

Part - A

National Law University and Judicial Academy, Assam

Annual Self-Assessment for Performance Based Appraisal System of Faculty Members

PERSONAL DATA

01	Name (in BLOCK Letters)	:				
02	Father's/ Mother's Name/Husband's Name	:				
03	Department	:				
04	Educational Qualification	:				
05	Current Designation and Academic Pay Level	:				
06	Date of first Joining	:				
07	Date of Birth	:				
08	Sex	:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
09	Marital status	:				
10	Nationality	:				
11	Indicate whether belongs to SC/ST/OBC category	:				
12	Address for correspondence	:				
13	Permanent Address	:				
14	Telephone No./ Mobile No.	:				
15	Email ID	:				

Part - B

1	Details of Refresher Course/Orientation Courses/Training Program/FDP etc. Attended in the Year of Assessment
----------	---

Name of the Course Attended	Duration of the Course		Organizer
	From	To	

Part - C

National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Dist. Kamrup (Rural), Guwahati - 781031, Assam.

Annual Self- Assessment for Performance Based Appraisal System for Faculty Members

Table 1

Assessment Criteria and Methodology for University Teachers

S. No.	Activity	Self-Assessment by Faculty Member	Remarks by Verifying Authority
1.	Teaching: (Number of classes taught/total classes Assigned x 100) (Classes taught includes sessions on tutorials, lab and other teaching related activities)		
2.	Involvement in the University/College students related activities/research activities:		
	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
	(b) Examination and evaluation duties assigned by the college / university or attending the Examination paper evaluation.	<p>Note: Number of Activities can be within or across the broad category of activities</p>	
	(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
	(d) Organising seminars/ conferences/ workshops, other college/university activities.		
	(e) Evidence of actively involved in guiding Ph.D. students.		
	(f) Conducting minor or major research project sponsored by national or international agencies.		
	(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.		

Table 2**Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. No.	Academic/Research Activity	Self-Assessment by Faculty Member	Remarks by Verifying Authority
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications (other than Research papers)		
	(a) Books authored which are published by		
	International publishers		
	National Publishers		
	Chapter in Edited Book		
	Editor of Book by International Publisher		
	Editor of Book by National Publisher		
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper		
	Book		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy		
	(b) Design of new curricula and courses		
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)		
	MOOCs (developed in 4 quadrant) per module/lecture		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)		
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)		
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course / e-book		
	e-Content (developed in 4 quadrants) per module		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)		
	Editor of e-content for complete course/ paper /e-book		
4	(a) Research guidance		

	Ph.D.		
	M.Phil./P.G dissertation		
	(b) Research Projects Completed		
	More than 10 lakhs		
	Less than 10 lakhs		
	(c) Research Projects Ongoing :		
	More than 10 lakhs		
	Less than 10 lakhs		
	(d) Consultancy		
5	(a) Patents		
	International		
	National		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International		
	National		
	State		
	(c) Awards/Fellowship		
	International		
	National		
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)		
	International (within country)		
	National		
	State/University		

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Report of Convener of IQAC

All the document submitted by Assistant Professor/ Associate Professor are verified and found authentic. The API Score mentioned above are correct.

.....
Signature of the Chief Co-ordinator (Acad.)	Signature of the Chairperson of IQAC:
Place:	Place:
Date:	Date:

In case of the Chief Co-ordinator (Acad.) / Chairperson IQAC is not satisfied with the reporting by the teacher in the self - appraisals and thus not willing to certify (as mentioned above), then Chief Co-ordinator (Acad.) / Chairperson IQAC must record below the reasons in writing for not certifying the reported self- appraisal information.

.....
Signature of the Chief Co-ordinator (Acad.)	Signature of the Convener of IQAC:
Place:	Place:
Date:	Date :

Details of Assessment Guideline and Methodology

Table 1

Sl. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at Sl.No.2.</p> <p>Or</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Table 2**Methodology for University Teachers for calculating academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture /Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences /Library/Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- (c) Two authors: 70% of total value of publication for each author.
- (d) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.



NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

ANNUAL PERFORMANCE APPRAISAL REPORT

(For University Supportive Management Service)

Report for the year/Period ending

PART-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1	Name of the Official.....		
2	Date of Birth.....		
3	Pay Band/Grade Pay.....		
4	Education Qualifications including Technical Qualifications.....		
5	Section where posted.....		
6	Whether the employee belongs to General/OBC/ SC/ST?		
7	Date of continuous appointment to the present grade	Date	Grade
8	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:	Type of leave	Purpose

(To be filled by the Concerned Office)

Reporting Authority	Reviewing Authority	Accepting Authority

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

Date.....

Signature of the Official reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10. Where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i	Understands requirement of the job/task			
ii	Quality of work performed			
iii	Knowledge of official systems and procedures			
iv	Knowledge of right/appropriate method of doing the job/task			
Overall Grading on 'Work Output				

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i	Attitude to work			
ii	Behaviour and conduct-does he/she show proper courtesy and good manners towards Seniors & Fellows			
iii	Maintenance of Discipline			
iv	Communication skills			
Overall Grading on 'Personal Attributes' (Total [i to iv])				

(C) Assessment of functional competency (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i	Punctuality and Attendance			
ii	Devotion to duty			
iii	Efficiency			
Overall Grading on 'Functional Competency' (Total [i to iii])				

PART-4

GENERAL

1. State of Health

2. Integrity

(Please comments on the integrity of the employee)

3. Grading:

Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section-A, Section- B and Section- C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been notices; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Designation.....

During the period of Report.....

PART-5

REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3 & Part-4? In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. Overall numerical grading on the basis of weightage given in Section-A. Section – B and Section-C in on the Report.

--

Place:

Signature of the Reviewing Officer

Date:

Name in Block letters.....

Designation.....

During the period of the report.....

PART – 6

ASSESSMENT OF THE ACCEPTING AUTHORITY

(Need not be filled up where the Accepting Officer himself/herself is the Reviewing Officer)

1. Do you agree with the assessment made by the Reviewing Officer with respect to the work output and the various attributes of the Officer reported upon in Part-3 and appraisal made in respect of extraordinary achievements/significant failures in Para Nos. 3(A) & 3(B) of Part-2 ?

Yes	No
-----	----

2. In case of disagreement, please specify the reasons.

3. Overall numerical grading on the basis of Weightage given in Section-A, Section-B and Section-C.

Signature of the Accepting Authority

Place:.....

Date:.....

Name in Block Letters :

Designation :

During the period of Report :



National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati-781031, Assam (India).

6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

**EXTRACT FROM NATIONAL LAW UNIVERSITY AND JUDICIAL
ACADEMY, ASSAM SERVICE REGULATION**

**NATIONAL LAW UNIVERSITY,
ASSAM**



**NATIONAL LAW UNIVERSITY, ASSAM
SERVICE REGULATIONS**

February, 2015

- (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.


12/12/15


12/12/15

- (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

[Handwritten signature]
12/2/15

[Handwritten signature]
12/2/15

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.

12/2/15

12/2/15

- (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 12th 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

[Handwritten signature]
12/02/15

[Handwritten signature]
12/02/15

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



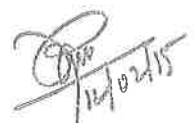


fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (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 :

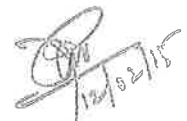
The following kinds of leave would be admissible :

- (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) $1/30^{\text{th}}$ of actual service including vacation; plus
 - (b) $1/3^{\text{rd}}$ 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 :

[Handwritten signature]
19/12/15

[Handwritten signature]
12/10/15

- (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

[Handwritten signature]
12/02/15

[Handwritten signature]
12/02/15

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 1st January and 1st 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, 1/10th 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 1st January / 1st 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.




12/02/15

- (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 employees 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

12/12/15

12/10/15

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

[Handwritten signature]
12/12/15

[Handwritten signature]
12/12/15

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.

12/12/15

12/12/15

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.





National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati-781031, Assam (India).

6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

**EXTRACT FROM NATIONAL LAW UNIVERSITY AND JUDICIAL
ACADEMY, ASSAM FINANCIAL REGULATION**

- (2) The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorized supplier, in respect of various equipment in the department, may be entered into by the competent authority for maximum of 10% of the equipment cost or Rs.1,00,000/- (Rupees One Lakh only) whichever is less.
- (3) In all other cases, quotations will be invited and normal purchase regulations shall be adhered to.
- (4) In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract:
 - (a) Annual Maintenance Contract shall be from a prospective date. In order to ensure this, the competent authority shall be required to initiate action for renewal of Annual Maintenance Contract at least 90 days before the expiry of previous Annual Maintenance Contract;
 - (b) In case of renewal, the service report / log book (in case of Photocopier) shall be sent along with the proposal;
 - (c) In case of any increase in the Annual Maintenance Contract cost when compared to previous Annual Maintenance Contract, necessary justification for such increase in price may be obtained from the firm and enclosed along with the indent; and
 - (d) An advance shall be paid against bank guarantee, if the amount is more than Rs.1,00,000/- (Rupees One Lakh only).
- (5) An agreement with the third party on behalf of the University, wherever required to be reduced in writing, shall be signed by the Registrar after due approval of the Vice-Chancellor.

CHAPTER – X

Pay and Allowances

- X.1. **Pay and Allowances for Tenure Staff** : The University shall have the University Grants Commission (UGC) pay scales for its Tenure / Regular Teaching Faculty and State Government Pay Scales for Lower Management and Office Administrative and the University Administrative Services, as the case may be.
- X.2. **Pay of the Contract Staff** : The Vice-Chancellor may appoint Teaching Faculty and other academic and administrative staff on contract basis on such terms and conditions as may be decided by the Vice-Chancellor.
- X.3. **Financial Terms of the Visiting Faculty / Scholar- in-Residence** : The University may invite visiting faculty with appropriate faculty rank on such terms and conditions as may be decided by the Vice-Chancellor. The Vice-Chancellor may also invite an eminent person / professional / Judge of Supreme Court / Vice-Chancellor for appointment as "Scholar-in-Residence" on mutually agreed terms and conditions which shall not be less than the last drawn salary in case of retired persons.
- X.4. **Allowances** : The tenure faculty and non-teaching staff shall be entitled to House Rent, City Compensatory, T.A., D.A. on T.A., Dearness and other allowances as decided by the Executive Council from time to time.

12/2/15

12/2/15

X.5. Casual Staff : The Registrar may appoint casual staff on the day-to-day basis with the prior approval of the Vice-Chancellor on such terms as may be decided by the Vice-Chancellor.

X.6. Temporary Advances : The Vice-Chancellor is authorized to sanction up to Rs. 50,000/- (Rupees Fifty Thousand only) towards Educational / Medical / Laptop / Computer and any emergency Advances to the Teaching and Non-teaching employees and up to Rs. 20,000/- (Rupees Twenty Thousand only) towards Festival Advance to the Non-teaching staff up to the cadre of Superintendent. The advance amount shall be recovered from the salaries of the employees in 10 equal installments.

CHAPTER-XI

Travel Allowance, Daily Allowance and Sitting Fee

XI.1. Members of the General Council, Academic Council, Executive Council and Finance Committee, Planning Board, Vice-Chancellor, Registrar and other Professors :

- (i) They shall be entitled to travel by Air (by economy class) in the case of journeys to attend to the meetings or while on the official tour.
- (ii) If the members are sitting judges of the Supreme Court of India, they are entitled to travel by Air in Executive Class.
- (iii) Vice-Chancellor is entitled to travel in Executive Class and for international travel is entitled to travel in Club Class.
- (iv) They may also travel by AC-I Class by train and claim the actual fares paid by them.
- (v) If a conveyance is not provided to them free of cost, they may also claim the actual conveyance charges spent by them to and from residence to Airport / Railway station and vice-versa.
- (vi) Between the places connected by train, in case they travel by own car or hired conveyance then the actual expenses incurred by them or the train fare equal to AC-I class whichever is less is admissible.
- (vii) Between the places not connected by train, they may travel in their own cars or in hired conveyance in which case they are entitled to either the actual expenses spent by them or mileage allowance at the rate of Rs.14.00 per KM whichever is less (The rate may be modified by the Vice-Chancellor from time to time keeping in view of escalating fuel prices).
- (viii) (a) The members of the authorities (except Vice-Chancellor, Registrar and nominated Professors of the University) shall be treated as University guests and the entire charges towards their lodging, boarding and conveyance shall be met from the University funds in which case the payment of Daily Allowance separately does not arise.
(b) In case of tour of the Vice-Chancellor, he shall be entitled for the payment of Daily Allowance @ Rs.2,000/- per day for halt at any place within the State and for halt outside the State the rate of Daily Allowance shall be Rs.3,000/- per day and for metropolitan cities the Daily Allowance shall be Rs.4,000/- per day.
He may also stay in guest houses/hotels and claim reimbursement of the actual lodging charges on production of actual receipts in support of payment made by him.

12/12/15

12/12/15

- regulations, the Vice-Chancellor, shall be competent to decide the rate of traveling allowance, daily allowance payable to him / her.
- (iv) The traveling allowance bills shall be preferred within a period of 3 months from the date of completion of the return journey. If they are not claimed within the time limit they shall be rejected.
- (v) In exceptional cases, for reasons to be recorded in writing, the Vice-Chancellor, may relax any of these regulations and grant higher rates of travelling allowance and daily allowance, reimbursement of lodging charges and conveyance charges.

XI.7. Sitting fee for attending Academic Council, Finance Committee, Executive Council, General Council of the University and Selection Committees /Sub-Committee :

- (1) Members of University Bodies : Rs. 6,000/- (Rupees Six Thousand only) including local conveyance allowance.
- (2) Sitting fee for experts in Selection Committees / Sub-Committees: Rs. 5000/- (Rupees Five Thousand only) including conveyance allowance.
- (3) Sitting fee for external members of the Committees / Sub-Committee constituted by the Chancellor / Vice-Chancellor / University Bodies: Rs. 5000/- (Rupees Five Thousand only) including conveyance allowance.

CHAPTER-XII
Medical Reimbursement

- XII.1.** An employee of the university, who has served the university for minimum of one year on contractual and / or tenure basis will 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 naturopath and the alternative treatment practitioner; or bills along with the 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-XIII
**Research Projects / Consultancy / Training Programmes /
Seminars / Conferences/ Honorarium etc.**

- XIII.1. Research Projects :** Any research project undertaken by the Faculty shall comprise institutional fee of not less than 10% of the sanctioned amount and the funding agencies shall be required to send the funds for utilization through the University. Assets acquired out of these research schemes shall be the property of the University at the end of the Research.

Provided that keeping in view, the importance of the research and the public service rendered by the funding agency, the Vice-Chancellor may approve reduction of the institutional fee and such reduction shall be submitted for ratification to the Executive Council.





XIII.2. Consultancy Services : Members of the Faculty both tenure and non-tenure can provide consultancy services but they are not entitled to establish any separate consultancy centers outside the University. Any consultancy work undertaken by any Faculty member must be communicated to the Vice-Chancellor in writing and should be done with the prior approval of the Vice-Chancellor and all consultancy service charges shall be received through the University. The University shall retain 30% of the Consultancy Fee as Institutional Charges and deduct the TDS as per the stipulations of the Income Tax Act and pay the balance to the concerned Faculty members.

XIII.3. Training Programmes / Seminars / Conferences : Members of the Faculty may undertake organizing Training Programmes / Seminars / Conferences etc. sponsored by various agencies / institutions. The sponsored amount and also the registration fee, if any, by the participants should be received by the University. The University will retain 10% of the amount as Institutional Charges. The travel and other remuneration to the experts and other staff members involved in the programmes shall be made as per the Regulation of the University.

XIII.4. (1) (a) External Resource Person(s) shall be paid honorarium for delivering lectures at the following rates :

- (a) for one hour lecture : Rs. 4,000/- including local conveyance
- (b) for 90 minutes lecture : Rs. 5,000/- including local conveyance
- (c) for two hours lecture : Rs. 7,000/- including local conveyance

(b) Local Resource Person(s) shall be paid honorarium for delivering lectures at the following rates* :

- (a) for one hour lecture : Rs. 1,500/- including conveyance
- (b) for 90 minutes lecture : Rs. 2,250/- including conveyance
- (c) for two hours lecture : Rs. 3,000/- including conveyance

**University teachers would be paid at above rates only after the fulfillment of work load norms of U.G.C. as adopted by the University.*

Prior approval of the Vice-Chancellor should be taken for inviting Resource Persons along with the duration of the lecture(s) and as far as possible local people should be invited to save expenses on accommodation and travel.

(2) Faculty members who in addition to their teaching and research duties are nominated by the Vice-Chancellor as Chairperson of Research Board; Chairperson of P.G. Council; Convener of Academic and /or Examination Committee; and in such positions required to coordinate, supervise and administer the teaching and examination of the doctoral (Ph. D. and M. Phil); Post-graduate (LL.M.); graduate (B.A.,LL.B. (Hons.)) degree programmes and specialized diploma courses respectively would be paid an amount of Rs.20,000/ p.m.

Irrespective of the number of positions occupied by a faculty member the honorarium would remain constant.

Provided that the Vice-Chancellor may award such honorarium to the Coordinator of any new degree / diploma course launched by the University whose coordination is undertaken by a faculty member in addition to their teaching and research duties.

12/12/15

12/12/15

- (3) 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 Registrar in addition to his own duties as Professor of the University, he would be paid an amount of Rs. 25,000/- p. m.
If the Vice-Chancellor takes classes in addition to his administrative duties, he /she would be paid an amount of Rs. 50,000/- p.m. as teaching allowance.
- (4) Faculty members who in addition to their academic duties, are appointed to administrative positions would be paid honorarium as per following rates :
- | | |
|--------------------------|-------------------|
| (i) Proctor | Rs. 15,000/- p.m. |
| (ii) Chief Warden / OSD | Rs. 10,000/- p.m. |
| (iii) Warden(s) | Rs. 8,000/- p.m. |
| (iv) Assistant Warden(s) | Rs. 6,000/- p.m. |
- (5) Non-Teaching employees who are not given weekly holidays and work beyond office hours on regular basis shall be paid honorarium as per following rates :
- | | |
|---|----------------------|
| (i) Deputy Registrar / Assistant Registrar/
P.P.S. to Vice-Chancellor/
P.S. to Vice-Chancellor | Rs. 10,000/- p.m. |
| (ii) P.S. to Registrar / Finance Officer | Rs. 7,000/- p.m. |
| (iii) Other employees working in the VC's
Office/ Registrar Office /
Finance Officer Office /
Residence of VC/
Residence of Registrar | Rs. Rs. 5,000/- p.m. |
- (6) Evaluation of Dissertation / Thesis :
- | | |
|---|----------------------------|
| (i) Masters Program Dissertation | : Rs. 5,000/- |
| (ii) Ph.D. Thesis | : Rs. 7,000/- |
| (iii) Sitting fee for external examiner for viva-voce examination | : Rs. 5,000/- per session. |

XIII.5. Coordinator's honorarium for Training Programmes / Courses sponsored by External Funding Agencies :

- (i) For One-Day Program: Rs. 10,000/- (Rupees Ten Thousand only) or as stipulated under the scheme.
- (ii) For Two-Day Program: Rs. 15,000/- (Rupees Fifteen Thousand only) or as stipulated under the scheme.
- (iii) For Three-Day to Five-Day Program: Rs. 20,000/- (Rupees Twenty Thousand Only) or as stipulated under the scheme.
- (iv) For Six-Day to Nine-Day Program: Rs. 25,000/- (Rupees Twenty Five only) or as stipulated under the scheme.
- (v) For Ten-Day to Fourteen-Day Program: Rs. 30,000/- (Rupees Thirty Thousand Only) or as stipulated under the scheme.
- (vi) For Fifteen-Day Program: Rs. 35,000/- (Rupees Thirty Five Thousand only) or as stipulated under the scheme.
- (vii) Monthly Program: Rs. 40,000/- (Rupees Forty Thousand only) or as Stipulated under the scheme.

National Law University, Assam


SERVICE REGULATIONS

CHAPTER – V

V.7 Medical Reimbursement: (Amended)

Each employee and his/her dependents (duly declared to the University from time to time) shall be entitled to a maximum payment of Rs.15,000/- (Rupees Fifteen Thousand only) per annum 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 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.



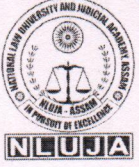
Registrar

National Law University and
Judicial Academy, Assam



Vice-Chancellor

National Law University and
Judicial Academy, Assam



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No. NLUJAA/ADMIN/F/MR(U.E)/2022/21 16470

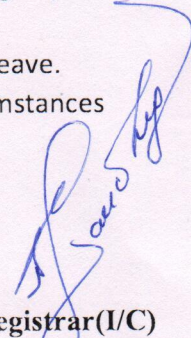
Date: 23 May., 2023

SOP for Medical Reimbursement

1. Reimbursement can be claimed **just once in a Year**.
2. Application for reimbursement should be accompanied by self-attested original vouchers/receipts/cash memos etc.
3. Reimbursement should be claimed on or before 10th of April of next Financial Year and reimbursement claimed after 10th of April will not be considered due to closure of the books of account of the Financial Year.

SOP for Earned Leave

1. Earned Leave must be applied in prescribed format only, not in e-mail or any other form of application.
2. Application for Earned leave Should be submitted at least seven working days before the starting of Earned leave.
3. Prior approval of competent authority is mandatory for availing Earned leave.
4. The SOP u/p 1,2,3 shall not be diluted, except under extraordinary circumstances and/or with approval of competent authority.


Registrar(I/C)



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

NLUJAA/ADMIN/F/GHI/UTS-UMS/2017-18

Date: 06-03-2023

NOTIFICATION

This is for information to all concerned that the current **Group Health Insurance Policy** will expire on 31st of March, 2023. The next Group Health Insurance Policy will cover the period from 1st of April, 2023 to 31st of March, 2024.

Therefore, all the Faculty and Non-Teaching Staff Members, intending to opt for the Group Health Insurance Policy, are requested to communicate their consent for the above, along with the attached duly filled in application form, on or before 13th of March, 2023.

Registrar,
NLUJA, Assam



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No. NLUJAA/ADMIN/F/MR(U.E)/2022/21 /6464

Date: 12 May., 2023

SOP for Children Education Allowance and Medical Reimbursement

1. Reimbursement can be claimed **just once in a Year**, after completion of the Financial Year
2. Application for reimbursement should be accompanied by self-attested original vouchers/receipts/cash memos etc
3. Reimbursement should be claimed on or before 10th of April and reimbursement claimed after 10th of April will not be considered due to closure of the books of account of the Financial year.

SOP for Earned Leave

1. Earned Leave must be applied in prescribed format only, not in e-mail or any other form of application
2. Application for Earned leave Should be submitted at least seven working days before the starting of Earned leave.
3. Prior approval of competent authority is mandatory for availing Earned leave


Registrar(I/C)

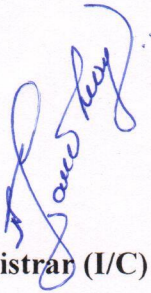
NATIONAL LAW UNIVERSITY, ASSAM

FINANCIAL REGULATIONS

CHAPTER - X

X.6. Temporary Advances (Amended)

The Vice-Chancellor is authorized to sanction up to **Rs.75,000/-** (Rupees Seventy Five thousand only) towards Educational/Medical/Laptop/Computer and any emergency advances to the permanent teaching and non-teaching employees (Rs.40,000/- for full time contractual employees) and up to Rs.25,000/- (Rupees Twenty Five thousand only) towards Festival Advance to the non-teaching staff up to the cadre of Superintendent. The advance amount shall be recovered from the salaries of the employees in twelve equal installment.



Registrar (I/C)

NLUJA, Assam

Registrar

National Law University and Judicial Academy, Assam



Vice-Chancellor

NLUJA, Assam

Vice Chancellor

National Law University and
Judicial Academy, Assam



National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati-781031, Assam (India).

6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

List of Faculty Members and Non-Teaching Staff of National Law University and Judicial Academy, Assam availing Child Care Leave

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Periods of Child Care Leave
1	Ms. Anjumani Deka Singha, Junior Superintendent	22-02-2023 to 03-03-2023, 22-09-2021 to 01-10-2021, 27-01-2021 to 13-02-2021, 20-01-2020 to 08-02-2020
2	Ms. Jimani Goswami, Accountant	07-08-2023 to 18-08-2023, 18-04-2022 to 30-04-2022 & 01-03-2019 to 31-05-2019
3	Ms. Bhaswati Goswami, Staff Nurse	30-01-2023 to 03-02-2023, 30-06-2022 to 08-07-2022 & 10-02-2021 to 13-03-2021
4	Ms. Nisha Rani Das Medhi, , Junior Superintendent	10-03-2023 to 17-03-2023, 01-08-2022 to 12-08-2022, 03-03-2021 to 13-03-2021, 12-08-2020 to 11-11-2020
5	Dr. Jyotirekha Bhattacharyya, Assistant Librarian	09-03-2023 to 17-03-2023, 25-11-2022 to 01-12-2022, 25-07-2022 to 30-07-2022, 07-03-2022 to 17-03-2022
6	Dr. Kankana Baishya, Assistant Librarian	22-11-2021 to 13-12-2021, 14-12-2020 to 24-12-2020, 12-02-2019 to 01-03-2019
7	Ms. Preeti Priyam Sharma, Assistant Prof. of Sociology	01-02-2022 to 31-03-2022, 18-08-2021 to 25-08-2021, 02-06-2020 to 15-07-2020
8	Ms. Namrata Gogoi, Assistant Prof. of History	20-02-2023 to 24-06-2023
9	Dr. Monmi Gohain, Assistant Prof. of Law	01-02-2022 to 30-06-2022, 29-11-2021 to 29-12-2021
10	Ms. Dipakshi Das, Assistant Prof. of Economics	01-02-2022 to 30-06-2022, 29-11-2021 to 21-12-2021
11	Ms. Aparajita Dutta Hazarika, Assistant Prof. of English	01-08-2023 to 31-03-2024, 09-04-2019 to 13-04-2019

12	Dr. Nandarani Choudhury, Assistant Registrar (Academic) cum Finance officer (Incharge/)	04-04-2022 to 23-04-2022, 26-02-2020 to 06-03-2020, 17-09-2018 to 18-09-2018
----	---	---

List of Faculty Members and Non-Teaching Staff of National Law University and Judicial Academy, Assam availing Maternity Leave

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Periods of Maternity Leave
1	Ms. Jimani Goswami, Accountant	09-07-2018 to 04-01-2019
2	Ms. Bhaswati Goswami, Staff Nurse	13-08-2020 to 09-02-2021
3	Ms. Nisharani Das Medhi, Jr. Superintendent	18-11-2019 to 15-05-2020
4	Dr. Monmi Gohain, Assistant professor of Law	25-01-2021 to 23-07-2021
5	Dr. Gitanjali Ghosh, Assistant professor of Law	22-02-2021 to 20-08-2021
6	Ms. Dipakshi Das, Assistant Professor of Economics	02-11-2020 to 01-05-2021
7	Ms. Namrata Gogoi, Assistant Professor of History	21-08-2022 to 16-02-2023
8	Dr. Jyotirekha Bhattacharyya	06-03-2018 to 05-09-2018 & 03-07-2023 to 29-12-2023

List of Faculty Members and Non-Teaching Staff of National Law University and Judicial Academy, Assam availing Children Education Allowance

Sl. No.	Name of the Faculty/ Non-Teaching Staff	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
1	Mr. Miftahuddin Ahmed, Registrar	27,000.00	27,000.00	-	-	-
2	Mr. Showaif Ahmed, Assistant Engineer	27,000.00	20,500.00	27,000.00	54,000.00	54,000.00
3	Mr. Bijan Kr. Sarma, Superintendent	27,000.00	27,000.00	27,000.00	27,000.00	54,000.00
4	Dr. Topi Basar, Associate prof. of Law	54,000.00	54,000.00	54,000.00	-	-
5	Mr. Uday Ch. Baruah, Driver	8299.00	13,458.00	22,801.00	18,546.00	22,171.00
6	Mr. Gauri kt. Das, Attendent	34,499.00	40,289.00	51,904.00	54,000.00	27,000.00
7	Mr. Diganta Gogoi, Accounts Assistant	54,000.00	54,000.00	54,000.00	54,000.00	54,000.00
8	Mr. Konda Babu katipam, Jr. Superintendent	27,000.00	18,742.00	31,170.00	45,325	53,740.00
9	Mr. Akhil Sarma, Carpenter	-	27,000.00	17,300.00	27,000.00	27,000.00
10	Dr. Nandarani Choudhury, Assistant Registrar (Acad.) cum Finance officer (Incharge)	-	27,000.00	27,000.00	27,000.00	27,000.00
11	Mr. Bipul Ch. Sarma, Plumber	-	20,500.00	22,166.00	27,000.00	54,000.00
12	Mr. Rabin Bhuyan, Electrician	-	20,500.00	20,766.00	27,000.00	27,000.00
13	Dr. Thangzakup Tombing, Assistant professor of Law	-	27,000.00	27,000.00	27,000.00	27,000.00
14	Mr. Manindra Nath, Driver	-	-	26,519.00	27,000.00	27,000.00
15	Dr. Himangshu Ranjan Nath, Assistant professor of Law	-	-	-	27,000.00	27,000.00
16	Ms. Anjumani Deka Singha, Jr. Superintendent	-	-	-	27,000.00	27,000.00
17	Dr. Kailash Jeenger, Associate prof. of Law	-	-	-	9,000.00	27,000.00
18	Dr. Amol Deo Chavhan, Associate prof. of Law	-	-	-	11,250.00	27,000.00

19	Mr. Ajit Ch. Kalita, Jr. Stenographer	-	-	-	-	27,000.00
20	Ms. Jimani Goswami, Accoountant	-	-	-	-	27,000.00
21	Mr. Mukut Deka, Jr. Superintendent	-	-	-	-	27,000.00
22	Dr. Jupi Gogoi, Accounts Assistant	-	-	-	-	23,000.00

List of Faculty Members of National Law University and Judicial Academy, Assam availing Study Leave

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Period of Study Leave
1	Mr. Saheb Chowdhury, Assistant Professor of Law	22-03-2019 to 21-08-2019, 01-08-2022 to 31-01-2023 & 01-02-2023 to 01-05-2024
2	Dr. Kasturi Gakul, Assistant Professor of Law	01-07-2018 to 31-12-2018 & 22-01-2019 to 30-04-2019
3	Mr. Ankur Madhia, Assistant Professor of Law	21-07-2022 to 21-07-2024
4	Ms. Dipakshi Das, Assistant Professor of Economics	15-02-2023 to 31-05-2023
5	Dr. Himangshu Ranjan Nath, Assistant Professor of Law	23-08-2019 to 31-01-2020
6	Ms. Namrata Gogoi, Assistant Professor of History	01-08-2018 to 31-01-2020
7	Ms. Aparajita Dutta Hazarika, Assistant Professor of English	01-03-2021 to 31-08-2021



National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati-781031, Assam (India).

6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

List of Faculty Members and Non-Teaching Staff of National Law University and Judicial Academy, Assam availing Child Care Leave

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Periods of Child Care Leave
1	Ms. Anjumani Deka Singha, Junior Superintendent	22-02-2023 to 03-03-2023, 22-09-2021 to 01-10-2021, 27-01-2021 to 13-02-2021, 20-01-2020 to 08-02-2020
2	Ms. Jimani Goswami, Accountant	07-08-2023 to 18-08-2023, 18-04-2022 to 30-04-2022 & 01-03-2019 to 31-05-2019
3	Ms. Bhaswati Goswami, Staff Nurse	30-01-2023 to 03-02-2023, 30-06-2022 to 08-07-2022 & 10-02-2021 to 13-03-2021
4	Ms. Nisha Rani Das Medhi, , Junior Superintendent	10-03-2023 to 17-03-2023, 01-08-2022 to 12-08-2022, 03-03-2021 to 13-03-2021, 12-08-2020 to 11-11-2020
5	Dr. Jyotirekha Bhattacharyya, Assistant Librarian	09-03-2023 to 17-03-2023, 25-11-2022 to 01-12-2022, 25-07-2022 to 30-07-2022, 07-03-2022 to 17-03-2022
6	Dr. Kankana Baishya, Assistant Librarian	22-11-2021 to 13-12-2021, 14-12-2020 to 24-12-2020, 12-02-2019 to 01-03-2019
7	Ms. Preeti Priyam Sharma, Assistant Prof. of Sociology	01-02-2022 to 31-03-2022, 18-08-2021 to 25-08-2021, 02-06-2020 to 15-07-2020
8	Ms. Namrata Gogoi, Assistant Prof. of History	20-02-2023 to 24-06-2023
9	Dr. Monmi Gohain, Assistant Prof. of Law	01-02-2022 to 30-06-2022, 29-11-2021 to 29-12-2021
10	Ms. Dipakshi Das, Assistant Prof. of Economics	01-02-2022 to 30-06-2022, 29-11-2021 to 21-12-2021
11	Ms. Aparajita Dutta Hazarika, Assistant Prof. of English	01-08-2023 to 31-03-2024, 09-04-2019 to 13-04-2019

12	Dr. Nandarani Choudhury, Assistant Registrar (Academic) cum Finance officer (Incharge/)	04-04-2022 to 23-04-2022, 26-02-2020 to 06-03-2020, 17-09-2018 to 18-09-2018
----	---	---

List of Faculty Members and Non-Teaching Staff of National Law University and Judicial Academy, Assam availing Maternity Leave

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Periods of Maternity Leave
1	Ms. Jimani Goswami, Accountant	09-07-2018 to 04-01-2019
2	Ms. Bhaswati Goswami, Staff Nurse	13-08-2020 to 09-02-2021
3	Ms. Nisharani Das Medhi, Jr. Superintendent	18-11-2019 to 15-05-2020
4	Dr. Monmi Gohain, Assistant professor of Law	25-01-2021 to 23-07-2021
5	Dr. Gitanjali Ghosh, Assistant professor of Law	22-02-2021 to 20-08-2021
6	Ms. Dipakshi Das, Assistant Professor of Economics	02-11-2020 to 01-05-2021
7	Ms. Namrata Gogoi, Assistant Professor of History	21-08-2022 to 16-02-2023
8	Dr. Jyotirekha Bhattacharyya	06-03-2018 to 05-09-2018 & 03-07-2023 to 29-12-2023

List of Faculty Members and Non-Teaching Staff of National Law University and Judicial Academy, Assam availing Children Education Allowance

Sl. No.	Name of the Faculty/ Non-Teaching Staff	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
1	Mr. Miftahuddin Ahmed, Registrar	27,000.00	27,000.00	-	-	-
2	Mr. Showaif Ahmed, Assistant Engineer	27,000.00	20,500.00	27,000.00	54,000.00	54,000.00
3	Mr. Bijan Kr. Sarma, Superintendent	27,000.00	27,000.00	27,000.00	27,000.00	54,000.00
4	Dr. Topi Basar, Associate prof. of Law	54,000.00	54,000.00	54,000.00	-	-
5	Mr. Uday Ch. Baruah, Driver	8299.00	13,458.00	22,801.00	18,546.00	22,171.00
6	Mr. Gauri kt. Das, Attendent	34,499.00	40,289.00	51,904.00	54,000.00	27,000.00
7	Mr. Diganta Gogoi, Accounts Assistant	54,000.00	54,000.00	54,000.00	54,000.00	54,000.00
8	Mr. Konda Babu katipam, Jr. Superintendent	27,000.00	18,742.00	31,170.00	45,325	53,740.00
9	Mr. Akhil Sarma, Carpenter	-	27,000.00	17,300.00	27,000.00	27,000.00
10	Dr. Nandarani Choudhury, Assistant Registrar (Acad.) cum Finance officer (Incharge)	-	27,000.00	27,000.00	27,000.00	27,000.00
11	Mr. Bipul Ch. Sarma, Plumber	-	20,500.00	22,166.00	27,000.00	54,000.00
12	Mr. Rabin Bhuyan, Electrician	-	20,500.00	20,766.00	27,000.00	27,000.00
13	Dr. Thangzakup Tombing, Assistant professor of Law	-	27,000.00	27,000.00	27,000.00	27,000.00
14	Mr. Manindra Nath, Driver	-	-	26,519.00	27,000.00	27,000.00
15	Dr. Himangshu Ranjan Nath, Assistant professor of Law	-	-	-	27,000.00	27,000.00
16	Ms. Anjumani Deka Singha, Jr. Superintendent	-	-	-	27,000.00	27,000.00
17	Dr. Kailash Jeenger, Associate prof. of Law	-	-	-	9,000.00	27,000.00
18	Dr. Amol Deo Chavhan, Associate prof. of Law	-	-	-	11,250.00	27,000.00

19	Mr. Ajit Ch. Kalita, Jr. Stenographer	-	-	-	-	27,000.00
20	Ms. Jimani Goswami, Accoountant	-	-	-	-	27,000.00
21	Mr. Mukut Deka, Jr. Superintendent	-	-	-	-	27,000.00
22	Dr. Jupi Gogoi, Accounts Assistant	-	-	-	-	23,000.00

List of Faculty Members of National Law University and Judicial Academy, Assam availing Study Leave

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Period of Study Leave
1	Mr. Saheb Chowdhury, Assistant Professor of Law	22-03-2019 to 21-08-2019, 01-08-2022 to 31-01-2023 & 01-02-2023 to 01-05-2024
2	Dr. Kasturi Gakul, Assistant Professor of Law	01-07-2018 to 31-12-2018 & 22-01-2019 to 30-04-2019
3	Mr. Ankur Madhia, Assistant Professor of Law	21-07-2022 to 21-07-2024
4	Ms. Dipakshi Das, Assistant Professor of Economics	15-02-2023 to 31-05-2023
5	Dr. Himangshu Ranjan Nath, Assistant Professor of Law	23-08-2019 to 31-01-2020
6	Ms. Namrata Gogoi, Assistant Professor of History	01-08-2018 to 31-01-2020
7	Ms. Aparajita Dutta Hazarika, Assistant Professor of English	01-03-2021 to 31-08-2021

List of Faculty Members of National Law University and Judicial Academy, Assam Promoted unde CAS Scheme

Sl. No.	Name of the Faculty/ Non-Teaching Staff	Date of promotion	Date of Order of Promotion
1	Dr. Gitanjali Ghosh, Assistant Professor of Law	29-09-2019	18-11-2021
2	Dr. Thangzakhup Tombing Assistant Professor of Law	31-03-2020	18-11-2021
3	Dr. Chiradeep Basak, Assistant Professor of Law	27-04-2020	18-11-2021
4	Dr. Mayengbam Nandakishwor Singh Assistant Professor of Political Science	15-11-2021	18-11-2021
5	Ms. Aparajita Dutta Hazarika, Assistant Professor of English	01-04-2021	30-04-2022
6	Dr. Diptimoni Boruah. Associate Professor of Law	10-12-2020	03-04-2023
7	Dr. Himangshu Ranjan Nath, Assistant Professor of Law	07-04-2020	18-01-2023
8	Mr. Saheb Chowdhury, Assistant Professor of Law	06-12-2021	18-01-2023
9	Dr. Kasturi Gakul, Assistant Professor of Law	31-12-2019	18-01-2023
10	Ms. Namrata Gogoi, Assistant Professor of History	01-04-2021	10-05-2022