments and other conditions of service of the Vice-Chancellor shall be as prescribed by Regulations or approved by the Chancellor. In addition to the above the Vice-Chancellor shall be entitled to :

1. Such salary as may be notified by the University Grants Commission / Central Government from time to time. However, the Chancellor may fix any higher salary and additional allowance as he may deem fit;
2. Dearness and other allowances as notified by the Central Government from time to time;
3. Reimbursement of all medical expenses including expenses on naturopathy or any other alternative treatment for himself / herself and his / her family;
4. Reimbursement of the expenses on account of T.A., D.A. for himself / herself and his / her family members from his home town to place of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure;
5. Annual leave travel concession;
6. Travelling Allowance at the rates equivalent to the rank of Secretary to Government of India or such higher rates as may be fixed by the Executive Council;
7. If the Vice-Chancellor takes classes in addition to his / her administrative duties, he / she would be paid an amount of Rs. 50,000/- p.m. as teaching allowance.
8. If a person, employed in another institution, is appointed as the Vice-chancellor on Deputation / lien, then such person shall be entitled to Salary, Allowances, Leave and Leave Salary as per UGC scales or as per deputation Rules of Government of India / parent institution and till such time as the person continues to hold lien on his / her post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the institution where the Vice-Chancellor is permanently employed; and







9. The Vice-Chancellor may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/ her appointment as Vice-Chancellor.

**II.6. Leave:** The leave entitlements of the Vice-Chancellor shall be as follows :

1. Casual leave as may be admissible to non-vacation officers of the University;
2. Leave on full pay at the rate of 30 days in the calendar year. Such leave shall be credited in advance in two-half yearly installments of 15 days each on the first day of January and the first day of July every year;  
*Provided* that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service;
3. The Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days;
4. In case a Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term;
5. Leave Salary for the number of days of leave on Full Pay due at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere;
6. Half Pay Leave at the rate of 20 days for each completed year of service;
7. Extra-ordinary Leave without pay for a maximum period of three months during the full term of three years on medical grounds or otherwise;
8. Special casual leave and also duty leave as applicable to the regular faculty of the University;
9. During the period of leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided;
10. The Vice-Chancellor shall be deemed to be on duty for attending:
  - (a) Any meeting called by the Central or State Government, Public Services, UPSC, PSC, UGC, AIU, AICTE, BCI, other Statutory Bodies, NGOs; any other University, or on for any other public purpose; and
  - (b) National and international conferences to represent the University / sign MoUs on behalf of the University.*Provided* that the Chancellor shall be informed in advance about any plans to attend an international conference; and
11. Where an employee of the University is appointed as the Vice-Chancellor, then such employee shall be allowed to avail of any leave credited in his or her leave account before being appointed as the Vice-Chancellor. Similarly, on relinquishing the post of the Vice-Chancellor and in the event of such employee re-joining his / her old post, such employee shall be entitled to carry back to this position the leave accumulated as Vice-Chancellor.



## **II.7. Amenities :**

1. The Vice-Chancellor shall be entitled to the following amenities:
2. A fully furnished residential accommodation with such furniture, as may be approved by the University. The premises of the lodge will be entirely maintained / managed by the University staff without any charge on the Vice-Chancellor.
3. A free car, mobile phone, ipad / Tab etc. and free telephone (with STD and ISD) service at the residence which shall also be used as the Camp Office.

## **CHAPTER – III**

### **University Services, Qualifications, Procedure for appointment, Emoluments, Terms and Conditions of Appointment**

**III.1. University Services :** The University shall have the following faculty and managerial services:

- (a) University Faculty Service;
- (b) University Administrative Service; and
- (c) University Managerial Service which shall be of two categories namely Office Management Service and Supportive Management Service.

**III.2. University Faculty Service (UFS):** The University Faculty Service (UFS) shall include :

1. Professor/ Associate Professor /Assistant Professor
2. Librarian / Deputy Librarian / Assistant Librarian / Placement Officer
3. Research Associate / Research Assistant
4. Any other teaching and research position

**III.3. Tenure Appointments :** The Executive Council shall from time to time create such number of posts in the University Faculty Service as may be necessary and recommended by the Vice-Chancellor for carrying out teaching and research.

**III.4. Procedure for Tenure Appointment :**

- (a) All appointments in tenure position shall be made through advertisement in at least two national dailies and a rolling advertisement on the website of the University. Shortlisted candidates shall be called for interview which may include a written test, PPT presentation and mock classes.
- (b) The appointment in the University Faculty Service shall be subject to such terms and conditions, as may be mutually agreed upon or as recommended by the Selection Committee or as prescribed in the Regulations, as the case may be.

**III.5. Minimum Qualifications for Direct Recruitment :** Minimum Qualifications for Direct Recruitment to the post of Professor, Associate Professor, Assistant Professor including Social Sciences, shall be the same as specified in the 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 (UGC Notifications dated September 18, 2010 and June 13, 2013) and adopted by the University and included as **Schedule-A** of these Regulations.





### **III.6. Constitution of Selection Committees and Selection Procedures :**

The Selection Committee for Direct Recruitment for the post of Professor, Associate Professor and Assistant Professor and also for Career Advancement Scheme shall consist of the following :

- (a) The Vice-Chancellor, as the Chairperson;
- (b) Three subject experts nominated by the Vice-Chancellor from among the panel of experts approved by the Executive Council;
- (c) One distinguished Professor of law who is or has been the Vice-Chancellor of National Law University for law subjects, whereas for non-law subjects the nominee of the Chancellor shall be the leading academician and preferably the Vice-Chancellor of a university nominated by the Chancellor;
- (d) One academician of good standing, representing the SC / ST / OBC / PWD / Minority / Women to be nominated by the Vice-Chancellor if any of the candidates belong to one or more of the categories mentioned and if any member of the Selection Committee does not belong to any such category.

At least four members, including two subject experts shall constitute the quorum. No Selection Committee meeting shall take place without the requisite quorum.

### **III.7. Pre-selection assessment by Experts both for Direct Recruitment and Promotion under Career Advancement Scheme (CAS)**

1. Before the Selection Committee meets on a designated date(s), the Vice-Chancellor shall appoint a Screening Committee, consisting of the Registrar, two senior Professors of the University and one outside expert from any academic institution who is Member of the IQAC or any academician nominated by the Vice-Chancellor, to evaluate the credentials of all the candidates in a transparent, objective and credible manner. The criteria for such evaluation shall also be incorporated in the advertisement itself and the candidates shall be directed to provide all necessary certificates or documentary proof of their claims. This may include the weightage given to prescribed qualifications, preferred and additional qualifications, experience, publications and involvement in extension, co-curricular and extra-curricular activities and the like. Based on the claims made by the candidates, the Screening Committee shall assess them and mark them (evaluate and assign marks against each and every criteria).
2. Apart from this, if the candidates have claimed and provided copies of their publications, such publications shall be sent to three external experts nominated by the Vice-Chancellor from among the panel of experts approved by the Executive Council. The reports received from such experts along with their comments, if any, shall necessarily be placed before the Selection Committee.
3. As per Appendix-III Table-II(c) of the UGC Regulations dated September 18, 2010 and June 13, 2013, the minimum scores for Academic Performance Indicators for direct recruitment along with other specified eligibility qualifications and Selection Committee criteria is as given in Schedule-B.



4. The Faculty shall be promoted under Career Advancement Scheme as Professors with the condition that they shall continue to publish some research papers every year after such promotion.

**III.8. Proforma for Annual Self-Assessment for the Performance Based Appraisal System (PBAS); PBAS Proforma for Promotion under CAS; and Proforma for Academic Performance Indicators (APIs) in Recruitments and Career Advancement Scheme (CAS)**

1. The PBAS Proforma both for Annual Self-Assessment and for Promotion under CAS along with API scores is given as **Schedules-C and D**.
2. The requirement of Academic Staff College Orientation / Refresher Courses for the promotions to the existing Faculty cannot be waived but the Staff Members may be provided one year's time to fulfill this requirement. The promotion shall be effective from the date of eligibility after all conditions for the promotion have been complied with by the faculty member.

**III.9. Pay and Allowances :** The Pay and Allowances for tenure staff shall be as notified by the U.G.C. and approved by the Executive Council and shall be revised from time to time on the basis of the recommendations of the U.G.C. If the financial health of the University so permits, it may give IITs / IIMs pay scales.

**III.10. Appointment of Librarian / Deputy Librarian / Assistant Librarian / Placement Officer**

1. Minimum Qualifications for Direct Recruitment to the post of Librarian / Deputy Librarian / Assistant Librarian, shall be the same as specified in the 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 (UGC Notifications dated September 18, 2010 and June 13, 2013) as adopted by the University and included in **Schedule-E** of these Regulations. For the post of Librarian / Deputy Librarian / Assistant Librarian, candidates with the experience of working in Law Libraries would be preferred. For Placement Officer (in the cadre of Associate Professor) the qualifications shall be the same as prescribed by AICTE and adopted by the University and included in **Schedule-E** of these Regulations.
2. The Pay and Allowances for tenure staff shall be such as approved by the Executive Council and shall be revised from time to time on the basis of the recommendations of the U.G.C.
3. The procedure for appointment, the Selection Committee, nature of appointments, leave and all other benefits shall be the same as applicable to the staff in University Administrative Service.

**III.11. Appointment of Faculty / Research Staff on Contractual Basis :**

**(1) Nature of Contractual Appointments :**

- (a) The Vice-Chancellor, if required for immediate service, may direct the Registrar to appoint such faculty on contractual service for a period not exceeding three years on such terms and conditions as may be agreed upon

- which shall not be less than the last drawn salary of the person concerned.
- (b) In addition to the appointments referred to above the Vice-Chancellor may invite on such terms and conditions as may be mutually agreed upon :
- (i) a person of eminence or having expertise in the relevant field or an internationally acclaimed scholar or a former Vice-Chancellor to take up the post of the Professor at the University;
  - (ii) any person of eminence either in the academia or the Bar or Bench to be appointed as the Professor Emeritus / Scholar-in-Residence; and
  - (iii) any person of eminence to hold the position of Adjunct Professor.
- (c) All the aforementioned appointments shall be made by the Vice-Chancellor depending on university requirement and need and shall be reported to the Executive Council.
- (d) No contractual appointment can be made / extended beyond three years without the approval of the Chancellor.
- (2) **Procedure for Contractual Appointments :** Appointments on contractual basis would ordinarily be made by inviting applications through a rolling advertisement on the University website. Shortlisted candidates would be called for interview which may include a written test, PPT presentation and mock classes. Skype or telephonic interview may also be allowed wherever necessary. The Vice-Chancellor may also appoint people on contractual positions on the basis of mock-classes, if the situation so demands.
- (3) **Qualifications :**
- (a) **Faculty :** LL.M. / M.A. / Master's Degree in the relevant subject with not less than 55% marks in the aggregate from a recognized University. Candidates with UGC NET / SLET / Ph.D. / Foreign Degrees or having experience of teaching at National Law Schools would be preferred. If suitable UGC qualified candidates are not available, Bar Council of India qualified candidates may be recruited for law subjects.
  - (b) **Research Associates / Research Assistants :** Candidates with LL.M. / M.A. / Master's Degree in the relevant subject with not less than 55% marks in the aggregate from a recognized University.
  - (c) The Selection Committee / Vice-Chancellor may however, relax any qualification in respect of any candidate if in the opinion of the Selection Committee / Vice-Chancellor, the candidate is otherwise the most eligible for the post.
- (4) **Selection Committee for contractual appointments :**
- A. The Selection Committee for the appointment of contractual Faculty shall consist of :
- (a) The Vice-Chancellor as Chairperson;
  - (b) One Professor of the University nominated by the Vice-Chancellor;
  - (c) One subject expert as external member nominated by the Vice-Chancellor; and
  - (d) Registrar.





B. The Selection Committee for the appointment of Research staff shall consist of :

- (a) The Vice-Chancellor as Chairperson; and
- (b) Two Professors of the University nominated by the Vice-Chancellor.

(5) **Emoluments**

- I. Remuneration for the Faculty / Research Staff appointed on contractual basis would be as follows:
  - (a) Rs. 1,00,000/- p.m. for Professors, Principals, Eminent Advocates with minimum 15 years of experience, Retired Judges of Supreme Court of India / High Courts;
  - (b) Rs. 80,000/- p.m. for Associate Professors with minimum 10 years of teaching and/or research experience.
  - (c) Rs. 50,000/- p.m. for teachers with UGC NET and/or Ph.D.;
  - (d) Rs. 45,000/- p.m. for other teachers;
  - (e) Rs. 30,000/- p.m. for the Research Associates; and
  - (f) Rs. 25,000/- p.m. for the Research Assistants.
- II. In case of eminent persons who express an interest to join as full-time teachers, the emoluments would be negotiated and fixed by the Vice-Chancellor and placed before the Executive Council for ratification.
- III. Notwithstanding anything in these Regulations, the Vice-Chancellor may negotiate and fix suitable remuneration; and / or give pay protection; or place in pay scales persons who are already in service elsewhere and possess degrees from reputed foreign universities and appoint them as full-time Faculty on contractual basis.

**III.12. Teaching Days, Workload and Teachers Work Load Policy:**

1. **Teaching Days :** The University shall adopt at least 180 working days, i.e., there shall be a minimum of 30 weeks of actual teaching in a six day week. Of the remaining period, ordinarily six weeks may be devoted to examinations, non-instructional days for co-curricular activities, sports, etc.; 12 weeks for internships and four weeks' vacation.
2. **Workload :** The workload of the teachers in full employment would not be less than 40 hours a week for 36 working weeks (180 teaching days) in an academic year as determined by the University in the detailed workload policy. It would be necessary for the teachers to remain available for at least five hours daily in the academic block of the University. Direct teaching-learning hours would ordinarily be as follows:

(a) Assistant Professor	:	16 hours
(b) Associate Professor and Professor	:	14 hours
3. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and / or administration.

**III.13. Internal Quality Assurance Cell (IQAC) :** The Internal Quality Assurance Cell shall consist of the following :

1. The Vice-Chancellor as the Chairperson;

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2. Eight Senior Teachers of the University, which shall include three Professors, three Associate Professors and two Assistant Professors and one Senior Administrative Official;
3. Three External Experts preferably one from local community connected with the profession of Law, one from the Industry and one from academic institutions of high repute; and
4. One Professor of the University as Coordinator.

The members at (2), (3) and (4) shall be nominated by the Vice-Chancellor with the approval of the Academic Council and the Executive Council. The term of the nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members.

**III.14. Code of Professional Ethics :** The Faculty Members shall endeavour to follow the Code of Professional Ethics. The violation of these ethical principles may invite appropriate disciplinary action.

**1. Teachers and their responsibilities :**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his / her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his / her precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers shall :**

- a) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b) seek to make professional growth continuously through study and research;
- c) maintain active membership of professional organizations and strive to improve education and profession through them;
- d) perform their duties in the form of teaching, tutorial, clinical courses, seminar and research work conscientiously and with dedication;
- e) co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as : assisting in admissions, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- f) participate in extension, co-curricular and extra-curricular activities including community service.

**2. Teachers and the students :**

**Teachers shall :**

- a) respect the right and dignity of the student in expressing his / her opinion;
- b) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

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- c) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d) encourage students to improve their attainments, develop their personalities and at the same time contribute to the community welfare;
- e) inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- f) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- g) pay attention to only the attainment of the student in the assessment of merit;
- h) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i) aid students to develop an understanding of our composite national heritage and national goals; and
- j) refrain from inciting students against other students, colleagues or administration.

### 3. Teachers and Colleagues :

#### Teachers shall :

- a) treat other members of the profession in the same manner as they themselves wish to be treated;
- b) speak respectfully of the other teachers and render assistance for professional betterment;
- c) refrain from lodging unsubstantiated allegations against colleagues to the higher authorities; and
- d) refrain from allowing considerations of caste, creed, religion, race, sex or sexual orientation in their professional endeavour.

### 4. Teachers and Authorities :

#### Teachers shall :

- a) discharge their professional responsibilities according to the existing regulations and adhere to the procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- b) refrain from undertaking any other employment which is likely to interfere with their professional responsibilities;
- c) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e) co-operate with the authorities for the betterment of the institutions keeping in view the interests and in conformity with dignity of the profession;
- f) strictly comply with the conditions of agreement of service;
- g) give and expect due notice before a change of position is made; and

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- h) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**5. Teachers and non-teaching staff :**

- a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking; and  
b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**6. Teachers and society :**

**Teachers shall :**

- a) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;  
b) work to improve education in the community and strengthen the community's moral and intellectual life;  
c) be aware of social problems and take part in such activities as would be conducive to the progress of the society and hence the country as a whole;  
d) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;  
e) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

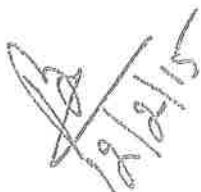
**III.15. University Administrative Service (UAS) :**

The University Administrative Service shall include :

1. Registrar / Deputy Registrar / Deputy Controller of Admissions and Examinations / Assistant Registrar / Assistant Controller of Admissions and Examinations;
2. Finance Officer / Accounts Officer;
3. University Engineer / Assistant Engineer;
4. Library Assistant;
5. System Analyst / Programmer;
6. Medical Officer; and
7. Any other post as may be created by the Executive Council of the University from time to time.

**III.15.1. Qualifications, Procedure for appointment, Emoluments, Terms and Conditions of service and Responsibilities and Duties of the Registrar**

1. **Appointment of the Registrar :** The Registrar shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by the Executive Council and headed by the Vice-Chancellor on such terms and conditions of service as it may specify subject to the provisions of Statues and Regulations.





**2. Qualification :**

A Master's Degree in any discipline from a recognized University / Institution with at least 15 years' of experience as Assistant Professor in the AGP of Rs. 7,000 and above, or with 8 years' of service in the AGP of Rs. 8,000/- and above including as Associate Professor along with experience in educational administration; or comparable experience in research establishment and / or other institutions of higher education; or 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. Persons who have superannuated already from any previous employment shall not be eligible.

**3. Selection Committee :**

- (a) Vice-Chancellor as Chairperson;
- (b) One nominee of the Chancellor; and
- (c) Three experts from out of panel of experts approved by the Executive Council.

**4. Terms and Conditions :**

- (a) The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure not exceeding five years, which can be renewed for a similar term by the Chancellor on the recommendations of the Vice-Chancellor and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.  
*Provided* that the Registrar retires on attaining the age of sixty-two years.  
*Provided* further that notwithstanding his attaining the age of sixty two years, he / she continues in office until his / her successor is appointed and enters upon his / her office. Such extended period in no case shall be more than one year.
- (b) Where an employee of this University or any other Institution / Government and its organisations is appointed as Registrar, he / she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund / Contributory Provident Fund / Pension / Gratuity / Transfer TA) to which the employee was entitled prior to appointment as Registrar till such time that the employee continues to hold lien on the parent post.
- (c) The terms and conditions of service of Registrar shall be such as prescribed for other non-vacational employees of the University.
- (d) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absent or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- (e) If the services of the Registrar are borrowed from Government of Assam or any other Organization / Institution, the terms and conditions of service shall be governed by the Deputation Rules of the Government of Assam / parent institution.
- (f) A Registrar on Deputation may be repatriated earlier than the stipulated period by the Chancellor on the recommendation of the Vice-Chancellor.





**5. Amenities :**

- (a) The Registrar shall be entitled to residential accommodation and also to a free mobile phone, ipad / Tab etc. and free telephone (with STD and ISD) service at his / her residence.

*Provided* that if the University is not able to provide residential accommodation to the Registrar, then off campus residence would be permissible and in such case the Registrar would be entitled to H.R.A. like any other employee of the University.

- (b) The Registrar shall be entitled to the facility of staff car for travel between the office and residence.

**6. Leave and other allowances :**

- (a) The Registrar shall be entitled to such Leave, Allowances, Medical Re-imburement, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacation employees.

- (b) A University Registrar who in addition to the administrative duties of Registrar also discharges the teaching duties of a Professor would be paid an amount of Rs.25,000/-p.m. or if a University Professor is appointed as Registrar and he discharges the duties of the Registrar in addition to his own duties as the Professor of the University, he would be paid an amount of Rs. 25,000/- p. m.

**7. Responsibilities and Duties :**

- (1) The Registrar shall be the principal administrative officer of the Vice-Chancellor of the Law University in all matters pertaining to the administration of the Law University. The Executive Council may entrust to him special responsibilities and powers;

- (2) The Registrar shall comply with all directions and orders of the Executive Council and the Vice-Chancellor;

- (3) The Registrar shall be *ex-officio* Member Secretary of all the authorities, Committees and other bodies of the University and shall also be the Convenor of all the meetings and to that end shall :

- (a) Issue all notices convening meetings of the Executive Council, the Academic Council, the Finance Committee and of any other Committees appointed by those authorities;

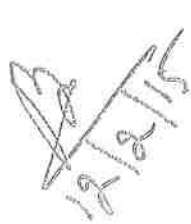
- (b) Maintain the minutes of all the meetings of the Executive Council, the Academic Council, the Finance Committee and of any Committees appointed by those authorities;

- (c) Conduct the official correspondence of the Executive Council, the Academic Council and the Finance Committee;

- (d) Be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his charge;

- (e) 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; and

- (f) Perform such other duties as may be specified in the Act, Statutes and the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.





- (4) The Registrar on the recommendations of the Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice-Chancellor shall have the power to appoint the Supportive Management Service (SMS) and Office Management Service (OMS), contingent and daily wage staff. He shall be competent authority to take disciplinary action against such employees in accordance with the prescribed procedure
- (5) The Registrar shall have the power to take disciplinary action against such employees, excluding teachers and other academic staff, as may be specified by the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.  
*Provided* that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (6) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified above.
- (7) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor.  
*Provided* that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

**III.15.2. Finance Officer : (Rs.37,400-67,000/-) GP-10,000/-**

**1. Qualifications :**

A Master's Degree in the relevant discipline with at least 55% marks or its equivalent grade 'B' in UGC seven point scales from a recognized University / Institute.

Chartered Accountant with a minimum of fifteen years of experience as Accounts Officer in the AGP of Rs. 7,000 and above or with eight years of service in the AGP of Rs. 8,000 or in an equivalent post in any reputed University or reputed educational institution.

Government Officers working in the area of finance and accounts for 20 years may be appointed as Finance Officer either on deputation or for a term.

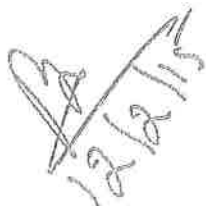
**2. Selection Committee :**

- (a) Vice-Chancellor as Chairperson;  
(b) One nominee of the Chancellor; and  
(c) Three experts from out of a panel of experts approved by the Executive Council.

**3. Terms, Conditions, Duties and Responsibilities :**

- (a) The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendations of a Selection Committee constituted for the purpose for a tenure not exceeding five years, which may be renewed for similar terms by the Vice-Chancellor, on such terms and conditions as may be prescribed.

*Provided* that the term of appointment of Finance Officer shall not be continued beyond the date of his attaining the age of sixty two years;





*Provided* further that notwithstanding attaining the age of sixty two years, such officer shall continue in office until his successor is appointed and enters upon office. Such extended period in no case shall be more than one year.

- (b) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absent or any other cause, unable to perform the duties of his office, the duties of the Office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (c) The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Vice-Chancellor or as may be prescribed by the Regulations.
- (d) Subject to the control of the Executive Council and the Vice-Chancellor the Finance Officer shall :
  - (i) hold and manage the property and investments including trust and endowed property;
  - (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended on the purposes for which they are granted or allotted;
  - (iii) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the University Authorities;
  - (iv) keep a constant watch on the state of the cash and bank balances and on the state of investments;
  - (v) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (vi) have the accounts of the University regularly audited as per the Financial Regulation of the University;
  - (vii) ensure that the registers of building, lands, furniture and equipment are maintained up to-date and that the stock checking is conducted, of equipment and other consumable materials in all offices and centres maintained by the University;
  - (viii) call for explanation for unauthorized expenditure from any employee of the finance office and for other financial irregularities and suggest disciplinary action against the persons at fault; and
  - (ix) call from any office, or centre under the University, any information or returns that he considers necessary for the performance of his duties.
- (e) The receipt from the Finance Officer or from the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

### **III.15.3. Other Staff in University Administrative Service :**

#### **(1) Creation of Posts :**

The Executive Council shall from time to time create such number of posts in the University Administrative Service including technical and non-technical posts as may be necessary and recommended by the Vice-Chancellor.



*Provided* that the Vice-Chancellor may appoint such staff on contractual service on such terms and conditions as may be agreed upon and the same shall be placed before the Executive Council for ratification.

**(2) Nature of Appointment :**

The appointment in the University Administrative Service shall be subject to such terms and conditions, as may be recommended by the Selection Committee or by the Vice-Chancellor as the case may be.

**(3) Tenure Appointments :**

The Vice-Chancellor can make appointments to the tenure positions created by the Executive Council with the pay scales in consultation with the Chancellor on the recommendations of the Selection Committee.

a. Selection Committee for the tenure positions shall consist of the following:

- (i) Vice-Chancellor as Chairman;
- (ii) One nominee of the Chancellor;
- (iii) Registrar;
- (iv) One Professor of the University nominated by the Vice-Chancellor; and
- (v) One external expert nominated by the Vice-Chancellor from out of the panel of experts approved by the Executive Council.

b. The Notification for the tenure positions should be published in at least one national daily and a rolling advertisement on the website.

**(4) Contractual Appointments with Consolidated Pay :**

The Vice-Chancellor can make appointments on contractual basis for a period not exceeding three years at a time with a consolidated pay as mutually agreed. All such appointments shall be reported to the Executive Council.

**(5) Qualifications and Pay Scale: (Rs.37,400-67,000) GP-8,700/-**

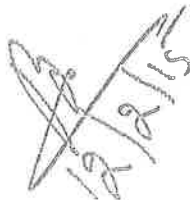
**(a) Deputy Registrar :**

A Master's degree with at least 55% of marks or its equivalent Grade of 'B' in the UGC 7 point scale from a recognized University / Institution along with nine years of experience as Assistant Professor in the AGP of Rs. 6,000/- and above with experience in educational administration or comparable experience in a Research Establishment and / or other institutions of higher education, or five years of administrative experience as Assistant Registrar or in an equivalent post.

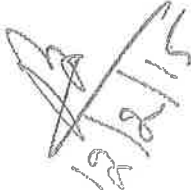
**(b) Assistant Registrar (Admin) : (Rs.15,600-39,100) GP-5,400/-**

A Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University / Institution. Five years of experience of supervisory nature in administrative matter in a University / Research Establishment / other reputed institutions of higher education.

Preference will be given to the candidates having adequate knowledge and experience in the use of state of the art tools of communication, computer proficiency, capability of working in multi-tasking environment and having knowledge of administrative / establishment matters.



- (c) **Assistant Registrar (Academic) :** (Rs.15,600-39,100) GP-5,400/-  
A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale from a recognized University / Institution.  
Five years of experience of supervisory nature in administrative matter in a University / Research Establishment / other reputed institutions of higher education.  
Preference will be given to the candidates having adequate knowledge and experience in the use of state of the art tools of communication, computer proficiency, capability of working in multi-tasking environment and having knowledge of administrative / establishment matters.
- (d) **University Engineer :** PB-4 (Rs.12,000-40,000) GP-6,300/-  
A Bachelor's Degree in Civil Engineering from a recognized University / Institution with a minimum of ten years of experience in quality control, QS and State Government procedures to supervise the construction works of the University or Engineer with more than ten years of experience in senior positions.  
Retired State Government Engineers having experience in the field can also apply. Candidates with 10 years of experience in big projects / governmental experience / international experience would be preferred.
- (e) **University Doctor :** PB-4 (Rs.12,000-40,000) GP-5,400/-  
M.B.B.S. from a recognized University which is recognized by Medical Council of India (MCI). Candidates having M.D. degree would be preferred.
- (f) **Principal Private Secretary to the Vice-Chancellor :** PB-4 (Rs.15,600-39,100) GP-5,400/-  
Master's Degree in any subject from a recognized University with at least 55% marks, at least 10 years of experience as Personal Secretary or Senior Stenographer. English Shorthand-140 wpm and 40 words in typewriting of English, knowledge in Computer presentation, communication and decision making skills, Fluency in English, Hindi and Local Languages.
- (g) **Personal Secretary to the Vice-Chancellor :** PB-4 (Rs.12,000-40,000) GP-6,400/-  
Graduation in any subject from a recognized University with at least 55% marks and five years of experience as Personal Assistant in any reputed educational institution, or Postgraduate in any subject from a Recognized University with 55% marks and 3 years experiences as Personal Assistant in any reputed educational institution. Candidates must excel in shorthand with minimum speed of 80 words and have adequate computer proficiency, Fluency in English, Hindi and Local Language.
- (h) **Personal Secretary to the Registrar:** PB-4 (Rs.12,000-40,000) GP-6,400/-  
Graduation in any subject from a recognized University with 55% marks. Experience - 5 years for Graduate / 3 years for postgraduate. Shorthand





with minimum speed of 80 words presentation, communication and decision making skills, Fluency in English, Hindi and Local Language.

- (i) **Assistant Engineer** : PB-4 (Rs.12000-40,000) GP-5,400/-  
B. Tech. / B.E. Degree from a recognized University with a minimum two years of experience in the field. Junior Engineer working in any government department for five years may be taken on deputation or retired Junior Engineer / Assistant Engineer may also be considered.
- (j) **System Administrator** : PB-4 Pay (Rs.12,000-40,000) GP-6,300/-  
B.E. / B.Tech. Degree in Computer Science and Engineering / Information Technology or MCA or M.Sc. in Computer Science / Information Technology from a recognized University with at least 60% marks or its equivalent in the CGPA scale with five years of experience in computing at the level of a System Analyst.
- (k) **System Operator** : PB-2 Pay (Rs.5,200 -20,200) GP-3,300/-  
Diploma in Computer Science and Engineering (Three Years) or BCA or Graduate with DOEACC 'A' Level (Diploma) or equivalent from recognized institution.  
The candidate shall have exposure in using hardware, software and networking in office environment.  
Minimum three years' work experience in any reputed and recognized Educational Institution/ Computer Centre.

The Vice-Chancellor / Selection Committee as the case may be, relax any qualification in respect of any candidate if in the opinion of the Selection Committee / the Vice-Chancellor, the candidate is otherwise most eligible for the post.

#### III.15.4. University Managerial Service :

University Managerial Service shall be of two categories namely Office Management Service and Supportive Management Service.

##### 1. Office Management Service :

- (a) Principal Private Secretary / Private Secretary to Vice-Chancellor / Private Secretary to Registrar / Superintendent / Senior Stenographer / System Administrator / Junior Stenographer /  
(f) Staff Nurse

##### 2. Supportive Management Service :

- (b) Junior Superintendent  
(c) Record Keeper  
(d) Electrician Grade-I / Electrician Grade-II  
(e) Plumber Grade-I / Plumber Grade-II  
(f) Carpenter Grade-I / Carpenter Grade-II  
(g) Mason Grade-I / Mason Grade-II  
(h) Head Cook / Cook  
(i) Driver (HV) / Driver (LV)  
(j) Gardener  
(k) Attendant / Cleaner







**3. Creation of Posts :**

The Executive Council shall from time to time create such number of posts in Office Management Service (OMS) and Support Management Service (SMS) as may be necessary and recommended by the Vice-Chancellor including technical and non-technical for general management of the office and other assignments.

*Provided* that, if required for immediate service, the Registrar may appoint such staff on contractual basis with the prior approval of the Vice-Chancellor on such terms and conditions as may be agreed upon.

**4. Nature of Appointment :**

The appointment in the OMS and SMS shall be subject to such terms and conditions, as may be recommended by the Selection Committee or by the Vice-Chancellor as the case may be.

**5. Tenure Appointments :**

The Vice-Chancellor can make appointments to the tenure positions created by the Executive Council with the pay scales on the recommendations of the Selection Committee.

**(a) Selection Committee for the tenure positions :**

- (i) Registrar as Chairperson;
  - (ii) Two teachers of whom one shall be in the cadre of Professor nominated by the Vice-Chancellor;
  - (iii) One external expert nominated by the Vice-Chancellor; and
  - (iv) Librarian / Finance Officer / Deputy Registrar / University Engineer.
- (b) The Notification for the tenure positions should be published in at least one national daily and a rolling advertisement shall also be placed on the university website.

**6. Contractual appointments with Consolidated Pay :**

The Registrar with the approval of the Vice-Chancellor can make appointments on contractual basis with a consolidated pay for a period not exceeding three years at a time with a consolidated pay as is mutually agreed. The consolidated pay may ordinarily be the basic pay of the said post. Higher amount may be fixed as consolidated salary for reasons to be recorded in writing. Based on the performance, further extensions may be given with the approval of the Vice-Chancellor.

**7. Qualifications and Pay Scale :**

The following shall be the qualification and pay scale for each category of posts :

**i. Superintendent : PB-3 (Rs.8,000-35,000) GP-4,600/-**

A Bachelor's Degree in any subject from a recognized University / Institution with a Minimum of five years of experience of which three years shall be as Junior Assistant in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidates must have adequate computer proficiency.

- ii. **Accountant:** PB-3 (Rs.8,000-35,000) GP-4,600/-  
A Master's Degree in Commerce from a recognized University / Institution with minimum experience of two years as Junior Accountant in any University / Central or State Government Organization. The candidates must have adequate computer proficiency in Talley ERP.  
Or a qualified Chartered Accountant with Article ship experience or B.Com. from a recognized University / Institution with minimum 3 years' experience as a Junior Accountant.
- iii. **Junior Accountant :** PB-3 (Rs.8,000-35,000) GP-4,400/-  
A Bachelor's Degree in Commerce from a recognized University / Institution with a Minimum five years of experience of which three years shall be as Account Assistant in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidates must have adequate computer proficiency.
- iv. **Account Assistant :** PB-2 (Rs.5,200 -20,200) GP-2,900/-  
A Bachelor's Degree in Commerce from a recognized University / Institution with a Minimum three years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer in Talley ERP.
- v. **Library Assistant :** PB-2 Pay (Rs.5,200 -20,200) GP-2,900/-  
A Bachelor's Degree in any discipline from a recognized University / Institution with Bachelor's Degree in Library Science with good academic records. Knowledge of computerization of Library is essential.  
Preference will be given to candidate having Post Graduate degree with previous experience in this line of work.
- vi. **Junior Superintendent :** PB-2 Pay (Rs.5,200-20,200) GP-2,900/-  
A Bachelor's Degree in any discipline from a recognized University / Institution with minimum three years working experience in an equivalent position in any University / Central or State Government Organization / higher secondary council or board of secondary education. The candidate must have adequate knowledge of computer.
- vii. **Senior Stenographer :** PB-4 (Rs.12,000-40,000) GP-6,000/-  
A Bachelor's Degree in any subject from a recognized University / Institution with 55% marks having a minimum eight years of experience for graduate / five years for postgraduate and shorthand with a minimum speed of 140 words. The candidate must have adequate knowledge of computer.
- viii. **Junior Stenographer** (Rs.8,000-35,000) GP-4,600/-  
A Bachelor's Degree from a recognized University / Institution having minimum of two years of experience.

A Bachelor's Degree / one year for postgraduate and shorthand with a minimum speed of 80 words. Presentation, communication and decision making skills fluency in English, Hindi and Local Languages. The candidate must have adequate knowledge of computer.

- ix. **Staff Nurse** : (Rs.5,200- 20,200) GP-2,900/-  
Diploma in General Nursing and Midwifery or B.Sc. Nursing degree from a recognized University / Institution and registered as a Nurse in the State Nursing Council Register. Candidates should have at least two years of experience in a reputed hospital or nursing home.
- x. **Record Keeper** : PB-2 (Rs.5,200-20,200) GP-2,300/-  
10<sup>th</sup> Standard pass and a minimum two years of working experience in an equivalent position in any University / Institutions / Central or State Government Organization / Higher Secondary Council or Board of Secondary Education.
- xi. **Electrician : (Grade-I)** PB-2 Pay (Rs.5,200-20,200) GP-2,900/-  
Matriculate with ITI certificate in the relevant trade and having at least five years of experience in the field or candidates having adequate skills in the relevant field with eight years of experience.
- xii. **Plumber** : PB-2 Pay (Rs.5,200-20,200) GP-2,300/-  
8<sup>th</sup> Standard pass and demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.
- xiii. **Carpenter** : PB-2 Pay (Rs.5,200-20,200) GP-2,300/-  
8<sup>th</sup> Standard pass and demonstrated and proven abilities of having worked for a period of at least five years in the relevant field.
- xiv. **Guest House Caretaker** : PB-2 Pay (Rs.5,200-20,200) GP-2,900/-  
A Bachelor's Degree in any discipline from a recognized University / Institution with a minimum three years working experience in an equivalent position in any University / Institutions / Central or State Government Organization. The candidate must have an adequate knowledge of computer.
- xv. **Head Cook** : PB-2 Pay (Rs.5,200-20,200) GP-2,000/-  
8<sup>th</sup> Standard pass and having at least ten years of experience as Cook in a Guest House / Canteen or a mess attached to a hostel in any institution of higher learning having experience in the preparation of vegetarian and non-vegetarian food items including South Indian, North Indian, Mughlai and Western food.
- xvi. **Cook** : PB-1 Pay (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass and having two years of experience as Cook in a Hostel / Guest House / Canteen or a mess attached to a hostel in any institution of

  
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higher learning having experience in preparation of vegetarian and non-vegetarian food items.

- xvii. **Driver (HV) :** PB-2 Pay (Rs.5,200-20,200) GP-2,300/-  
10<sup>th</sup> Standard pass, shall possess a valid driving license for heavy motor vehicles, knowledge of motor mechanism and having at least three years of experience in driving heavy motor vehicles / motor cars.
- xviii. **Driver (LV) :** PB-2 Pay (Rs.5,200-20,200) GP-2,100/-  
10<sup>th</sup> Standard pass and shall possess a valid driving license for light motor vehicles, knowledge of motor mechanism and having at least three years of experience in driving light motor vehicles / motor cars.
- xix. **Gardener :** PB-1 Pay (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass and having adequate skills in the relevant field with at least two years of experience.
- xx. **Attendant :** PB-1 (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass and shall have the ability to read, write and communicate with at least two years of experience in any University / Central or State Government Organization / Higher Secondary Council or Board of Secondary education.
- xxi. **Cleaner :** PB-1 (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass with at least two years of experience.
- xxii. **Sweeper :** PB-1 (Rs.4,560-15,000) GP-1,700/-  
8<sup>th</sup> Standard pass with at least two years of experience.

However, the Vice-Chancellor / Selection Committee as the case may be, relax any age and qualification in respect of any candidate if in the opinion of the Selection Committee / the Vice-Chancellor, the candidate is otherwise most eligible for the post.

#### CHAPTER – IV Conditionality of Service

##### IV.1. Pay :

- (i) The pay and allowances of the Faculty appointed on tenure basis shall be as per the pay and allowances notified by the UGC from time to time and approved by the Executive Council. The pay and allowances of the staff appointed on contractual basis shall be such as may be decided by the Executive Council / the Vice-Chancellor from time to time.
- (ii) The pay and allowances of the non-teaching staff appointed on tenure basis and those appointed on contractual basis with pay scale shall be as per the pay and allowances notified by the State Government from time to time and approved by the Executive Council. The consolidated pay of the non-teaching staff shall be fixed by the Vice-Chancellor.

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**IV.2. Minimum age of appointment:**

No person below the age of 18 shall be appointed in any post in the University.

**IV.3. Proof of date of birth :**

Every person appointed in the University shall produce Matriculation / S.S.C. certificate containing therein the date of birth in the absence of birth certificate, which shall be treated as conclusive proof of the age of the person.

**IV.4. Service Agreement:**

All the staff members appointed by the University shall sign the service agreement as approved by the Executive Council / the Vice-Chancellor. University being a fully residential institution, any employee may be asked to stay on campus.

**IV.5. Date of increment:**

- (a) Unless directed otherwise by specific order of the Vice-Chancellor preventing the increment, the tenure staff shall receive the increment by way of rule on the completion of the period of service as indicated in the time scale.
- (b) The following periods shall be counted for earning increments to the employees:
  - (i) All periods of duty in the time scale;
  - (ii) All periods of leave including extra-ordinary leave for prosecuting higher studies;
  - (iii) All periods spent in foreign service or for higher studies and research in foreign universities or institutes; and
  - (iv) All periods of joining time on transfer.
- (c) The Vice-Chancellor shall be the competent authority to sanction the increment to the employees drawing pay scales.
- (d) Every year, in addition to the regular increment, performance based increments may be awarded by the Vice-Chancellor on the recommendation of the Screening Committee.

**IV.6. Probation :**

- (1) Every person appointed in a tenure position shall hold the appointment on probation for a period not less than one year in order to test the competence and moral stature the employee demonstrates in the performance of the duties; and
- (2) The Registrar shall submit the confidential report on the question of suitability with his recommendation to the Vice-Chancellor. The Vice-Chancellor may on the basis of this recommendation and the evaluation reports either confirm the staff or extend the period of probation.

**IV.7. Age of superannuation :**

- (1) Employees in SMS and OMS shall retire at the age of 60 years;
- (2) Officers of the University Administrative Service shall retire at the age of 60 years except Registrar and Finance Officer who shall retire at the age of 62 years;
- (3) The members of the University Faculty Service shall retire at the age of 65 years.
- (4) There shall be no age restriction for persons appointed on contractual basis.

**IV.8. System of evaluation :**

- (1) **University Faculty Services :** The evaluation of the Faculty members shall be based upon the self-assessment, peer group assessment, students' assessment of the subjects taught and administrative assessment. The Committee constituted by the Vice-Chancellor may design special proforma for assessment. There shall be a half-yearly student's evaluation and annual self-evaluation.

- (2) **University Administrative Service (UAS), Office Management Service (OMS) and Supportive Management Service (SMS)** : The evaluation shall be by the immediate Superior and a Review by the Registrar / Vice-Chancellor.
- (3) The Vice-Chancellor shall appoint a Committee of three members for evaluating the services of the members of the staff. The Evaluation Report shall be kept in the personal file of the Faculty / Staff member concerned. Any negative point must be communicated and the response shall be placed before the Vice-Chancellor whose decision shall be final.

**CHAPTER – V**  
**Allowances and other Benefits**

**V.1. Provident Fund** : The employees of the University who are appointed with pay scale or with consolidated pay shall be entitled for the benefit of Provident Fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The employees appointed on part-time or daily wage basis or those who join the University after their superannuation and / or have completed the age of superannuation shall not be entitled for the benefit of Provident Fund.

- (1) 12% of the salary, i.e. Basic + D.A., shall be deducted every month from the salary of an employee as employee's share who is drawing pay scale. In case of employees who are drawing consolidated pay, the 12% shall be calculated on the basis of the minimum basic + D.A. for the said post or of the consolidated pay whichever is less.
- (2) Equal amount of employer share and the administrative charges as per the Provident Fund Commission Rules shall be contributed by the University.
- (3) The Provident Fund deductions from the employee along with the University's contribution shall be deposited with the Provident Fund Commission and the details of the same shall be made available to the employees.
- (4) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he / she has read the Regulations and agrees to abide by them, and shall hand in for registration in the University Office the names of the person or persons to whom he / she wishes the balance at his / her credit to be paid in the event of his / her death.

*Provided* that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of his / her family.

*Provided* further that the nomination made by the subscriber in respect of any other person Provident Fund to which he / she was subscribing before joining the Fund shall, if the amount to his / her credit in such other fund has been transferred to his / her credit in the Fund, be deemed to be a nomination under these Regulations until he / she makes a nomination in accordance with these Regulations.

- (5) The subscriber may, from time to time, add or change his / her nominee by written application to the Vice-chancellor.
- (6) A register of such nominees shall be kept in the University office.



## V.2. Gratuity :

- (1) The payment of gratuity shall be from the date of joining of service by the teaching and non-teaching employees of the University.
- (2) Where Regulations on payment of gratuity are silent, the payment of gratuity Rules as applicable to the Central Government employees shall apply to the employees drawing the UGC / Central Government pay scales and the Rules of State Government of Assam shall be applicable to the employees drawing the pay scales of the State Government of Assam.
- (3) Gratuity shall be paid as per Rules of Central Government to the employees the drawing the UGC / Central Government Pay Scales.
- (4) Gratuity shall be paid as per the Rules of the Assam State Government to the employees drawing the Assam State Government Pay Scales.
- (5) Gratuity shall be paid to the contractual employees also. The calculation of gratuity in case of contractual employees with consolidated pay shall be on the minimum of the scale which the post carries or the consolidated salary whichever is less.
- (6) Gratuity shall be payable to an employee on :
  - (a) superannuation; or
  - (b) compulsory or voluntary retirement; or
  - (c) death or permanent total disablement due to accident or disease.
- (7) Gratuity shall be paid to the employees provided that a continuous service of not less than five years has been rendered. Any service in excess of six months shall be counted as one year service. However, the completion of continuous service of five years shall not apply in case of death or permanent total disablement of an employee. In case of permanent partial disablement, gratuity shall be paid in proportion to the extent / percentage of such disability.
- (8) The gratuity payable to an employee shall be wholly forfeited :
  - (a) if the services of such employee have been terminated for his / her riotous or disorderly conduct involving use of or threat of violence on his / her part; or
  - (b) if the services of such employee have been terminated for any act involving moral turpitude.
  - (c) if the employee has been convicted by a criminal court for any criminal offence.
  - (d) in case services of an employee have been terminated for any willful act, omission or negligence causing any damage or loss or destruction of property of the employer, gratuity shall be forfeited to the extent of such damage or loss.

## V.3. Encashment of Earned Leave :

- (1) Earned Leave encashment shall be allowed to regular members of the faculty in UGC Scales and non-teaching contractual employees who have been appointed with State of Assam Pay Scales.
- (2) Earned Leave encashment shall not be available to any past employees who are not in service on date.
- (3) Earned Leave shall not be admissible to contractual, ad hoc employees, contractual employees with consolidated salary, daily wage workers, research associates, employees of contractors under outsourcing system.

  
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- (4) Earned Leave encashment shall be available to the employee who has put in minimum of five years' service in cases of :
- Retirement;
  - Voluntary Retirement;
  - Resignation;
  - Death or Disability; and
  - Discharge from NLUJAA Service.

- (5) Entitlement of Earned Leave :
- Earned Leave to Faculty Members drawing UGC pay scales shall be available as per UGC Rules.
  - Earned Leave to contractual non-teaching employees with minimum of five years' service and appointed with State of Assam Pay Scales shall be available as per State of Assam Rules.

*Provided* that earned leave shall be credited in advance in two half-year installments on the first day of January and first day of July every year. In case, any employee joins / leaves any time during the calendar year, his / her earned leave shall be credited on pro rata monthly basis. Such a leave shall be credited only for the completed month. Fraction of a month in excess of 15 days shall be counted as one month. While calculating the number of days of leave, fraction of half a day or more days shall be rounded off to nearest one day.

- (6) The earned leave of each teaching and non-teaching employee shall be calculated from the date of his / her joining service as per entitlement mentioned in Regulation (V.3) above, and entry in the earned leave register shall be made accordingly.
- (7) If accumulated earned leave exceeds the maximum encashable limit prescribed and revised from time to time by UGC (in case of faculty) or by State of Assam (in case of Non-teaching), the employee may avail of any excess earned leave during his / her service.
- (8) Calculation of cash equivalent of Earned Leave :

- (a) The cash equivalent of earned leave shall be calculated on the basic pay and dearness allowance and shall be payable in one lump sum as a one-time settlement as below :

Basic Pay +D.A.	
Cash equivalent =(last drawn)	No. of days
X	of unutilized
30	earned leave

subject to the max. limit as prescribed by the UGC / Assam State Government Regulations, as the case may be.

- (b) The authority competent to grant leave may withhold the whole or part of cash equivalent of the earned leave in case of an employee under suspension or while disciplinary or criminal proceedings are pending against him / her, if in the view of such authority, there is a possibility of some money becoming recoverable from him / her on conclusion of the proceedings against him / her. On conclusion of the proceedings, he / she will become eligible to the amount so withheld after adjustment of dues, if any.
- (9) These Regulations on encashment of earned leave shall come into force immediately and shall apply with retrospective effect for the existing teaching and

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non-teaching employees from the date of their appointment with UGC pay scales in case of faculty and State of Assam pay scales in case of non-teaching staff.

#### **V.4. LTC Travel to Home Town :**

All the teaching and non-teaching employees of the University including Officers shall be entitled for grant of LTC Travel to Home Town as per conditions mentioned below :

- (1) LTC travel to Home Town three times in a four year block, not exceeding once in a year.
- (2) It shall be available only to those employees whose native place / parental home / permanent address in India is at a distance of more than 80 kms. from NLUJAA.
- (3) The concession shall be available for reimbursement of air / railway / bus fares actually paid by the employee and his dependent family members. Travel by Air shall be allowed only in respect to travel outside State. Family would include his / her spouse, dependent parents and up to two dependent children. In case of children, the concession shall be available in respect of unmarried or widowed daughter(s) and son(s) below the age of 21 years.
- (4) Expenses on travel by taxi or by own car shall be reimbursed as per the University Financial Regulations.
- (5) The concession shall be by way of reimbursement of expenses actually incurred on the submission of the relevant tickets. No advance shall be paid.
- (6) The reimbursement shall be granted in respect of travel by air (economy class), train or bus, as per the entitlement of the employee in terms of Central Government / Central Universities / State Government Rules as the case may be. Air Travel would ordinarily be by Air India. However, to save financial resources of the University, the Vice-Chancellor may permit travel by any other airlines which is offering lower fare than Air India.
- (7) Reimbursement shall be made for journeys by shortest route.

#### **V.5. Allowances :**

The regular employees of the University will be eligible to the dearness allowance, travelling allowance, house rent allowance, city compensatory allowance and all other allowances normally as sanctioned by the Central Government for those employees drawing UGC pay scales and for other employees as per the State Government Rules. They would also be entitled to teaching / administrative allowance in accordance with the Financial Regulations of the University.

#### **V.6. Children Education Allowance :**

- (1) The University staff drawing UGC Pay Scales shall be eligible for a grant of Children Education Allowance at par with Central Government employees as indicated below :
  - (a) Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
  - (b) Under the Scheme of Children Education Allowance reimbursement can be availed by Government Servants up to a maximum of 2 children.





- (c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only, i.e., for children from nursery to twelfth standard, including eleventh and twelfth standards held by junior colleges or schools affiliated to Universities or Boards of Education.
  - (d) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his / her class. In other words, even if a child fails in a particular class, the reimbursement of the Children Education Allowance shall not be stopped.
  - (e) Reimbursement for the following items can be claimed under this scheme:
  - (f) Tuition Fee, Admission Fee, Laboratory Fee, Special Fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games / sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year.
  - (g) The annual ceiling fixed for reimbursement of Children Education Allowance is an amount of Rs. 12,000/-.
  - (h) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs. 3,000/- and in another quarter less than Rs. 3,000/-, subject to the annual ceiling of Rs. 12,000/- per child being maintained.
  - (i) In case both the spouses are University servants, only one of them can avail reimbursement under Children Education Allowance.
  - (j) Hostel subsidy will be reimbursed up to the maximum limit of Rs. 3,000/- p.m. per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.
  - (k) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
  - (l) Reimbursement should be made on submission of original receipts on the basis of self-certification by the University servant.
- (2) The non-teaching staff drawing State of Assam Pay Scales shall be entitled for reimbursement of tuition fee to the extent of Rs. 1,200/- per annum per pupil, to the children not exceeding to studying in all the classes from LKG to 12<sup>th</sup> Classes, subject to the other usual conditions regarding the submission of receipts, certificates etc.

#### V.7. Medical Reimbursement :

Each employee shall be entitled to a maximum payment of Rs. 10,000/- (Rupees Ten Thousand only) towards medical expenses. Such claim shall include Medi-claim policy or naturopathy or other alternative treatment or other allopathic medical expenses.

*Provided* that the reimbursement shall be made on submission of the original receipt of the premium paid for medical insurance; or the prescription and bill of the naturopathy and the alternative treatment practitioner; or bills along with the

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prescription by either Chief Medical Officer of a Government Hospital or M.D/M.S. Doctor working in a Reputed Private Hospital or University Doctor.

## CHAPTER – VI Leave Regulations

### VI.1. Leave Regulations for Teachers :

#### A. Duty Leave:

- (1) Duty leave of the maximum of 30 days in an academic year to regular teachers and 12 days in an academic year to the teachers appointed on contractual basis may be granted for the following :
  - (a) attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-chancellor;
  - (c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC or a sister university or any other academic body; and
  - (e) for performing any other duty for the university.
- (2) The duration of leave should be such as may be considered necessary by the sanctioning authority on such occasion.
- (3) The leave may be granted on full pay. *Provided* that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he / she may be sanctioned duty leave on reduced pay and allowances.
- (4) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (5) Duty leave may also be given for attending meetings in the UGC, Public Service Commission, AICTE, BCI etc. where a teacher is invited to share expertise with academic bodies, government or NGOs.
- (6) The leave may be granted only when the University can afford the absence of a concerned teacher from the University.

#### B. Study Leave :

- (1) Study leave may be granted for the entry level appointees on regular basis as Assistant Professor / Assistant Librarian after a minimum of three years of continuous services, to pursue a special line of study or research directly related to his / her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (2) Subject to the terms contained in VI/1/B, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university Regulations concerned, keeping in mind the availability of vacant positions for teachers and other cadres, so that a teacher and other cadres entering service without Ph.D. or

higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

- (3) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide/Supervisor. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department/centre. *Provided* that the Executive Council of the university may, in the special circumstances of a case, waive the condition of two years' service being continuous.

*Explanation* : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned *provided* :

- (a) the person is a teacher on the date of the application;
  - (b) there is no break in service; and
  - (c) the leave is requested for undertaking the Ph.D. Research work.
- (4) Study leave shall be granted by the Executive Council. Study leave shall not be granted for more than two years in one spell, in exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university, may grant one more year as study leave.
- (5) Study leave shall not be granted to a teacher who is due to retirement within five years of the date on which he / she is expected on duty after the expiry of study leave.
- (6) Study leave may be granted not more than twice during one's career. *Provided* that, under no circumstances, the maximum of study leave admissible during the entire service should exceed three years.
- (7) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.
- (8) Subject to the provisions of sub-clauses 9 below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Executive Council.
- (9) The amount of scholarship, fellowship or other financial assistance that a teacher, who has been granted study leave, has been awarded will not preclude his / her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship / fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian



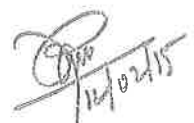


fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (10) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher is availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and shall get the higher scale only after joining the post.
- (11) A teacher granted study leave shall on his / her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he / she would have earned in the course of time if he / she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (12) Study leave shall count as service for pension / contributory provident fund, provided that the teacher joins the university on the expiry of his / her study leave.
- (13) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within four months of its sanction.  
*Provided* that where study leave granted has been so cancelled. The teacher may apply again for such leave.
- (14) A teacher availing himself / herself of study leave shall undertake that he / she shall serve the university for a continuous period of at least three years to be calculated from the date of his / her resuming duty on expiry of the study leave.
- (15) After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the university, binding himself / herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause 14 above.
- (16) The teacher shall submit to the Registrar, six monthly reports of progress in his / her studies from his / her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (17) The leave may be granted only when university can afford absence of the concerned teacher from the University.

**C. Sabbatical Leave :**

- (1) Permanent whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.



- (2) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (3) A teacher, who has availed himself / herself of full study leave of three years, would not be entitled to sabbatical leave.  
*Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
- (4) A teacher shall, during the period sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his / her proceeding on sabbatical leave.
- (5) A teacher on sabbatical leave shall not take up, during the period of the leave, any regular appointment with any organization in India or abroad. He / she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.  
*Provided* that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (6) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for the purposes of pension / contributory provident fund.  
*Provided* that the teacher rejoins the university on the expiry of his / her leave.
- (7) The leave may be granted only when university can afford absence of the concerned teacher from the university.

#### D. Other Kinds of Leaves :

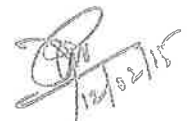
The following kinds of leave would be admissible :

- (a) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (b) Leave earned by duty, viz. earned leave, half pay leave, and commuted leave;
- (c) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (d) Leave not debited to leave account;
- (e) Leave for academic pursuits, viz. study leave and sabbatical leave / academic leave; and
- (f) Leave on grounds of health, viz. maternity leave and quarantine leave.

The Executive Council may grant in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

#### E. Casual Leave :

- (a) Total casual leave granted to a regular teacher shall not exceed eight (8) days and for the teachers and to the research staff appointed on contractual basis shall not exceed twelve (12) days in an academic year.



- (b) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. The total period of continuous absence on casual leave and public holidays / Sundays put together should not exceed ten (10) days. If it exceeds, then the entire period of leave shall be counted as earned leave in case of regular teacher and loss of pay in case of teachers and research staff appointed on contractual basis. In special circumstances, the Vice-Chancellor may relax the condition of loss of pay.

**F. Special Casual Leave :**

- (1) Special casual leave, not exceeding ten (10) days in an academic year may be granted to a regular teacher.
- (a) to conduct examination of a university / public Service Commission / board of examination or other similar bodies / institutions; and
- (b) to inspect academic institutions attached to a statutory board, etc.
- (2) In computing the ten (10) days' leave admissible, the days of actual journey, if any to and from the places where activities specified above, take place, will be excluded.
- (3) In addition, special casual leave to the extent mentioned below may also be granted :
- (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six (6) working days; and
- (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen (14) days.
- (4) Special casual leave neither be accumulated nor it be combined with any other kind of leave except casual leave, it may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

**G. Earned Leave :**

- (1) Earned leave admissible to a regular teacher shall be :
- (a) 1/30<sup>th</sup> of actual service including vacation; plus
- (b) 1/3<sup>rd</sup> of the period, if any, during which he / she is required to perform duty during Vacation.
- For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed sixty (60) days. Earned leave exceeding sixty (60) days may, however, be sanctioned in the case of higher study, or training or leave with medical certificate, or when the entire leave, or a portion thereof is spent outside India.
- (3) For avoidance of doubt, it may be noted that :

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- (a) when a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (b) in case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
- (c) encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central / State Governments.

**H. Half-pay Leave :**

Half-pay leave admissible to a permanent teacher shall be twenty (20) days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for an academic purposes.

*Explanation :* A "Completed year of service" means continuous service of specified duration in the university and includes periods, of absence from duty as well as leave including extraordinary leave.

**I. Commuted Leave :**

Commutated leave not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate issued by the Chief Medical Officer of the Government Hospital or CMO of a reputed Hospital or University Doctor to a permanent teacher subject to the following conditions :

- (a) commuted leave during the entire service be limited to a maximum of 240 days;
- (b) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (c) the total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

*Provided* that no commuted leave shall be granted under these regulations unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

**J. Extraordinary Leave :**

- (1) A permanent teacher may be granted extraordinary leave when :
  - (a) no other leave is admissible; or
  - (b) other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases :
  - (a) leave taken on the basis of medical certificates;
  - (b) cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to

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join or rejoin duty due to civil commotion or a natural calamity;  
*Provided* that the teacher has no other kind of leave to his credit;

- (c) leave taken for pursuing higher studies; and
  - (d) leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (3) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (4) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (5) The leave may be granted only when university can afford absence of the concerned teacher from the University.

**K. Leave not Due :**

- (1) 'Leave not due' may at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him / her subsequently.
- (2) 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (3) A teacher to whom 'leave not due' is granted shall not be permitted to tender his / her resignation from service so long as the debit balance in his / her leave account is not wiped off by active service, or he / she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitation the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, in any other exceptional for reasons to be recorded in writing the refund of leave salary for the period of leave still to be earned.

**L. Maternity Leave :**

- (1) Maternity leave on full pay may be granted to a female teacher (regular / contractual) for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.



- (2) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

**M. Child Care Leave :**

Regular female teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees.

**N. Paternity Leave :**

Paternity leave of fifteen (15) days may be granted to male teachers (regular / contractual) during the confinement of their wives, and such leave shall be granted only up to two children.

**O. Adoption Leaves :**

Adoption leave may be provided to the regular teachers as per the rules of the Central Government.

**VI.2. Leave Regulations for Non-Teaching Staff (UAS/ OMS/SMS)**

**A. Earned Leave :**

- (1) It will be credited in advance at the rate of 15 days for each half year as on 1<sup>st</sup> January and 1<sup>st</sup> July of every year to all regular employees / employees drawing pay scales. While doing so, if any employee is granted extraordinary leave during the previous half year, 1/10<sup>th</sup> of such period of extraordinary leave, subject to a maximum of 15 days shall be deducted from the amount of earned leave to be credited. If any employee joins in the middle of the half year, the leave account shall be credited at the rate of 2½ days for each completed calendar month of service in that half year. Any fraction of a day shall be rounded off to one day. Similarly, if any employee quits service on his / her own accord in the middle of the half year, the advance credit given on 1<sup>st</sup> January / 1<sup>st</sup> July shall be cancelled and his / her leave account for that half year shall be recast at the rate of 2½ days for each completed calendar month of service (duly rounding off any fraction of a day to next day). Consequent on such recasting of the leave account, if it is noticed that the excess earned leave was already granted to him / her (based on the advance credit) such excess earned leave should be cancelled and the leave salary and allowances paid shall be recovered.
- (2) The maximum accumulation of this leave shall be 300 days and this leave cannot be sanctioned for more than 150 days continuously.
- (3) The temporary employees appointed on *ad hoc* (contractual) basis, on a consolidated pay, shall be entitled for the grant of earned leave at the rate of 4 days for every completed three months of service excluding periods of extraordinary leave subject to a maximum period of 30 days.



  
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- (4) During the period of earned leave, the employees are eligible for full pay and usual allowances as admissible to them while on duty except such of the allowances which are sanctioned for discharging specific duties while on duty.

**B. Leave on Half-pay :**

- (1) Every regular employee / employee drawing pay scales is eligible for this leave. It will be credited at the rate of 20 days for every completed year of service. This leave can be sanctioned either on private affairs or on medical grounds. There is no maximum limit of accumulation. This leave can be sanctioned at a time up to the credit of leave available.
- (2) This leave can be commuted to full pay for a maximum period of 240 days in the entire service. The commutation is permissible only if the leave is applied for on medical grounds. When the leave is commuted, twice the number of days commuted shall be debited in the leave on half pay account. After the expiry of leave, the employee should return to duty failing which the commuted leave sanctioned shall be cancelled and the period shall be treated as leave on half pay. In such case, the excess payment of leave salary (i.e. difference between full pay and half pay) and proportionate allowances thereon shall be recovered from the employee. However, if the employee dies, or is compulsorily retired (either due to medical invalidation from further service or in the public interest) the recovery of excess payment of leave salary and allowances may be waived.
- (3) If the employee is granted leave on half pay, he is eligible for half of the monthly rate of pay for such period of leave. If the half pay on MC is granted for the treatment of T.B., Cancer, Leprosy, Mental Illness, Renal Failure or Heart diseases, all employees may be paid full pay and allowances for a maximum period of six months (including the period of earned leave sanctioned if any, for those purposes). However, if the employee is granted commuted leave, he / she is eligible for the payment of leave salary and allowances at full rates for such periods.
- (4) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 180 days.  
*Provided that no commuted leave may be granted under this regulation unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on its expiry.*

**C. Leave not Due :**

- (1) This leave is admissible only to the regular employees. This leave can only be sanctioned if there is no credit of earned leave or leave on half pay. This leave shall be sanctioned only on medical grounds. The total period of this leave shall not exceed 180 days in the entire service. The period of this leave should be limited to the number of days of leave on half pay, that an employee is likely to earn in future service up to the date of retirement on superannuation. The period of this leave shall be debited in the leave on half pay account as a minus entry to be wiped out as and

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when additional credit of twenty (20) days is added after completion of one year of service.

- (2) If any employee intends to retire on personal grounds or resign either at the end of this leave or before completely wiping off the minus balance in the leave on half pay account, the period of leave not due or the minus balance of leave not due (not wiped out) shall be cancelled and the leave salary and allowances for that period already paid, if any, shall be recovered. However, in cases where the employee dies or is compulsorily retired (either on account of medical invalidation from future service or in the public interest) the recovery of excess payment of leave salary and allowances shall be waived.
- (3) During the period of this leave the employee is eligible for leave salary and allowances as if he / she was sanctioned leave on half pay.

**D. Extra-ordinary Leave :**

- (1) When the employee is not having credit of earned leave or leave on half pay, this leave can be sanctioned. However, even if there is credit of earned leave or leave on half pay, it can be sanctioned at the specific request of the employee. This leave can be sanctioned either on private affairs or on medical grounds.
- (2) During the period of this leave, the employees are not eligible for any pay and allowances. But, if the leave is sanctioned for the treatment of T.B., Leprosy, Cancer, Mental Illness, Renal failure or Heart diseases, employees may be paid ex-gratia amount equal to half of their basic pay without any allowance.

**E. Maternity Leave :**

- (1) This leave is admissible to the female employees (regular / employees drawing pay scales / contractual) up to the period recommended by the Medical Officer subject to a maximum of 180 days. This leave is not admissible if, by the time of application, there are already two living children.
- (2) In the case of abortion or medical termination of pregnancy, the maximum period of this leave shall be six (6) weeks.
- (3) Female employees who undergo Hysterectomy operation are also entitled for sanction special leave as recommended by the Civil Surgeon up to a maximum of forty five (45) days.
- (4) During this leave, the employees are eligible for full pay and allowances.
- (5) The period of this leave will not be debited in any leave account.

**F. Paternity Leave :**

Paternity leave to the extent of fifteen (15) days may be granted to male employees (regular / employees drawing pay scales / contractual) during the confinement of their wives, and such leave shall be granted only up to two children.

**G. Special Disability Leave :**

- (1) This leave may be sanctioned to the regular employees / employees drawing pay scales, if they are disabled or injured on account of accident during the performance of the duties. This leave should not be sanctioned

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if the disability was caused due to accident while going to office from residence or vice-versa. This leave has to be sanctioned only if the disability manifested itself within three (3) months after the date of accident. The period of leave should be as per the recommendation of the Medical Officer, subject to a maximum of two (2) years for any one disability.

- (2) This leave will not be debited in any leave account.
- (3) During the period of this leave, the employees are eligible for full pay for the first 120 days and for half pay for the remaining period.

#### H. Casual Leave :

- (1) Every regular employee / employees drawing pay scales are entitled for this leave for a maximum period of twelve (12) days in a calendar year and those who are on contractual basis with consolidated pay are entitled for one (1) day for every completed service of one (1) calendar month. Any leave not availed in a calendar year will lapse. Employees may be granted casual leave for half day also. The total period of continuous absence on casual leave and public holidays / Sundays put together should not exceed ten (10) days. If it exceeds, the entire period shall be regulated either as earned leave or leave on half pay or extraordinary leave depending on the availability of the credit in the leave account.
- (2) During this period of leave, the employees are eligible for full pay and allowances.
- (3) The period of casual leave cannot be combined with any other type of leave, except with special casual leave and holidays (including optional holidays).

#### I. Special Casual Leave :

Special casual leave can be sanctioned to the regular employees / employees drawing pay scales and also to the employees appointed on contractual basis with consolidated pay for the following purposes :

- (1) Leave to the extent necessary as per the certificate of attendance given by the Court can be sanctioned to give evidence before a Court of law as a witness.
- (2) For undergoing Vasectomy operation by male employees (either for the first time or for the second time) six (6) days leave on each occasion and for undergoing Tubectomy or Solpingectomy by female employees (either for the first time or for the second time) fourteen (14) days leave on each occasion can be sanctioned.
- (3) The employees are entitled for leave for undergoing Recanalisation operation as recommended by the Medical Officer subject to a maximum of twenty one (21) days.  
Medical certificate shall be enclosed along with the application in case of leave under clauses (2) and (3).
- (4) Leave to the extent of 30 days in a calendar year can be sanctioned for participation in Sports of national or international level.

*Provided* that the non-teaching staff, appointed on regular pay scales is entitled for the leaves as applicable to the regular employees from the date of their appointment with the pay scales.

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**L. Sanctioning Authority :**

- (1) The Vice-Chancellor may on his own approval avail casual leave, special casual leave, duty leave, earned leave and medical leave. For any foreign travel, the Vice-Chancellor shall send advance information to the Chancellor. The Executive Council shall be the authority competent to sanction any other type of leave to Vice-Chancellor.
- (2) The Vice-Chancellor shall be competent to sanction any type of leave to the teachers and the Registrar except extra-ordinary leave, sabbatical and study leave. Extra-ordinary leave, sabbatical and study leave shall be sanctioned by the Executive Council on the recommendations of the Vice-Chancellor.

**M. Right to Leave :**

- (1) No leave can be claimed as of right and the grant of leave shall always be subject to the exigencies of service and the circumstances of each case.
- (2) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.
- (3) In granting leave, the availability of necessary staff at the University and the financial burden on the University shall always be taken into account.

**N. Combination and Conversion of Leave :**

- (1) Subject to the other provisions of this Chapter, any kind of leave other than casual leave may be granted in combination with or in continuation of any other kind of leave.
- (2) The controlling authority may permit an employee to convert any kind of leave other than casual leave or compensatory leave to any other kind of leave admissible to him.

**O. Other Employment during Leave :**

- (1) An employee on leave other than leave preparatory to retirement shall not take any service or accept any employment.
- (2) An employee on leave preparatory to retirement shall not take any service or accept any employment without the prior permission of the sanctioning authority.

*Provided* that where any such permission is granted, the employee shall be precluded from cancelling his / her leave and returning to duty.

**P. Return to Duty :**

- (1) No employee on leave shall return to duty before the expiry of the period of leave granted to him / her except with the permission of the sanctioning authority.
- (2) An employee on leave on a certificate of sickness shall not return to duty unless he / she produces the certificate.
- (3) A certificate of health from a medical practitioner approved by the Vice-Chancellor in this behalf.

**Q. Overstay after Expiry of Leave :**

An employee who remains absent on the expiry of his / her leave shall not, unless the sanctioning authority otherwise directs, be entitled to any pay and



allowances for the period of such absence, and shall be deemed to have resigned from the service of the University if the period of such absence exceeds thirty (30) days.

**R. Lapse of Leave / Refused Leave :**

Leave at the credit of an employee shall lapse on the date of his / her compulsory retirement / dismissal / removal from service :

*Provided* that where an employee, if in sufficient time before the date of his / her retirement applies for leave, and the leave or any portion thereof has been refused in the interest of the University, he / she may be granted, after that date, the amount of leave so refused not exceeding the period of earned leave due on such date.

**CHAPTER – VII  
Conduct**

**VII.1. General Conduct of Employees :**

- (1) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (2) Every employee shall abide by and comply with the provisions of Act / Statute / Rules and Regulations of the University and all orders and directions of his / her superior authorities.
- (3) Every employee shall extend utmost courtesy and attention to all persons with whom he / she has to deal in the course of his / her duties.
- (4) Every employee shall endeavor to promote the interests and reputation of the University and shall not act in any manner prejudicial thereto.
- (5) No employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race or sex in respect of his / her relationship with his / her colleagues and trying to use the above activities for improvement of his / her prospects or any other such activity which is against the interest of the University.
- (6) No employee shall refuse to carry out the decisions of appropriate administrative and academic bodies and / or functionaries of the University.
- (7) No employee shall bring political influence in any matter of the University including pertaining to his / her service.
- (8) No employee shall indulge in any act of sexual harassment of any person at the work place.

**VII.2. Acts, Conduct and Commissions which amount to Misconduct :**

The following acts, conduct and commissions of an employee of the University shall amount to misconduct :-

- (1) If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University.
- (2) If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his / her duty to the University.
- (3) If the employee indulges in the acts of plagiarism or any other academic misconduct.




- (4) If the act or conduct of an employee makes it unsafe for the University to retain him in service.
- (5) If the act or conduct of an employee is so grossly immoral that all reasonable person will say that the employee cannot be trusted.
- (6) If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee.
- (7) If the act or conduct of the employee is such as to open before him / her temptations for not discharging his / her duties properly.
- (8) If an employee is abusive or if he disturbs the peace at the place of his / her employment.
- (9) If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee.
- (10) If the employee is habitually negligent in respect of the duties for which he / she is engaged.
- (11) If the negligence of the employee, though isolated, tends to cause serious consequences.
- (12) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (13) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property.
- (14) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law.
- (15) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
- (16) Riotous and disorderly behaviour during and after the office hours or in office premises.
- (17) Habitual late attendance or refusal to sign attendance register or electronically recorded attendance.
- (18) Negligence or neglect of work or duty amounting to misconduct, habitual negligence or neglect of work.
- (19) Habitual absence without permission and overstaying leave.
- (20) Conviction by a Criminal Court.

### **VII.3. Taking Part in Politics and Election :**

- (1) No employee shall take part in politics or be associated with any party or organization which takes part in any political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- (2) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

*Provided* that an employee of the University qualified to vote at such elections may exercise his right to vote, but where he does so, he shall





give no indication of the manner in which he proposes to vote or has voted.

**VII.4. Unauthorised Communication of Information :**

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him / her, communicate directly or indirectly, any official document or information to any person to whom he / she is not authorised to communicate such document or information.

**VII.5. Private Trade or Employment :**

No employee shall, except with the previous permission of the Vice-Chancellor, engage directly or indirectly in any trade or business or undertake any employment outside his / her official assignments. *Provided* that the above restrictions shall not apply to academic work / advisory positions in educational institutions and consultative practice undertaken with the prior permission of the Vice-Chancellor which may be given subject to such condition as regards acceptance of remuneration as may be laid down in the Regulations / Vice-Chancellor.

**VII.6.** Any violation of any of the provisions under this chapter may invite appropriate disciplinary action.

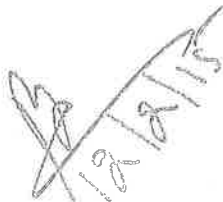
**CHAPTER-VIII  
Discipline**

**VIII.1. Discipline :**

- (1) The Vice-Chancellor shall be empowered to take disciplinary action against all employees including Officers.
- (2) The Registrar shall be empowered to take disciplinary action against non-teaching employees.
- (3) The Registrar shall also empowered to institute any legal proceeding with the prior approval of the Vice-Chancellor.

**VIII.2. Power of Appointing Authority :**

- (1) The appointing authority or any other authority superior thereto may place an employee under suspension :
  - (a) where a disciplinary proceeding against him / her is pending; or
  - (b) where a case against him / her in respect of any criminal offence is under investigation or trial.
- (2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his / her detention, by an order of the appointing authority and shall remain under suspension until further orders.





- (3) An order of suspension made or deemed to have been made under these Regulations may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

### **VIII.3. Penalties :**

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee :

- (a) censure;
- (b) withholding of increments or promotion;
- (c) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the Regulations of the University or orders or directions of superior authorities;
- (d) reduction to a lower grade or post or to a lower stage in a time-scale;
- (e) compulsory retirement;
- (f) removal from Service; or
- (g) dismissal from service.

### **VIII.4. Authority Competent to Impose a Penalty :**

The appointing authority may impose on an employee any of the penalties specified in VIII.3.

### **VIII.5. Procedure for Imposing Penalties :**

No order imposing any penalty on an employee shall be passed, except after :

- (1) The employee is informed in writing of the proposal to take action against him / her and of the allegations on which it is proposed to be taken and except after an enquiry has been held and the employee has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him / her.
- (2) Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases :
  - (a) where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his / her conviction on a criminal charge;
  - (b) where the authority empowered to dismiss or remove the person or to reduce him / her in rank is satisfied that for some reason to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or
  - (c) where the Executive Council is satisfied that in the interest of the University it is not practicable to hold an enquiry then it can dispense with such enquiry and impose the penalties prescribed under VIII.3.(f) or 3.(g).

## **CHAPTER- IX** **Appeals and Review**

### **IX.1. Appellate Authorities :**

An appeal shall lie from any original order made :

- (a) by the Registrar, to the Vice-Chancellor; and
- (b) by the Vice-Chancellor, to the Executive Council.

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### **IX.2. Period of Limitation for Appeals :**

No appeal shall be entertained unless it is submitted within a period of two months from the date on which the order appealed against is communicated to the person concerned.

*Provided* that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

### **IX.3. Form, Contents and Submission of Appeals :**

- (a) Every person submitting an appeal shall do so separately and in his / her own name.
- (b) The appeal shall be addressed to the appellate authority and shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (c) Every appeal shall be submitted to the Vice-Chancellor, who shall, unless he / she is himself / herself the appellate authority, transmit it to the appellate authority.

### **IX.4. Consideration of Appeals :**

The appellate authority shall consider every appeal in such manner as it deems fit and pass such order as it deems proper in the circumstances of the case.

*Provided* that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he / she may wish to make against such enhanced penalty.

### **IX.5. Review :**

The appointing authority or appellate authority, as the case may be, may on its own motion or otherwise, review any order made by it and pass such orders as it deems fit in the circumstances of the case.

*Provided* that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he / she may wish to make against such enhanced penalty.

### **IX.6. Order on Re-Instatement :**

Where an employee who has been suspended, removed or dismissed is reinstated, the authority reinstating him / her shall make an order specifying :

- (a) whether the employee may draw for the period of his / her absence from duty any pay and allowances in addition to the pay and allowances, admissible under regulations; and
- (b) whether such period may be treated as duty for all or any purposes.

## **CHAPTER-X Miscellaneous**

### **X.1. Special Provision for Existing Employees :**

Every person holding a post in the University at the commencement of these Regulations shall, on such commencement, be deemed to have been appointed under the provisions of these Regulations to the corresponding post as specified

wherever necessary by the Vice-Chancellor, and shall draw the pay drawn by him immediately before such commencement.

**X.2. Authentication :**

All orders and decisions of the Executive Council shall be authenticated by the signature of the Vice-Chancellor or by such other authority as may be specified by the Executive Council in this behalf.

**X.3. Holiday, Working Days and Working Hours :**

The University shall observe such holidays, working days and working hours as may be determined by the Executive Council.

**X.4. Service Books and Character Rolls :**

- (a) The University shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Executive Council.
- (b) The entries in the Service Book of an employee shall be made by the sanctioning authority.
- (c) The entries in the Character Roll of non-teaching employee shall be made by the authority to whom such employee is immediately subordinate to and shall be countersigned by the sanctioning authority with his / her remarks.

**X.5. Residuary Conditions of Service :**

Any matter relating to the conditions of service of an employee for which no provision is made in these Regulations shall be determined by the Executive Council.

**X.6. Power to Relax :**

Notwithstanding anything contained in these Regulations, the Vice-Chancellor may, in the case of any employee, relax any of the provisions of these Regulations either to provide relief to an employee from any undue hardship arising from the operation of such provisions, or in the interest of the University.

**X.7. Removal of Doubts :**

Where a doubt arises as to whether any authority of the University is superior to any other authority or as to the interpretation or application of any of the provisions of these Regulations, the decision of the Executive Council thereon shall be final.

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# SCHEDULES

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## SCHEDULE – A

### Minimum qualifications for direct recruitment to the post of Professor, Associate Professor, Assistant Professor for Law including Social Sciences

#### Professor :

- 1) a) An eminent scholar with Ph.D. qualification(s) in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with an evidence of published work with a minimum of 10 publications as books and / or research / policy papers.
  - b) A minimum of ten years of teaching experience in university / college, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
  - c) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching and learning process.
  - d) A minimum score as stipulated in the Academic Performance indicator (API) based Performance based Appraisal System (PBAS), set out in the Regulation in Appendix-III of the UGC Regulations on Minimum Qualifications for Appointment of Teachers dated September 18, 2010.
- OR
- 2) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned / allied / relevant discipline, to be substantiated by credentials.

Candidates with degrees from National Law Universities or reputed foreign institutions who have teaching experience of National Law Universities would be preferred.

#### Associate Professor :

- 1) Good academic record with a Ph.D. Degree in the concerned / allied / relevant discipline.
- 2) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- 3) A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research institution/ industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and / or research / policy papers.
- 4) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- 5) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Regulation in Appendix-III of the UGC Regulations on Minimum Qualifications for Appointment of Teachers dated September 18, 2010.

Candidates with degrees from National Law Universities or reputed foreign institutions who have teaching experience of National Law Universities would be preferred.

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**Assistant Professor :**

- 1) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared national Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET / SET.
- 3) Notwithstanding anything contained in sub-clauses (1) and (2) to this Clause, candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions.

Candidates with degrees from National Law Universities or reputed foreign institutions who have teaching experience of National Law Universities would be preferred.

  
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## SCHEDULE – B

### ACADEMIC PERFORMANCE CRITERIA (API) SCORES AND SELECTION CRITERIA FOR APPOINTMENT OF FACULTY

As per Appendix-III Table-II(c) of the UGC Regulations on Minimum Qualifications for Appointment of Teachers dated September 18, 2010, the following shall be the minimum scores for Academic Performance Indicators for direct recruitment along with other specified eligibility qualifications as stipulated in the UGC Regulations :

Minimum API Scores	<b>Assistant Professor</b>
Selection Committee Criteria	<p>Minimum qualification as stipulated in UGC Regulations / AICTE Regulations.</p> <p><b>1) Academic Record and Research Performance (50 Marks)</b></p> <p><b>a) Academic Record (10 marks)</b></p> <p>i) Minimum required as per Regulations : 5 Marks</p> <p>ii) Additional Qualifications : 2 Marks</p> <p>iii) Preferred Qualifications : 3 Marks</p> <p><b>b) Teaching Experience (10 Marks)</b></p> <p>For every one year of experience one Mark each subject to a maximum total of 10 Marks.</p> <p><b>c) Research and Academic Contributions (10 Marks)</b></p> <p>Points may be given as mentioned in Category-III of the said UGC Regulations. The highest points scored among all the candidates may be taken as equivalent to 10 Marks and accordingly the points of all other candidates be converted to Marks.</p> <p><b>d) Award of Gold Medals, Ranks, Prizes by the Universities at the minimum required qualification (10 marks)</b></p> <p>i) Gold Medal or First Rank : 10 Marks</p> <p>ii) Silver Medal or Second Rank : 6 Marks</p> <p>iii) Bronze Medal : 4 Marks</p> <p>iv) Other University awards and distinctions like Best outgoing student, Best Mooter etc. : 2 Marks subject to a maximum of 10 Marks</p> <p><b>e) Extension, co-curricular and professional development (10 Marks)</b></p> <p>(Participation or contribution to corporate life and management of University - academic and administrative committees such as Anti-Ragging Committee, Moot Court Committee, Sexual Harassment Committee, Member of Editorial Board or any other Committee duly constituted by the University from time to time. Participation or co-ordination of seminars, lectures, guidance to students for moots, examination duties, other cultural activities etc.)</p> <p><b>2) Demonstration class by the candidate before the students in a classroom (30 Marks)</b></p>

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	<p>The Screening Committee shall evaluate the presentation under the following activities :</p> <p>a) <b>Communication Skills</b> : 7 ½ Marks  b) <b>Subject Knowledge</b> : 7 ½ Marks  c) <b>Interaction</b> : 7 ½ Marks  d) <b>Overall Impression</b> : 7 ½ Marks</p> <p><b>3) Interview Performance (20 Marks)</b>  The Selection Committee may consider the following factors for assessing the candidate's performance :  Communication Skills  Subject Knowledge  Interaction  Overall Impression  In addition, if they wish to evaluate under any other factor they may do so.</p>
	<b>Associate Professor</b>
Minimum API Scores	Consolidated API score requirement of 300 points from Category III of APIs
Selection Committee Criteria	<p><b>1) Academic Record and Research Performance (60 Marks)</b></p> <p><b>a) Academic Record (10 Marks)</b>  i) Minimum required as per Regulations : 5 Marks  ii) Additional Qualifications : 2 Marks  iii) Preferred Qualifications : 3 Marks</p> <p><b>b) Teaching Experience (10 Marks)</b>  i) Minimum required : 2 Marks  ii) For every additional year one Mark each subject to a maximum of 10 Marks</p> <p><b>c) Research and Academic Contributions (10 Marks)</b>  Minimum five publications as books and / or research / policy papers.  Points may be given as mentioned in Category-III of the said UGC Regulations. The highest points scored among all the candidates may be taken as equivalent to 10 Marks and accordingly the points of all other candidates be converted to Marks.</p> <p><b>d) Extension, co-curricular and professional development (10 Marks)</b>  (Participation or contribution to corporate life and management of University-academic and administrative committees such as Anti-Ragging Committee, Moot Court Committee, Sexual Harassment Committee, Member of Editorial Board or any other Committee duly constituted by the University from time to time. Participation or co-ordinating seminars, lectures, guidance to students for moots, examination duties, other cultural activities etc.)</p> <p><b>e) Contribution to educational innovation, design of new curricula and courses with evidence of having guided</b></p>

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	<p style="text-align: center;"><b>doctoral candidates and research students</b> (20 Marks)</p> <p><b>2) Demonstration class by the candidate before the students in a classroom</b> (20 Marks)</p> <p>The Screening Committee shall evaluate the presentation under the following activities :</p> <p>a) <b>Communication Skills</b> : 5 Marks  b) <b>Subject Knowledge</b> : 5 Marks  c) <b>Interaction</b> : 5 Marks  d) <b>Overall Impression</b> : 5 Marks</p> <p><b>3) Interview Performance</b> (20 Marks)</p> <p>The Selection Committee may consider the following factors for assessing the candidate's performance :</p> <p>Communication Skills  Subject Knowledge  Interaction  Overall Impression</p> <p>In addition, if they wish to evaluate under any other factor they may do so.</p>
	<b>Professor</b>
Minimum API Scores	Consolidated API score requirement of 400 points from Category III of APIs
Selection Committee Criteria	<p><b>1) Academic Record and Research Performance</b> (60 Marks)</p> <p>a) <b>Academic Record</b> (10 Marks)</p> <p>i) Minimum required as per Regulations : 5 Marks  ii) Additional Qualifications : 2 Marks  iii) Preferred Qualifications : 3 Marks</p> <p>b) <b>Teaching Experience</b> (10 marks)</p> <p>i) Minimum required : 2 Marks  ii) For every additional year one Mark each subject to a maximum of 10 Marks</p> <p>c) <b>Research and Academic Contributions</b> (10 Marks)</p> <p>Minimum ten publications as books and / or research / policy papers.</p> <p>Points may be given as mentioned in Category-III of the said UGC Regulations. The highest points scored among all the candidates may be taken as equivalent to 10 Marks and accordingly the points of all other candidates be converted to marks.</p> <p>d) <b>Extension, co-curricular and professional development</b> (10 Marks)</p> <p>(Participation or contribution to corporate life and management of University-academic and administrative committees such as Anti-Ragging Committee, Moot Court Committee, Sexual Harassment Committee, Member of Editorial Board or any other Committee duly constituted by the University from time to time. Participation or co-ordination</p>

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	<p>of seminars, lectures, guidance to students for moots, examination duties, other cultural activities etc.)</p> <p>e) <b>Contribution to educational innovation, design of new curricula and courses with evidence of having guided doctoral candidates and research students</b> (20 Marks)</p> <p><b>2) Seminar by the candidate before the Faculty Members</b> (20 Marks)</p> <p>The Screening Committee shall evaluate the presentation under the following activities :</p> <p>a) <b>Communication Skills</b> : 5 Marks  b) <b>Subject Knowledge</b> : 5 Marks  c) <b>Interaction</b> : 5 Marks  d) <b>Overall Impression</b> : 5 Marks</p> <p><b>3) Interview Performance</b> (20 Marks)</p> <p>The Selection Committee may consider the following factors for assessing the candidate's performance :</p> <p>Communication Skills  Subject Knowledge  Interaction  Overall Impression</p> <p>In addition, if they wish to evaluate under any other factor they may do so.</p>
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*Provided* that the Faculty members shall be promoted under Career Advancement Scheme as Professors with the condition that they shall continue to publish research papers every year after such promotion.

  
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**SCHEDULE – C**

**Proforma for Annual Self-Assessment for the  
Performance Based Appraisal System (PBAS)**

**PBAS Proforma for Promotion under CAS**

**Proforma for Academic Performance Indicators (APIs) in  
Recruitments and Career Advancement Scheme (CAS)**

**A. General Information**

- a. Name :
- b. Address (Residential) : Ph. No. :  
Cell. No.
- c. Designation :
- d. Department :
- e. Date of Birth :
- f. Area of Specialization :
- g. Date of Appointment :  
In the Institution :  
In the Present Post :
- h. Post applied for :  
(Mention the stage as per  
the Appendix Table – 1  
in the case of CAS promotion)
- i. Assessment Period \* :

**B. Academic Qualifications :**

Exam. Passed	Board/University	Subjects	Year	Division and Percentage
High School				
Higher Secondary				
Bachelor's Degree(s)				
Master's Degree(s)				
Research Degree(s)				
Other(Diplomas				

\* The Period during which minimum academic performance is fulfilled as per Appendix Table-I and Appendix Table – II (A) for the stage in CAS Promotion.

The Teacher has to provide data relevant to Category – I, II & III for the entire Assessment Period.



**C. Details of Teaching Service :**

Position	From – to	Length of Service	University
Asst. Professor			
Associate Professor			
Professor			

**D. Class Taught :**

Course	Class Work Assigned Per week	Taught in the Year	Steps taken for the teaching of periods missed during Absence of leave.
i. U.G. B.A., LL.B. (Hons.)			
ii. P.G. LL.M.			
iii. M.Phil			
iv. Ph.D.			

L = Lecture

T = Tutorial

P = Practical

**CATEGORY-I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation :** Based on the teacher's self-assessment, Category-I Academic Performance Indicator (API) scores are calculated based on teaching related activities specified in the following table. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

S.No	Name of the Activity	Maximum Score	Guidelines	Self - Evaluation Score by the teacher
1.	Lectures/seminars/tutorials/practical's, contact hours undertaken taken as	50	Scores shall be awarded	

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	percentage of lectures allocated		as per Note 2 below	
2.	Lectures or other teaching duties in excess of the UGC norms	10	For each additional job 2 points subject to a maximum of 10 (tutorials, seminars, field work, case studies etc.)	
3.	<b>Preparation of teaching plan</b>	8		
	<b>Guidance to the students with regard to projects</b>	8		
	<b>Providing additional materials / inputs (latest amendments / cases)</b>	4		
4.	a) Use of participatory and innovative teaching – learning methodologies (group discussions, role play, moots etc.)	10		
	b) Updating of subject content, course improvement etc. (reasoned elaboration on how and why the course curriculum was changed or not changed)	10		
5.	Examination duties (Invigilation; question paper setting, Evaluation / assessment of answer scripts) as per allotment.	25	Division of score: Invigilation 5 Q.P. Setting 10 Evaluation 10  Score shall be awarded as per Note 2 below	
	Total Score	125		
	Minimum API Score Required	75		

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**Note :** Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80%, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

The teacher is required to submit a brief write up in support of the self-evaluation score specified under S. Nos. 1-5 separately.

**Note 2 :**

**For S. Nos. 1 and 5 the maximum API score shall be given if a teacher does 100% of the duties as assigned. No score shall be awarded if they fail to perform at least 80%. In between 80 – 100% the following percentage of score shall be awarded :**

Percentage of duty performed by the teacher	Percentage of API Score to be awarded
Below 80	Zero
80 – 85	80%
86 – 90	85%
91 – 95	90%
96 – 98	95%
99 – 100	100%

#### **CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**Brief Explanation :** Based on the teacher's self-assessment, Category-II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening / selection committee.

S.No.	Name of the Activity	Maximum Score	Guidelines	Self - evaluation score by the teachers
1.	<ul style="list-style-type: none"> <li>• NSS/NCC/Cultural Activities</li> <li>• Subject related events / Advisement council (Sports, moot court, cultural, legal aid, literary and debates and the like)</li> </ul>	20	Each activity 10 points subject to a maximum of 20	

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2.	<ul style="list-style-type: none"> <li>• Contribution to corporate life (Hostel warden etc.)</li> <li>• Participation in Academic committee (Member of Academic Council)</li> <li>• Participation in Administrative committee (Member of Purchase Committee and any other Committee duly constituted by the Vice-Chancellor)</li> </ul>	5 5 5 Total 15	For each completed year 5 points subject to a maximum of 5 for each sub-activity	
3.	<ul style="list-style-type: none"> <li>• Professional Development activities such as Seminars / Conference / Short term trainings.</li> <li>• Membership of Associations dissemination and general articles, not covered in Category III below (Workshops, Research Projects)</li> <li>• Talks / Lectures / General Articles</li> </ul>	15	Each activity 5 points subject to a maximum of 15	
<b>Total Score</b>		50		
<b>Minimum API Score Required</b>		15		

The teacher is required to submit a brief write up in support on the self-evaluation score for S. Nos. 1-3 separately.

### CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening /selection committee.

S.No	APIs	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Number	Weight	Score=Weight* Number
III A	Research Papers	Refereed journals*		15/ Publication	

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	<b>published in:</b>  (Provide Data as per Appendix III Table- III A)	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.		10/ Publication	
		Conference proceedings as full papers, etc.(Abstracts not to be included)		10/ Publication	
<b>III (B)</b>	<b>Research Publications (books, chapters in books, other than refereed journal articles)</b>  (Provide Data as per Appendix III Table-III B)	Text or Reference Books Published by International Publishers with an established peer review system		50/sole author; 10/chapter in an edited book	
		Subject Books by/ National level publishers/State and Central Govt. Publications with ISBN/ ISSN numbers.		25/sole Author; 5/chapter in An edited book	
		Subject Books by other local publishers with ISBN/ISSN numbers.		15/sole Author; 3/chapter in an edited book	
		Chapters contributed to edited knowledge based volumes published by International Publishers		10/ Chapter	
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.		5/Chapter	
<b>III (C)</b>	<b>RESEARCH PROJECTS (Provide Data as per Appendix III Table-III C)</b>				
III (C) (i)	Sponsored Projects carried out / ongoing	Major Projects, amount mobilized with grants above 5.0		20/each project	

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		lakhs			
		Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs		15/each Project	
		Minor Projects(Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)		10/each Project	
III (C) (ii)	Consultancy Projects carried Out/ ongoing	Amount mobilized with minimum of Rs.2.0 lakhs		10/every Rs.2.0 lakhs	
III (C) (iii)	Completed Projects: Quality Evaluation	Completed project report (Accepted by funding agency)		20/each major project and 10/each minor project	
III (C) (iv)	Projects Outcome/ Outputs	Major Policy document of Govt. Bodies at Central and State level		30 / each National level output or patent / 50 / each for Internationa l Level	
<b>III (D)</b>	<b>RESEARCH GUIDANCE (Provide Data as per Appendix III Table-III D)</b>				
III (D) (i)	M.Phil.	Degree awarded only		3/each candidate	
III (D) (ii)	Ph.D.	Degree awarded		10/each candidate	
		Thesis submitted		7/each Candidate	
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS</b>				
III(E) (i)	Refresher courses, Methodology Workshops, Training, Teaching- Learning-	(a) Not less than two weeks duration		20/each	

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	Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Max:30 points)	(b) One week duration		10/each	
III(E) (ii)	Papers in Conferences/ Seminars/ Workshops etc.**  (Provide Data as per Appendix III Table-III E(II))	Participation and Presentation of research Papers (oral/poster) in			
		a)International conference		10/each	
		b)National		7.5/each	
		c)Regional/State level		5/each	
		d)Local-University/ College level		3/each	
		(a) International		10/each	
(b) National level		5			

**The API score for paper in refereed journal / non-refereed journal under Category – III (A) would be augmented as follows:**

1. indexed Indian journals - 5 points;
2. indexed foreign journals / periodicals - 10 points;
3. commissioned articles either in India or Foreign - 10 points;
4. papers with impact factor i.e.:
  - a. basis of legislation – 20 points;
  - b. basis of law reform – 20 points;
  - c. inclusion in course curriculum (other than self-inclusion) – 20 points;
  - d. frequency of citation – 15 points;
  - e. mention in a judgment - 15 points.

**The candidate should provide evidence to consider for award of additional API score as mentioned above.**

If a paper presented in Conference/Seminar is published in the form of proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (E)(ii)).

**Note :** Under Category – III for research publications, books, research projects, research guidance, list of papers in conferences / seminars are to be appended to the proforma.

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• **Minimum API Scores under category III: Research and Academic Contribution**

Stage 1 – 2	:	10 / Yr 40 / Assessment period
Stage 2 – 3	:	20 / Yr 100 / Assessment period
Stage 3 – 4	:	30 / yr 90 / Assessment period
Stage 4 – 5	:	40 / Yr 120 / Assessment period
Stage 5 – 6	:	50 / Yr 500 / Assessment period

**Notes :**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author /supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Date:

Signature of the Teacher

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Head of the Department

  
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**APPENDIX – I**  
**TABLE – I**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE**  
**REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES**

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor / equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil. / PG Degree in Professional Courses such as LL.M. / M.Tech. / M.C.A., or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	<p>(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A) of Appendix II.</p> <p>(ii) One Orientation and one Refresher/Research Methodology Courses of 2/3 weeks duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p>
2.	Assistant Professor / equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A) of Appendix II</p> <p>(ii) One course / Programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning –Evaluation Technology Programme, Soft Skills development Programme and Faculty Development Programme of 2/3 week duration.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p>

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3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II (A) of Appendix II.</p>
4.	Associate Professor (Stage 4) Professor /equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II (A) of Appendix II.</p>
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (Universities only)	<p>(i) Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix III</p> <p>(ii) Additional credentials are to be evidenced by:</p> <ul style="list-style-type: none"> <li>(a) postdoctoral research outputs of high standard;</li> <li>(b) awards / honors / recognitions/ patents and IPR on products and processes developed / technology transfer</li> </ul>

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			<p>achieved; and</p> <p>(c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A) of Appendix III.</p>
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\*For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

**Note :** For universities for which Sixth PRC Awards (vide Appendix 2 in UGC G.O.) are applicable, Stages 1,2,3,4,5 and 6 correspond to scales with AGP of Rs. 6,000, 7,000, 8,000, 9,000, 10,000 and 12,000 respectively.

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**APPENDIX – II**  
**TABLE – II (A)**  
**MINIMUM API REQUIRED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME**  
**(CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

S. No.	Assistant Professor/ Equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	75/year	75/year	75/year	75/year	75/year
II	15/year	15/year	15/year	15/year	15/year
III	100/year	100/year	100/year	100/year	100/year
IV	10/year (40/assessment Period) Screening Committee	20/year (100/assessment Period) Screening Committee	30/year (90/assessment Period) Selection Committee	40/year (120/assessment Period) Selection Committee	50 / year (500 / assessment Period) Expert Committee
V	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30%- Contribution to Research 50%- Assessment of domain knowledge and teaching practices. 20%-Interview performance	50%-Contribution to Research. 30%- Assessment of domain knowledge and teaching practices. 20%-Interview performance	50% - Research. 50% - Performance evaluation and other credential by referral procedure



\*Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.  
Note: For universities for which Sixth PRC Awards (vide Appendix 2 in UGC G.O.) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6,000, 7,000, 8,000, 9,000, 10,000 and 12,000 respectively.

**Explanatory note for Tables II (A)**

1. The API Scores will have to be documented and collated annually by the Internal Quality Assessment Cells (IQACs) of the university for follow up by the university authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in the university for one year only with the minimum average scores as depicted in Table II in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a Normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. **Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.**

  
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6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables II, by submitting an application and the required proforma. They can do so three months before the date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Table II obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility. (b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application (c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

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**APPENDIX - III  
TABLE - III A  
RESEARCH PUBLICATIONS**

S. No.	Nature of the Journal		Name of the Journal	Year of the publication	Index/Impact Factor/ISSN/ISB N	Self - Evaluation Score	Remarks
	Refereed	Non-Refereed					
1.							
2.							
3.							
4.							
.							
.							
Total							
Score							

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**APPENDIX - III**  
**TABLE - III A**  
**RESEARCH PUBLICATIONS (BOOKS, CHAPTERS)**

S.No.	Nature of Book		Title of the Book	Sole Author/Multi Author/Chapters	Year of Publication & publisher	International/national/State/Central & Local with ISSN/ISBN	Chapters in Edited Volumes		Self - Evaluation Score	Remarks
	Text/Reference	Subject					International	National ISSN/ISBN		
1.										
2.										
3.										
4.										
.										
.										
Total Score										

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**APPENDIX - III**  
**TABLE - -III C**  
**RESEARCH PROJECTS**

S. No.	Sponsored/ Consultancy	Ongoing/completed And duration	Title of the Project	Major/ Minor	Funding Agency	Amount Sanctioned	Projects Outcome	Self - Evaluation Score	Remarks
1.									
2.									
3.									
4.									
.									
.									
Total Score									

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**APPENDIX - III**  
**TABLE - III D**  
**RESEARCH GUIDANCE**

S. No.	Name of the Candidate	Degree Awarded M.Phil / Ph.D	Year of Award	Thesis Submitted for Ph.D.	Self - Evaluation Score	Remarks
1.						
2.						
3.						
4.						
.						
.						
Total Score						

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APPENDIX - III

TABLE - III E (II)

PAPERS IN CONFERENCES / SEMINARS / WORKSHOPS

S. No.	Conferences/ Seminars/ Workshops	Participation and Presentation of Research Papers Oral/Poster			Invited Lectures/ Presentation in Conference/Symposia		Self - Evaluation Score	Remarks
		Internatio nal	National	Regional	Local University College level	Internationa l		
1.								
2.								
3.								
4.								
.								
.								
Total Score								

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## SCHEDULE D

### AMENDED APPENDIX-III TABLE-I PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

#### Category I: Teaching, LEARNING AND EVALUATION Related ACTIVITIES

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.


Sl. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical's, contact hours undertaken taken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
Total Score		125
Minimum API Score Required		75

**Note 1:** Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

**Note 2:**

The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution





- can verify these from the official Time Table and the record of students' attendance.
- In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional  $2 \times 16$  hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for  $320+32+275 = 627$  hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.
  - In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 2 points in that category.
  - Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.
  - Under 4C, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

Category	Nature of activity	Notes	Unit of assessment	Score
<b>Category I</b>	<b>TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>			
1A (i)	Classroom teaching (including lectures seminar)	As per allocation	Hours per academic year	
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year	
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year	
1B	Tutorials and Practical's	Actual as per attendance register	Hours per academic year	
1C	Outside classroom' interaction with students	Max 0.5 of hours in 1A	Hours per academic year	
	<b>Sub-total 1</b>	<b>Score = hours/10 (max score 100)</b>		

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2	Research Supervision (including Master's thesis)	Max 1 hour per student per working week	Hours per academic year	
	<b>Sub-total 2</b>	<b>Score = hours/10 (Max score=301)</b>		
3A	Question paper setting, moderation and related work	Actual hours	Hours per academic year	
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year	
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Max 20 minutes per full script	Hours per academic year	
	<b>Sub-total 3</b>	<b>Score = hours/10 (Max score = 20)</b>		
4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	Evidence to be provided, Scores to be finalized by the screening committee	Outstanding = 10 Very good = 07 Good = 05 Average = 03 Modest = 01	
4B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided, Scores to be finalized by the screening committee	Outstanding = 10 Very good = 07 Good = 05 Average = 03 Modest = 01	
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performance and summary feedback to be attached	2 points per course (max 10 points)	

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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**AMENDED CATEGORY-II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**Brief Explanation :** Based on the teacher's self-assessment, category-II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will, be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

**Note:**

The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+320+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be

credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each Institution may further develop these criteria and specify the requirements for the various categories mentioned here.
5. Under 4C, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback, The comments given by the students may not be used against the teacher in this exercise.

Category	Nature of activity	Notes	Unit of assessment	Score
Category II	<b>CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>			
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
5B	Other co-curricular activities (Cultural, Sport, NSS, NCC etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
	<b>Sub-total 5</b>			
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher - in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year	

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6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year	
	Sub-total 6	Score = hours/10 (Max score = 30)		
7	Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very Good = 07 Good = 05 Average = 03 Modest = 01	
	<b>GRAND TOTAL (1 TO 7)</b>	<b>(OUT OF 250)</b>		

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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### AMENDED CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation :** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.

Sl. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teachers position
III A	<b>Research Papers published in:</b>	Reference Journals*	Reference Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers.	10 / publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	<b>Research Publications</b> (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in an edited book
		Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	25 / sole author, and 5 / chapter in edited books
		Subject Books by Other local publishers with ISBN / ISSN numbers	Subject Books by Other local publishers with ISBN / ISSN numbers	15 / sole author, and 3 / chapter in edited books

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		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	5 / Chapter
<b>III (C) RESEARCH PROJECTS</b>				
III (C) (i)	Sponsored Projects carried out / ongoing	(a) Major Project, amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs. 3.0 lakhs up to Rs. 5.0 lakhs	15 / each Project
		(c) Minor Project (amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Project (amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10 per every Rs.10.0 lakh and Rs. 2.01 lakh respectively
III (C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Accepted by funding agency)	20 / each major project and 10 / each minor Project
III (C) (iv)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 / each for International

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				level
III (D)	<b>RESEARCH GUIDANCE</b>			
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 / each candidate
III (D) (ii)	Ph.D.	Degree awarded	Degree awarded	10 / each
		Thesis submitted	Thesis submitted	7 / each candidate
III (E)	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS</b>			
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Max.: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each
		(b) One week duration	(b) One week duration	10 / each
III (E) (ii)	Papers in Conferences / Seminars / Workshop etc.**	Participation and Presentation of Research Papers (Oral / Poster) in	Participation and Presentation of Research Papers (Oral / Poster) in	
		(a) International conference	(a) International Conference	10 / each
		(b) National	(b) National	7.5 / each
		(c) Regional / State level	(c) Regional / State level	5 / each
		(d) Local-University / College level	(d) Local-University / College level	3 / each
III (E) (iv)	Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10 / each
		(b) National level	(b) National level	5

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* If a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a)) and not under presentation (III) (e)(ii).

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**Note :**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and, scores of publications.
2. The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60 of the total points and the remaining 40 would be shared equally by all other authors.
3. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

III (A) : Research papers (Journals, etc.)	30%
III (B) : Research publications (Books, etc.)	25%
III (C) : Research Projects	20%
III (D) : Research Guidance	10%
III (E) : Training Courses and Conference/Seminar, etc.	15%

  
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## SCHEDULE – E

### Minimum Qualifications for direct recruitment to the post of Librarian, Deputy Librarian, Assistant Librarian and Placement Officer

#### University Librarian :

- 1) A Master's Degree in Library Science/ Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- 2) At least thirteen years as a Deputy Librarian in a university library or eighteen years of experience as a College Librarian.
- 3) Evidence of innovative library service and organization of published work.
- 4) Desirable : A M.Phil. / Ph.D. Degree in library science/information science / documentation/ archives and manuscript-keeping.

#### Deputy Librarian :

- 1) A Master's Degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- 2) Five years as an Assistant University Librarian/ College Librarian.
- 3) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- 4) Desirable : A M.Phil. / Ph.D. Degree in library science / information science / documentation/ archives and manuscript-keeping/computerization of library.

#### Assistant Librarian :

- 1) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and consistently good academic record with knowledge of computerization of library.
- 2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- 3) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education and Sports.

#### Placement Officer :

- 1) Master's Degree with at least 55% of the marks or its equivalent Grade-B in the UGC 7 point scale along with good academic record.
- 2) Minimum 2 (Two) years of relevant experience.

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