PART - I
ACADEMIC REGULATIONS

CHAPTER-I

[1]ORGANIZATION FOR TEACHING DEPARTMENT OF STUDIES

1. No Department of Studies shall be established or abolished except by Regulations.

2. [2]Till the Regulations do not provide for establishment of more Department of Studies, the University will have the faculty consisting of the following eleven Departments of Studies, namely:-

    (1) Department of Constitutional and Administrative Law;
    (2) Department of International Law;
    (3) Department of Criminal Justice Administration;
    (4) Department of Corporate Law;
    (5) Department of Environmental Law;
    (6) Department of Intellectual Property Law;
    (7) Department of Human Rights Law;
    (8) Department of Public Health Law;
    (9) Department of Clinical Legal Education;
    (10) Department of Science, Technology and Law;
    (11) Department of Humanities and Social Sciences

    However the Executive Council may on the recommendations of the Academic Council create further more Departments of Studies as and when necessary.

3. Each Department of Studies shall consist of the following members:

    (i) Teachers in the Department
    (ii) Persons supervising research in the Department
    (iii) Guest Professors attached to the Department
    (iv) Such other persons as may be declared to be members of the Department in accordance with the Regulations.

4. [3]Each Department shall be looked after by the Faculty-in-Charge of the Department, who shall work under the Head of the Department.

5. (1) Each Department of Studies generally shall have a Board of Studies consisting of:

    (i) The Head of the Department
    (ii) All members of the Department
    (iii) Two experts not in the service of the University nominated by the Academic Council.

    [4]proviso deleted

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[1] substituted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[2]re-amended vide the resolution passed by the Executive Council in its meeting held on 22.06.2013.

[3] substituted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[5](1-a) The Head of the Department shall be appointed in accordance with the Regulations of the University.

[6](1-b) The nominated members shall hold office for a period of three years from the date of acceptance of nomination.

(2) The subject experts for the scheduled meeting of the Board of Studies shall be invited by the [7]Head of the Department.

(3) The functions of the Board of Studies shall be:

(a) To recommend to the Academic Council in the manner prescribed by these Regulations.

(i) Courses of Studies;

(ii) appointment of examiners for all examinations;

(iii) creation or abolition or upgrading of teaching posts;

(iv) field of study of each post at the time of its creation;

(v) measures for improvements of standards of teaching and research;

(vi) subject for research for various degrees and other requirements of research work; and

(vii) appointment of supervisor of the Ph.D. scholar;

(b) to allocate teaching work among the teachers;

(c) to consider matters of general and academic interest of the Department and its functioning;

(d) to recommend to the Vice-Chancellor the names of Moderators for the examinations;

(e) to recommend to the Research Degree Committee of the University the applications for enrolment to the Ph.D. course and the names of the supervisors;

(f) to approve subjects for dissertation;

(g) to perform such other functions as may be assigned to it by the Academic Council;

6. The Vice-Chancellor, [8]shall have the right to be present at any meeting of the Board of Studies and may participate in the discussion, but shall have no right to vote at such meeting.

7. One half of the members of a Board of Studies shall form a quorum of the meeting of the Board of Studies.

8. [9].....quorum for Board represented.

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[4] proviso deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[5] inserted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[6] inserted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[7] concerned deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[8] unless he himself is the Head of the Department deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

CHAPTER-II
COURSES OFFERED BY THE UNIVERSITY

Subject to the provisions of section 6 of the Act, all recognized courses and curricula in connection with the degrees, diplomas and certificate courses offered by the University shall be prescribed by the Academic Council from time to time and the teaching shall be conducted under the control of the General Council.

As per these Regulations, the University shall offer B.A. LL.B. (Hons.) (five years integrated programme), LL.M.[10] (one year programme), Ph.D., diploma programmes and such other programmes in accordance to such syllabus for each of the above courses as approved by the Executive Council from time to time on the recommendation of the Academic Council. The number of seats in each course shall be such as may be fixed from time to time by the Academic Council on the recommendation of the Vice-Chancellor.

[11]B.A. LL.B. (HONS.) PROGRAMME:

(A) ELIGIBILITY FOR ADMISSION:

Indian Nationals who:-

(i) have obtained a Senior Secondary School/ Intermediate (10+2) or its equivalent certificate from a recognized Board with not less than 45% of the total marks in aggregate (40% in case of SC and ST candidates) and should be below 20 years of age as on 01.07.2013 (22 years in case of SC, ST and [12]PWD candidates).

Candidates who are appearing or have appeared in the 10+2 examination and are awaiting results are also eligible to appear in the test. However, such candidates are required to have passed the qualifying examination at the time of their admission and must be able to submit proofs in support of their claims, and

(ii) have been selected on the basis of Common Law Admission Test (CLAT) or All India National Test prescribed by the Vice-Chancellor.

(B) ADMISSION TEST:

Admission to B.A. LL.B. (Hons.) first year shall be made on the basis of Common Law Admission Test (CLAT) to be conducted each year by the organizing University designated for the purpose or in the manner prescribed by the Vice-Chancellor.

(C) RESERVATION:

Subject to the provisions of section 17 of the Act, reservation in admission to various courses for the members of Schedule Castes, Schedule Tribes and Other Backward Classes of the State of Uttar Pradesh and other categories

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[9] section deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date.

[10] part corrections have been made in the wake of the introduction of one year LL.M. programme from the academic session 2014-205 in accordance to the Regulations Governing Admission, Teaching & Evaluation inthe LL.M. one year programme

[11] substituted vide resolution passed by the Academic Council in its meeting held on 15.04.2013 under agenda item no. 3 and ratified subsequently by the Executive Council in its meeting held on 15.04.2013.

[12] inserted vide resolution passed by the Academic Council in its meeting held on 14.11.2014 under agenda item no. 7(3) and ratified subsequently by the Executive Council in its meeting heldon 15.11.2014.

shall be provided in accordance to the rules of U.P. State Government. Horizontal reservation shall be admissible to persons with disability and dependents of freedom fighters as per Government rules.

Provided that if sufficient number of eligible candidates to the concerned reserved seats are not available, the unfilled seats shall be filled by the General category candidates on the basis of their merit/score in Admission Test.

(D) GENERAL CONDITIONS:

(i) Admission can not be claimed by any candidate as a matter of right. The admission of a candidate shall be entirely at the discretion of the Admission Committee of the University.

(ii) If two or more candidates get same marks in the Admission Test prescribed by the Vice-Chancellor, then the marks in the 10+2 examination shall be taken into consideration. Still further if the total marks remain the same, then the marks in the High School or equivalent examinations shall be taken into consideration. If still further the marks remain the same, then the senior in age will be given preference.

(E) FOREIGN NATIONALS/NON-RESIDENT INDIANS:

(i) Foreign Nationals/Non-Resident Indians (NRI) may be admitted to the super numerary seats created by the Executive Council on the recommendation of the Academic Council from time to time, provided that they fulfill prescribed minimum eligibility requirements. Such Foreign Nationals/Non-Resident Indians (NRI) are exempted from appearing in the prescribed Admission Test.

(ii) Only those foreign nationals/NRI's shall be admitted to the course, who have a valid Visa to stay in India.

[13](iii) The number of supernumerary seats for Foreign Nationals/Non-Resident Indians (NRIs)/NRI Sponsored shall be 16[14] from the academic year 2015-2016 and onward years.

(F) DURATION OF THE COURSE & TEACHING DAYS:

(i) **Duration of the Course:** The duration of the B.A. LL.B. (Hons.) course shall be five academic years.

(ii) **Teaching Days:** The University shall adopt at least 180 working days system, with a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. The following is the distribution of Teaching Days:

	Number of weeks: 6 day a week pattern	Number of weeks: 5 day a week pattern
Teaching and Learning Process	30 (180 days) weeks	36 (180 days) weeks
Admissions/Examinations	12	8

[13] Added vide the resolution of the Academic Council under agenda item no. 6 on dated 22.06.2013 and approved by the Executive Council on 22.06.2013.

[14] Amended vide the resolution of the Academic Council on dated 14.11.2014 and approved by the Executive Council on 15.11.2014.

preparation for Examination		
Vacation	8	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total	52	52

(G) SCHEME OF STUDY OF B.A. LL.B. (Hons.) PROGRAMME:

(i) Scheme for Academic Year 2012-13:

The course for the B.A. LL.B. (Hons.) Five Year Integrated Programme shall be such as may be decided by the Academic Council and may be re-organized by the Executive Council from time to time on the recommendations made by the Academic Council. For the Academic Year 2012-2013 it shall be as under:-

Year	I[st] Semester	II[nd] Semester
First	(i) Foundation of Law (ii) Basics of Case Law (iii) Liberal Subjects I** (iv) Liberal Subjects I** (v) Law of Torts (vi) English-I	(i) Basics of Legislation (ii) Language of Law (iii) Liberal Subjects II** (iv) Liberal Subjects II** (v) Law of Contract-I (vi) English-II
Second	**III[rd] Semester**	**IV[th] Semester**
	(i) Criminal Law-I (ii) Constitutional Law-I (iii) Liberal Subjects III** (iv) Liberal Subjects III** (v) Law of Contract-II (vi) Moot Court and Clinical Legal Education-I	(i) Criminal Law-II (ii) Constitutional Law-II (iii) Family Law (iv) Public International Law (v) Jurisprudence (vi) [15]Law of Torts-II and Consumer Protection Law
Third	**V[th] Semester**	**VI[th] Semester**
	(i) Law of Property-I (ii) Corporate Law-I (iii) Criminal Procedure Code (iv) Law of Evidence (v) Banking Law (vi) Interpretation of Statues	(i) Law of Property-II (ii) Corporate Law-II (iii) Intellectual Property Rights Law-I (iv) Civil Procedure Code & Limitation Law (v) Drafting, Pleading & Conveyance (vi) Administrative Law
Fourth	**VII[th] Semester**	**VIII[th] Semester**
	(i) Legal Research & Writing (ii) Intellectual Property Rights Law-II (iii) International Trade Law (iv) Law of Taxation-I (v) Seminar Course (vi) Environmental Law	(i) Conflict of Law (ii) World Legal Systems (iii) Alternative Dispute Resolution Law (iv) Law of Taxation-II (v) Insurance Law (vi) Seminar Course
Fifth	**IX[th] Semester**	**X[th] Semester**
	(i) Investment & Security Law	(i) [16]International Humanitarian Law

[15] substituted vide resolution passed by the Academic Council in its meeting held on 27.06.2011 and subsequently ratified by the Executive Council on the same date

	(ii) Labour Law (iii) Seminar Course (iv) Seminar Course (v) Seminar Course	(ii) Cyber Law (iii) Seminar Course (iv) Seminar Course (v) Seminar Course

***** The syllabus may be subject to change from time to time as may be decided by the competent authority.

****** The students are required to opt **any two** Liberal Courses out of Economics, History, Political Science, Psychology and Sociology.

*****SEMINAR COURSES:**

Semester	Name of the course	Semester	Name of the course
VIIth	(i) Consumer Protection Law (ii) Child Law (iii) Disability Law (iv) Law and Society (v) Feminist Jurisprudence (vi) Law and Education	IXth	(i) International Environmental Law (ii) Air and Space Law (iii) Legislative Drafting (iv) Law of Local Self Government (v) Law and Morality (vi) Law and Agriculture
VIIIth	(i) Natural Resource and Energy Law (ii) Health Law (iii) Transportation Law (iv) Criminology and Penology (v) Humanitarian Law (vi) Corporate Governance (vii) International Commercial Arbitration	Xth	(i) Law, Science and Technology (ii) Law and Media (iii) Emigration Law (iv) International Dispute Resolution Bodies (v) Socio Economic Offence (vi) IPR Law and Information Technology

******* Seminar Courses will be available provided sufficient number of students are available and Faculty is available for the concerned Seminar Course.

(ii) Scheme for Academic Year 2015-16:

As per the decision of the Academic Council and ractified by the Executive Council, the scheme for the Academic Year 2015-2016 shall be as under[17]:-

Year	Ist Semester		IInd Semester	
First	(i)	Study of Basics of Legislation and Case Law	(i)	Law of Torts
	(ii)	World Legal System	(ii)	Contract Act-I
	(iii)	Liberal Subjects-I	(iii)	Liberal Subjects-II
	(iv)	Liberal Subjects-I	(iv)	Liberal Subjects-II
	(v)	Liberal Subjects-I	(v)	Liberal Subjects-II
	(vi)	English-I	(vi)	English-II
Second	IIIrd Semester		IVth Semester	
	(i)	Family Law-I	(i)	Family Law-II
	(ii)	Constitutional Law-I	(ii)	Constitutional Law-II
	(iii)	Contract Act-II	(iii)	Indian Penal Code-I
	(iv)	Liberal Subjects III	(iv)	Public International Law
	(v)	Liberal Subjects III	(v)	Civil Procedure Code
	(vi)	Liberal Subjects III	(vi)	Moot Court and Clinical Legal Education
Third	Vth Semester		VIth Semester	
	(i)	Property Law-I	(i)	Drafting of Pleadings and

[16] Substituted vide the decision taken by the Academic Council on 01.11.2012.

[17] Substituted vide the decision taken by the Academic Council on 14.11.2014 and passed by the Executive Council on 15.11.2014

				Conveyancing
	(ii)	Indian Penal Code-II	(ii)	Corporate Law
	(iii)	Jurisprudence	(iii)	Banking and Insurance Law
	(iv)	Administrative Law	(iv)	Labour Law
	(v)	Criminal Procedure Code	(v)	Property Law-II
	(vi)	Law of Evidence	(vi)	Environmental Law

	VII[th] Semester		VIII[th] Semester	
Fourth	(i)	Intellectual Property Rights-I	(i)	***HONORS** A. Business Law B. International Law C. Constitutional Law D. Criminal Law E. Intellectual Property Rights A1 Investment & Securities Law B1 International Organisation C1 Indian Federalism D1 Criminal Psychology E1 Patent Drafting and Specification Writing
	(ii)	Taxation	(ii)	A2 Special Contract B2 Law of Sea and International River C2 Affirmative Action Law D2 International Criminal Law E2 Trade Secret and Technology Transfer
	(iii)	Human Rights	(iii)	A3 Competition Law B3 International Environmental Law C3 Civil Society & Public Grievances D3 Penology & Victimology E3 Other Forms of IPR creation and registration
	(iv)	International Trade Law	(iv)	Optional 1
	(v)	Alternative Dispute Resolution	(v)	Optional 2
	(vi)	Cyber Law	(vi)	Intellectual Property Rights-II
				***Optional Papers:** 1. International Banking and Financing 2. Health and Medicine Law 3. Int. Commercial Arbitration 4. Law and Agriculture

	IX[th] Semester		X[th] Semester	
Fifth	(i)	A4 Financial Market Regulation B4 International Dispute Resolution Mechanism C4 Citizenship and Emigration Law D4 Offences Against Child & Juvenile Offence E4 Intellectual Property Management	(i)	Seminar Course
	(ii)	A5 Merger and Acquisition B5 International Criminal Law and International Criminal Court C5 Right to Information D5 Comparative Criminal Procedure E5 Farmers and Breeders Right	(ii)	Seminar Course
	(iii)	A6 E-Commerce Law B6 Humanitarian and Refugee Law C6 Media and Law	(iii)	Optional 5

		D6 White Collar Crime E6 IPR in Pharma Industry			
	(iv)	Optional 3		(iv)	Optional 6
				***Seminar Courses:** 1. Law and Morality 2. Legislative Drafting 3. Air and Space Law 4. Natural Resource and Energy Law 5. Disaster Management Law ***Optional Papers:** 1. Real Estate Law 2. Law and Economics 3. Sports Law 4. Law and Education	
	(v)	Optional 4			
	(vi)	Professional Ethics			
	***Optional Papers:** 1. Consumer Protection Law 2. Law, Science and Technology 3. Women and Law 4. Land Law (UP)				

(H) [18]CERTIFICATE COURSE IN FOREIGN LANGUAGES (SPANISH, FRENCH & GERMAN):

Along with professional courses, the certificate course in foreign language also contributes in developing a bright career prospect in the corporate world. In the era of globalization this certificate course will provide an additional opportunity to the law students at the international level.

(i) **OBJECTIVE:** This will be a non credit course .The course aims at providing the knowledge to the students to meet the current requirements of legal profession and the industry.

(ii) **ELIGIBILITY CRITERIA:** All the students of Dr. Ram Manohar Lohiya National Law University are eligible to take admission. However in special circumstances the Vice Chancellor may permit the outside candidates also.

(iii) **DURATION:** The duration of the course shall be one academic year and shall consist of minimum of 120 lectures.

(iv) There shall be a Course Coordinator appointed by Vice Chancellor to manage the affairs of the course.

(v) Students are required to attend 75% of the University lectures constituting the prescribed course of study prescribed for the Certificate Course examination.

Provided that in special cases and for sufficient cause shown, the Vice Chancellor may, on the recommendation of the Course Coordinator, condone shortage of attendance to the maximum extent of 15 lectures.

[18] Approval on the Certificate Courses in Foreign Languages was given by the Academic Council in its meeting held on 03.07.2009 and the Executive Council in its meeting held on 24.09.2008 ratified the decisions taken by the Academic Council in respect of the said Certificate Courses.

(vi) Provided further the teachers of the University may be permitted to appear in the examination without attendance at the lectures.

(vii) A candidate who has failed in the examination or has failed to appear in the examination after completing attendance may be permitted to appear without further attendance at lectures at a subsequent examination on payment of fresh fees.

(viii) **FEE:** The fee of the course shall be Rs. 500/-. SC/ST candidates having family income below Rs. one lac per annum shall be exempted from the fee.

(ix) **EXAMINATION**: The examination will be held once in a year. The Examination for the certificate course consists of:

(a) A written examination comprising of 70% and

(b) An oral test comprising of 20% and class test and class performance 10%.

(x) **STANDARD OF PASSING EXAMINATION:** The minimum marks required for passing shall be 40% of the total marks for the written paper and the oral test taken together. Final Grades will be awarded as follows:[19]

Marks Range (Out of 100)	Letter Grade	Grade Point
90-100	O (Outstanding)	10
80-89	A+ Excellent)	09
70-79	A (Very Good)	08
60-69	B+ (Good)	07
50-59	B (Above Average)	06
40-49	P (Pass)	05
39-00	F (Fail)	0
	Ab Absent	0

Explanation:

(i) Letter grades 'O', 'A+', 'A', 'B+', 'B' and 'P' in a course mean that the student has passed that course.

(ii) The 'F' grade denotes poor performance i.e. failing in the course. Such student has to appear at the subsequent examination(s) as provided under the Regulations in all courses in which he/she obtains 'F' grade, until a passing grade is obtained.

(iii) The 'Ab' grade denotes absent in the course.

(iv) The above grading policy be implemented from the Academic Year 2015-16. Earlier practice of awarding grace mark upto 3 marks in one failed paper shall stand abolished w.e.f. Academic Year 2015-16 for all batches.

[19] substituted vide the resolution of the Academic Council under agenda item no. 7 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

(xi) REMUNERATION OF THE GUEST FACULTY: Remuneration of the Guest Faculty shall be such as is decided by the Executive Council from to time.

(xii) COURSE CURRICULUM: For Certificate Courses in Foreign Languages Course Curriculum shall be such as may be organized/re-organized by the Executive Council on the recommendation of the Academic Council. For the time being it shall be as given below:

(H-1) SPANISH LANGUAGE:

(i) INTRODUCTION TO THE LANGUAGE AND CULTURE: Basic knowledge of the origin of the language and basic cultural concepts.

(ii) ORAL EXPRESSION:

(a) Greetings, basic mannerisms, interacting and explaining a specific situation
(b) Sounds of the alphabets, intonation, pronunciation, accent rule, reading of passages and texts
(c) Telling the time and the weather
(d) Colours, numbers, days, months and seasons
(e) Vocabulary and phrasal expressions, usage of the appropriate verb in a specific phrase
(f) Difference and distinction between European Spanish and American Spanish
(g) Listening to native speakers via CDs (Spanish - on course and Collins guide to Spanish pronunciation) and watching movie (Volver) in the classroom

(iii) WRITTEN EXPRESSION:

(a) Script, alphabets, diphthongs, syllabication, written accent, punctuation, capitalization
(b) Conjugations of the verbs (Present tense): First (-ar ending), second (-er ending) and third (-r ending), racial changing verbs, irregular verbs, verbs SER, ESTAR, TENER, HACER and IR
(c) Subject Personal Pronouns
(d) Prepositions
(e) Adjectives and possessive adjectives
(f) Negation
(g) Translation exercises

(iv) BOOKS AND REFERENCE RESOURCES:

(a) Spanish Grammar by Eric V. Greenfield, Barnes & Noble Books (Grammar textbook)
(b) 450 Ejercicios, Spanish - on course by Mayte Alvarez (Workbook)
(c) Nuevo Espanol Sin Fronteras 1 by Goyal Publishers (Reference book - handouts to be distributed when required)
(d) CDs (Spanish - on course and Collins guide to Spanish pronunciation) and DVD (movie-Volver)
(e) Handouts to be distributed when required such as comic strips or vocabulary materials

(v) ASSESSMENT:

Assessment would be divided into four parts:

(a) A class test which would be 10% of the total assessment.

(b) A written exam considering the completed course throughout the programme which would be 70% of the total assessment.
(c) Viva-voce which would be 15% of the total assessment.
(d) Rest of the 5% would include class performance.

(H-2) FRENCH LANGUAGE:

(i) COURSE OBJECTIVE:

The French Language course accords to a method created for Indian students who are complete beginners in French and who wish to acquire verbal communication skills in current scenario. The course enables one to develop four skills in French i.e. Reading, Writing, Speaking & Comprehension.

(ii) COURSE CONTENT:

(a) UNIT - I - GRAMMAR:

Articles, Gender and Number of Nouns and Adjectives, Personal and Tonique Pronouns, Demonstrative and Possessive Adjectives Preposition and Adverbs, Pronominal Verbs Conjugation of Verbs of all the Groups in Present Tense and Introduction to Past and Future Tense, Interrogation, Negation and Imperatives. Name of days, seasons, months, colours, garments, body parts and numbers, Computer, Commerce & Marketing, Law & Court related Vocabulary & Terminology, Phonetics and Pronunciation.

(b) UNIT -II - COMPOSITION:

Self Introduction, Introducing Friends, Family & Persons Topical Writing Essays, Description of Person, Place, Things, Class, City, Country, House, Plan a Week-End, Excursion, Making Resume, Interviews, Letter-Writing, Rejecting or Accepting Proposals, Invitation, Dialogs, Tastes & Preferences, Conversational French between known & Unknown People, Telephonic Conversation with Friends & Clients.

(c) UNIT -III - COMPREHENSION:

Oral & Written Comprehension, Translation from French/English & Vice Versa.

(d) UNIT - IV - CULTURE & CIVILIZATION:

Popular French Recipes, Food & Beverages, French Entertainments, Hobbies, Festivals, Traditions, Writers, Poems, Songs, Famous Monuments, Places, Seasons, Rivers, Mountain, Territories, Neighboring Countries, Oceans.

(iii) DURATION OF THE COURSE:

Duration of the course shall be one Semester. To make-up the Beginners level of the method required, at least 80-100 hours of class work.

(iv) DIVISION OF MARKS:

Maximum Marks	:	100 marks
(a) Internal Assessment	:	30 marks
(b) Final Exam	:	70 marks

(v) BOOK RECOMMENDED:

(a) LE NOUVEAU SANS FRONTIERS (Vol. 1) - By Dominique, Giradet & Michel Verdelhan

(b) ALTER EGO (Vol. 1) - By Hachette Publication

(c) FRENCH-ENGLISH-FRENCH DICTIONARY- Robert Collins/Oxford/La Rousse

(H-3) GERMAN LANGUAGE:

There shall be six units in the syllabus which is to be covered in eighty lectures. The details of the syllabus are as follows:

UNIT-1

- A) Introduction to German Language
- B) Basic Grammer Structure
- C) Articles (definite and indefinite)
- D) Verbs (haben and sein)

UNIT-2

- A) Nouns (singular and plural).
- B) Gender
- C) Pronouns
- D) Numbers, Days, Months

UNIT-3

- A) Pronouns (continued)
- B) Interrogative words
- C) Adjectives (without articles)
- D) Ja, Nein, Doch

UNIT-4

- A) Adjectives (with articles)
- B) Prepositions
- C) Verbs-kennen and wissen
- D) Model verbs

UNIT-5

- A) Verbs (schwach and stark)
- B) Time
- C) Comprehension
- D) Applied vocabulary

UNIT-6

- A) Sentences construction in different tenses
- B) Letter writing
- C) Listening and comprehending
- D) Conversation

BOOKS SUGGESTED:

Sprachkurs Deutsch-teil eins

Deutsch als Fremdsprache

(I) Fee Structure for the B.A. LL.B. (Hons.): ([20]Effective from Academic Year 2016-2017 onwards)

Head of Fees	Amount (Rs.)
Admission Fee (one time)	1,000.00
Tuition Fee (per annum)	60,000.00
Utility Charges (per annum)	48,000.00
Caution Money (one time)	10,000.00
Total	1,19,000.00

[20] Revised rates approved vide resolution of the Executive Council meeting dated 19.01.2016

(a) The students of 4th & 5th year opting for single occupancy in the room shall be charged Rs. 5,000/- extra in the head of the Utility Charges.

(b) In case of Foreign Nationals/Non-Resident Indians (NRI), NRI Sponsored students the total fee shall be Rs. 80,000/- + 8,000USD per annum.

(J) [21]EXAMINATIONS AND EVALUATION REGULATIONS FOR THE STUDENTS OF B.A. LL.B. (HONS.) PROGRAMME:

I STRUCTURE:

(1) B.A. LL.B. (Hons.) Degree shall be awarded to candidates on successful completion of a ten semester programme of study approved by the Academic Council. Only approved courses can be offered during any semester.

(2) [22]Any new course(s) to be offered by the University during any semester shall be finalized before the beginning of the semester by the Academic Council.

II ATTENDANCE:

(1) A student is required to be regular in classes and expected to have 100% attendance and condonation upto 30% can be considered for specific cogent reasons for making him eligible to appear in the End Term Examination of the concerned semester. No relaxation beyond 30% shall be considered in any case.

Procedure for condonation of absence shall be as under:-

(a) Attendance up to 10% may be condoned without taking any application from the student.

(b) Attendance up to 20% may be condoned by the Vice-Chancellor on the cogent reasons as given below:-

(i) Participation in NCC/NSC/NSS Camps duly supported by certificate.

(ii) Participation in Moot Court/ Seminar/Conference/Internship/ Debate [23]etc. duly supported by certificate and recommendation of the concerned Faculty in charge.

(iii) Participation in University Team Games or Interstate or Inter-University tournaments, duly supported by certificate and recommendation of the sports Committee of the University.

[21] substituted vide the decision passed by the Academic Council in its meeting held on 22.06.2013

[22] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[23] ibid

(iv) Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Head of the Department.

(v) University Deputation for Youth Festival duly certified by the Faculty in charge, Cultural Committee of the University.

(vi) Prolonged illness duly certified by the Medical Officer of the University or any other Registered Medical Practitioner, [24]duly verified by the University Medical Officer, provided such certificate is submitted to the respective Head of the Department in time.

(2) The attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However in case of promotion after declaration of results of supplementary examination (if any), the attendance will be counted from the date of admission in the respective class.

(3) There shall be an Attendance Monitoring Committee in the University under the Chairmanship of the concerned Head of the Department.

(4) [25]For the purpose of awarding marks proportionate to the attendance, if any student volunteer his/her services in organizing academic/curricular/extra-curricular activities, viz. organization of Conference, Moot Courts and Literary events, a maximum of three days attendance per event may be given after approval of the same by the Hon'ble Vice-Chancellor.

III EXAMINATION SYSTEM:

Each course shall ordinarily be of 100 marks. For evaluation, the overall structure of the distribution of marks in a theory-based course shall be such that 30 marks are allotted to various assessments during the semester, while 70 marks shall be allotted for the end semester examinations. The End Semester Examinations shall ordinarily be conducted in the last week of November/April or on such dates may be fixed by the University. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the examinations held for respective semesters.

[24] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[25] inserted vide the resolution of the Academic Council under agenda item no. 6 in its meeting held on 28.06.2014 and subsequently ratified by the Executive Council on 15.11.2014

IV EVALUATION SYSTEM:

The system of evaluation would be as per details given under:-

(1) Evaluation of Sessionals (for 30 marks):

(a) The assessment (sessionals) in theory courses will comprise of written assignment (Project work), Oral presentation and regularity in each of the courses offered by them.

(b) Such assessment in each course shall carry 30 marks, of which 20 marks will be for written assignment-Project of 15 marks and Oral presentation of 5 marks. Ten marks will be assigned for performance, regularity and alertness in the class pertaining to the concerned course. The following shall be the rules for submission and presentation of the projects:-

(i) Students shall submit their project titles for registration within 20 days from the commencement of the Semester for the approval of the Teacher-in-Charge.

(ii) Within one month of the start of the Semester the student shall submit the synopsis of their projects and get approval of the concerned Teacher-in-Charge.

(iii) Once the topic and synopsis is approved by the Teacher-in-Charge, no change will be permissible.

(iv) The Teacher-in-Charge of the Project Work shall continuously evaluate the Project Work of the students during the available time.

(v) No student shall submit the title/project on a topic outside the course of the concerned Semester.

(vi) There will be no joint project. However, in exceptional cases the Teacher-in-Charge may allow two students to work jointly on a project.

(vii) The written assignment(s) and oral presentation shall be submitted by the students to the teachers concerned, by a date fixed by the Head of the Department. After evaluation of the above, the teacher concerned shall submit the result to the Head of the Department who shall forward the same to the Controller of Examinations.

(viii) No student will be allowed to submit project and presentation after the schedule date is over.

(ix) The Teacher-in-Charge of the project will take care that presentation is not taken during the teaching hours.

(x) No plagiarism, in any form, will be allowed and necessary action will be taken under the order of the Vice-Chancellor if any student is involved in such activity.

(xi) Efforts will be made by the Teacher-in-Charge of the Project Work to hold orientation classes for at least 1st and 2nd Semester students.

(xii) The Teacher-in-Charge of the Project Work will be paid a reasonable honorarium as may be decided by the competent authority.

(xiii) The marks obtained as aforesaid will be displayed on the notice board.

(xiv) Where candidate fails to take examination in any one or more courses or having taken the examination has failed to secure the minimum pass marks in any one or more courses or in the aggregate, his sessional marks will be carried forward to the subsequent examination.

(c) The following shall be guidelines for project evaluation:

(i) The concerned Faculty will insist and emphasize upon adherence to a uniform methodology as far as practicable.

(ii) Students will be asked to write about the objective of the study, hypothesis and literature survey along with their findings. The contribution of such study must be highlighted by the student in a box.

(2) End Semester Examination and evaluation (for 70 marks):

(a) The question papers shall be set and the answer-scripts shall be evaluated by the teachers of the concerned courses. If there are more than one teacher teaching the course, the question paper shall ordinarily be set and evaluated by a teacher of the group, appointed by the Board of Examiners. However, if the Board of Examiners considers appropriate, it can constitute a group of evaluators comprising of University teachers belonging to the concerned subject.

(b) The marks obtained by students in End Semester examination shall be displayed on the notice board. The students may see the evaluated answer-scripts within ten

days of the display of awards on the notice board for the semester by contacting the teacher concerned. Thereafter, within a week, all the answer books along with the statement of marks shall be sent by the examiner to the Office of the Controller of Examinations for declaration of the results.

(c) Once evaluated answer books are submitted to the Controller of Examination there will be no re-evaluation/re-totaling thereafter.

(d)(i) If any student is not satisfied with the clarification to the queries given by the teacher-in-charge to a student regarding evaluation of the examined scripts of End-Term Examination, he may apply within notify period to the Controller of Examination for the review of the concerned examined script. The Controller of Examination may allow the review of such examined script on payment of Rs. 300/- (Rupees three hundred only) per script.

(ii) The concerned examined script shall be reviewed by an Expert nominated by the Vice-Chancellor on the recommendation of the concerned Head of the Department.

(3) [26]Review and Moderation of Marks:

1. A Committee may be constituted by the Vice Chancellor to review and moderate the marks of the End Term Examination of B.A. LL.B. (Hons.) & LL.M.
2. The Committee may, after detailed examination of the pattern of marks submitted by the teachers of the concerned semesters and in order to bring consistency in their evaluating pattern, recommend necessary change in the marks submitted by the concern teacher(s).
3. The Vice Chancellor may examine the proposal and accord his approval.
4. The concern teacher shall accordingly prepare a final score sheet of the concern subject in which he/she is an examiner and submit the same with the University Examination Office.
5. The Vice Chancellor shall then give his final approval on the result of the B.A.LL.B.(Hons.) and LL.M. to be declared.

(4) Evaluation of activity based courses

For activity based courses such as Moot Court, Drafting, Pleading and Conveyancing etc. the Academic Council shall frame rules, if required, from time to time.

[26] inserted vide resolution passed by the Academic Council in its meeting held on 28.06.2014 and ratified by the Executive Council in its meeting held on 15.11.2014

V THE CREDIT SYSTEM:

The credits, unless otherwise specified for B.A. LL.B. (Hons.) shall be five for each courses. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits, that may be specified by the Academic Council from time to time, must be earned by the student to qualify for the degree.

(1) Assignment of credits:

Credits of a course shall be assigned in the following manner:

(a) For all theory (Lecture) courses, one credit shall be assigned for one one-hour lecture per week in a semester.

(b) Credits shall be in whole numbers.

(2) The Performance of a candidate in a semester or upto a semester shall be measured by *Semester Grade Point Average (*SGPA) and *Cumulative Grade Point Average* (CGPA), details of which are given below:

(a) Calculation of Semester Grade Point Average (SGPA)

Each course shall carry a weightage of '5' credits unless otherwise specified by the academic council. The Semester Grade Point Average (SGPA) will be the weighted average of the grade points. If the grade points of the letter grades awarded to a student in five courses are denoted by g1, g2, g3, g4. g5, and the weights of the courses by w1, w2, w3, w4, w5 respectively, the SGPA will be computed as follows:

$$SGPA = \frac{w1g1 + w2g2 + w3g3 + w4g4 + w5g5 + ...}{w1 + w2 + w3 + w4 + w5 + ...}$$

(b) Calculation of Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student up to and including the latest semester. It will be computed in a similar manner from the grade points of all the grades the student has received since his beginning of the course.

$$CGPA = \frac{w1g1 + w2g2 + w3g3 + ...}{w1 + w2 + w3 + ...}$$

VI MEDIUM AND DURATION OF EXAMINATIONS:

(a) Except when otherwise directed by the Regulations or [27]specified by the competent authority, every candidate shall

[27] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

answer questions in English in the examination in all the courses.

(b) Each individual paper shall ordinarily be of three hours unless otherwise specified by the competent authority.

VII EVALUATION PATTERN:

(1) Point Scale for Grading Award of Grades Based on Absolute Marks[28]

Marks Range (Out of 100)	Letter Grade	Grade Point
90-100	O (Outstanding)	10
80-89	A+ Excellent)	09
70-79	A (Very Good)	08
60-69	B+ (Good)	07
50-59	B (Above Average)	06
40-49	P (Pass)	05
39-00	F (Fail)	0
	Ab-Absent	0

Explanation:

(i) Letter grades 'O', 'A+', 'A', 'B+', 'B' and 'P' in a course mean that the student has passed that course.

(ii) The 'F' grade denotes poor performance i.e. failing in the course. Such student has to appear at the subsequent examination(s) as provided under the Regulations in all courses in which he/she obtains 'F' grade, until a passing grade is obtained.

(iii) The 'Ab' grade denotes absent in the course.

(2) Rules relating to the award of grace marks:

After tabulation the University [29]may award of grace marks as per the following guidelines [30]for the purpose of the award of Degree:

(i) [31]A student who fails in any individual course by not more than three marks shall be awarded grade "P" (in place of grade "F") of Grade Point 4 in the concerned course.

(ii) Grace marks will not be awarded for making up shortfall in minimum SGPA/CGPA or improving the grade.

VIII ADMIT CARD (FOR END SEMESTER EXAMINATION):

A candidate may not be admitted into examination room unless he/she produces his/her admit card to the officer conducting the examination or satisfies such officer that it shall be subsequently produced.

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[28] substituted vide the resolution of the Academic Council under agenda item no. 7 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

[29] ibid

[30] ibid

[31] amended vide resolution passed by the Academic Council in its meeting held on 28.06.2014 and ratified by the Executive Council in its meeting held on 15.11.2014.

The Controller of Examinations may, if satisfied that an examinee's admit card has been lost or destroyed, grant duplicate admit card on payment of a further fee of Rs. 50/-

IX COMPULSORY ATTENDANCE REQUIREMENT:

All the candidates who have put in the minimum percentage of attendance for appearing at the Examination and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have not put in the minimum percentage of attendance or did not fill up the examination form in time in a Semester shall be allowed to take re-admission in that Semester.

X EXAMINATION FEES TO BE PAID BY THE STUDENTS:

The following additional fees shall be charged from such student of the B.A. LL.B. (Hons.) who wishes to appear in the Repeat Examination or requests for submission of the project/project presentation after the last date of submission specified in the concerned notice or requests for review of answer scripts within 10 (ten) days of seeing his answer script:

Repeat examination (per paper)	Rs. 300/-
Payment of late Fee for submission of Seminar Project/Projects	Rs. 250/- per Seminar Project/Project
Payment of late Fee for presentation of Seminar Project/Projects	Rs. 125/- per Seminar Project/Project

XI [32]REVIEW OF EXAMINATION SCRIPTS:

(1) During the review of answer scripts every increase/decrease in the marks should be taken into consideration and be added/counted to grade improvement of the students.

(2) Option of the review of answer scripts should be available to the students for repeat/supplementary exam also, on the same lines as it is available for review of the scripts of the main exam.

XII PROMOTION RULES AND SUPPLEMENTARY EXAMINATION:

There shall be no supplementary examination for students of Ist to VIIIth semesters. However, there shall be a provision of supplementary examination for IXth and Xth semesters after declaration of the result of Xth Semester. Students failing in courses of IXth and Xth semesters may appear in supplementary examination(s) or subsequent main examination(s).

(1) First Semester Examination:

The candidates who have taken admission in B.A. LL.B. (Hons.) programme First Semester in a session can be put in the following two categories on the basis of their attendance in the Semester:

(a)(i) Those who have put in the required minimum percentage of attendance for appearing in the I-Semester Examination and filled up the examination form in time for appearing at the I-Semester Examination.

[32] substituted vide the resolution of the Academic Council under agenda item no. 5 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

(ii) Those who did not put in the required minimum percentage of attendance for appearing at the I-Semester Examination or did not fill up examination form in time for appearing at the I-Semester Examination.

Candidates under Category I(i) are eligible for appearing at the examination of I-Semester, while candidates under Category. I(ii) are not allowed to appear at the examination of the Semester. However, category I(ii) candidates are allowed to reappear at the Common Law Admission Test (CLAT) of subsequent year(s) for seeking admission afresh subject to the fulfillment of other eligibility requirements. This implies that no readmission is permissible to those who do not put in the required percentage of attendance for taking the examination or did not submit the examination form in time.

(b) After appearing at the Examination of the I-Semester the candidates can be put in the following categories in the context of declaration of the results of the I-Semester Examination:

(i) Passed, i.e., those who have passed in all courses of the examination of the Semester.

(ii) Promoted, i.e., those who have not passed in all the courses of the Semester.

(iii) Minimum passing grade shall be Grade 'E' for each course. However, candidates with grade 'P' in a course shall also be considered as passed in that course.

(2) Promotion to II-Semester:

All students who have put in the minimum percentage of attendance in I-Semester and filled up the examination form in time and appeared in the examinations shall be promoted to the II-Semester.

Compulsory attendance requirement from II-Second Semester onward:

(a) As in the I Semester, in the II and subsequent Semesters, all the candidates who have put in the minimum percentage of attendance for appearing at the Examination and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have not put in the minimum percentage of attendance or did not fill up the examination form in time in a Semester shall be allowed to take re-admission in that Semester (except in the First Semester where re-admission is not permitted).

(b) Declaration of results after II-Semester (based on the results of I and II-Semester Examinations):

After declaration of results of the I & II-Semesters, a candidate can be put in the following two categories:

(i) Passed: A candidate who has passed in examinations of all the courses of I and II-Semesters.

(ii) Promoted: A student, who does not pass in all the courses of either I or II-Semester or both, shall be promoted to the III-Semester if he/she has obtained at least 4.0 CGPA. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester as ex-students.

(iii) Failed: A candidate who has obtained less than 4.0 CGPA in the examinations of I and II-Semesters taken together shall be treated as failed.

(3) Promotion to III-Semester:

(a) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to III Semester if otherwise eligible.

(b) Failed candidates shall not be promoted to the III Semester. However, they shall be promoted to the third semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(4) Promotion to IV Semester:

All students who have put in the minimum percentage of attendance in III-Semester and filled in the examination form in time and appeared in the examinations shall be promoted to IV Semester.

(5) Promotion to V Semester:

(a) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to V Semester if otherwise eligible.

(b) Failed candidates shall not be promoted to the V Semester. However, they shall be promoted to the V semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(6) Promotion to VI Semester:

All students who have put in the minimum percentage of attendance in V-Semester and filled in the examination form in time and appeared in the examinations shall be promoted to VI Semester.

(7) Promotion to VII Semester:

(a) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to VII Semester if otherwise eligible.

(b) Failed candidates shall not be promoted to the VII Semester. However, they shall be promoted to the VII semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(8) Promotion to VIII Semester:

All students who have put in the minimum percentage of attendance in VII-Semester and filled in the examination form in time and appeared in the examinations shall be promoted to VIII Semester.

(9) Promotion to IX Semester:

(a) A candidate who comes under the category 'Passed or Promoted' in the VIII Semester is eligible to be promoted to IX Semester if otherwise eligible.

(b) Failed candidates in the VIII Semester shall not be promoted to the IX Semester. However, they shall be promoted to the IX semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(10) Promotion to X Semester:

All students who have put in the minimum percentage of attendance in IX Semester and filled in the examination form in time and appeared in the examinations shall be promoted to X Semester.

XIII DECLARATION OF FINAL RESULTS (Based on the result from I to X Semester Examination):

After declaration of results of IX & X Semesters, a candidate can be put in the following two categories:

(i) Passed: A candidate who has passed in all the courses of Examinations of I to X Semesters and obtained at least CGPA of [33]5.0.

(ii) Failed: All those students who have not "Passed" shall be categorized as "Failed".

Such failed students may clear their failed courses in subsequent examinations as ex-students. There shall be a provision of supplementary examinations for IX and X Semesters after declaration of results of X Semester. Students failing in courses of IX and X Semesters may appear in the supplementary examination or subsequent main examination(s).

A student who has failed in a course shall get ordinarily two more chances to clear a course subject to the maximum duration for passing course. The maximum duration for passing B.A. LL.B. (Hons.) course shall be eight years from the date of his/her admission in the I semester of the course.

[33] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

XIIV DECLARATION OF DIVISION:

A candidate who has passed in all the papers/ courses of I to X semesters of the five year B.A. LL.B. (Hons.) programme taken together shall be declared as 'Passed'. Such passed candidates may be awarded with the division according to the following criteria:

(i)	First Division with distinction	:	CGPA 8.5 and above
(ii)	First Division	:	CGPA 6.5 and above, but below 8.5
(iii)	Second Division	:	CGPA 5.0 and above, but below 6.5
(iv)	[34]deleted		

Note: The SGPA and CGPA shall be computed upto 2 places of decimals (truncated at the second place).

The conversion formula for converting CGPA to the corresponding Percentage of Marks will be as follow:

$$X = 10 Y - 4.5$$

where, X = Percentage of Marks

Y = CGPA

Further Clarifications:

(a) A student has to clear the B.A. LL.B. (Hons.) programme in *NOT MORE THAN EIGHT YEARS* from the initial date of admission to the first Semester of the programme. Even after that if a student fails, he/she shall have to leave the programme.

(b) A student who is promoted to a higher semester or readmitted to a semester due to shortage of attendance shall be required to study the same syllabus as being taught in that academic year.

(c) A student may also be rusticated, expelled or suspended for reasons other than academic (e.g. on disciplinary grounds).

(d) Result shall be withheld if the student fails to pay his/her dues or if there is a case of indiscipline pending against him.

XV ISSUANCE OF MARKSHEETS:

(a) The results of the Sessionals and the End Term Examinations shall be displayed on the University website at the end of each academic year, the students shall be issued the marksheet after the declaration of the results tabulated in the chart duly signed by the Assistant Registrar (Examination), Controller of Examination, the Registrar and the Vice-Chancellor for the End Semester Examinations held in that particular academic year.

(b) The revised marksheets shall be issued in accordance to these Regulations to such students who are either allowed to appear in the Supplementary Examination or whose examined scripts have been allowed by the competent authority to be reviewed.

(c) The Duplicate Marksheets may be issued on the written request of a student and submission of the details in the format developed by the University for the purpose after receiving such payments as have been fixed by the University from time to time.

[34] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

XVI. RANKING TO THE CANDIDATES:

(a) Ranking shall be given to only those candidates who pass all the courses of the programme in one attempt.

(b) Notwithstanding any provision in the Regulations to the contrary, the student who, having been duly admitted to a regular examination of the course, but was unable to take that examination in full or in part due to some cogent reasons, and took the next following examination of that course and passed the course in the first attempt shall be eligible for ranking. The marks obtained by him/her at the aforesaid respective examination shall be considered as the basis for the University ranking and other distinctions.

(c) In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing from the examination department after proving his/her eligibility for ranking.

XVII. BREAK IN THE COURSE:

Any student taking admission in B.A. LL.B. (Hons.) shall not be allowed to pursue any other full time programme/ course in the University or elsewhere in the entire period of the programme. Further, it is clarified that if a student leaves the programme after passing some of the semesters/ courses and takes up a full-time programme/ course elsewhere, then he/she shall not be allowed to continue the programme further in the University.

XVIII. DEFINITION:

(a) A 'Regular Student' is one who has pursued a regular course of study and obtained prescribed attendance mentioned in the ordinances and is eligible to appear in the examination.

(b) 'Ex-student' means one who has studied in the Faculty for at least one semester preceding the date of the examination and has filled up the examination form but failed or has failed to appear in the examination, though otherwise eligible.

Note: Academic calendar for the odd and even semesters shall be notified at the beginning of every academic year.

XVIX. REMOVAL OF DIFFICULTY:

The Vice Chancellor, on the recommendation of the Committee to be constituted by the Vice Chancellor, shall have power to make such modification, alteration or amendment in this Regulation as may be necessary to remove any difficulties arising during a period of first five year from the date of commencement of this Regulation. The amendment so made will be reported to the Executive Council in its next meeting.

(K) [35]EXAMINATIONS AND EVALUATION REGULATIONS FOR THE STUDENTS OF B.A. LL.B. (HONS.) ADMITTED IN ACADEMIC YEAR 2014-15 AND ONWARD SESSIONS:

1. STRUCTURE:

(1) B.A. LL.B. (Hons.) Degree shall be awarded to candidates on successful completion of a ten semester programme of study approved by the Academic Council. Only approved courses can be offered during any semester.

(2) [36]Any new course(s) to be offered by the University during any semester shall be finalized before the beginning of the semester by the Academic Council.

II. ATTENDANCE:

(1) A student is required to be regular in classes and expected to have 100% attendance and condonation upto 30% can be considered for specific cogent reasons for making him eligible to appear in the End Term Examination of the concerned semester. No relaxation beyond 30% shall be considered in any case.

Procedure for condonation of absence shall be as under:-

(a) Attendance up to 10% may be condoned without taking any application from the student.

(b) Attendance up to 20% may be condoned by the Vice-Chancellor on the cogent reasons as given below:-

(i) Participation in NCC/NSC/NSS Camps duly supported by certificate.

(ii) Participation in Moot Court/ Seminar/Conference/Internship/ Debate [37]etc. duly supported by certificate and recommendation of the concerned Faculty in charge.

(iii) Participation in University Team Games or Interstate or Inter-University tournaments, duly supported by certificate and recommendation of the sports Committee of the University.

(iv) Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Head of the Department.

[35] substituted vide the decision passed by the Academic Council in its meeting held on 22.06.2013

[36] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[37] ibid

(v) University Deputation for Youth Festival duly certified by the Faculty in charge, Cultural Committee of the University.

(vi) Prolonged illness duly certified by the Medical Officer of the University or any other Registered Medical Practitioner, [38]duly verified by the University Medical Officer, provided such certificate is submitted to the respective Head of the Department in time.

(2) The attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However in case of promotion after declaration of results of supplementary examination (if any), the attendance will be counted from the date of admission in the respective class.

(3) There shall be an Attendance Monitoring Committee in the University under the Chairmanship of the concerned Head of the Department.

(4) [39]For the purpose of awarding marks proportionate to the attendance, if any student volunteer his/her services in organizing academic/curricular/extra-curricular activities, viz. organization of Conference, Moot Courts and Literary events, a maximum of three days attendance per event may be given after approval of the same by the Hon'ble Vice-Chancellor.

III. EXAMINATION SYSTEM:

Each course shall ordinarily be of 100 marks. For evaluation, the overall structure of the distribution of marks in a theory-based course shall be such that 30 marks are allotted to various assessments during the semester, while 70 marks shall be allotted for the end semester examinations. The End Semester Examinations shall ordinarily be conducted in the last week of November/April or on such dates may be fixed by the University. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the examinations held for respective semesters.

IV. EVALUATION SYSTEM:

The system of evaluation would be as per details given under:-

(1) Evaluation of Sessionals (for 30 marks):

(a) The assessment (sessionals) in theory courses will comprise of written assignment (Project work), Oral

[38] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[39] inserted vide the resolution of the Academic Council under agenda item no. 6 in its meeting held on 28.06.2014 and subsequently ratified by the Executive Council on 15.11.2014

presentation and regularity in each of the courses offered by them.

(b) Such assessment in each course shall carry 30 marks, of which 20 marks will be for written assignment-Project of 15 marks and Oral presentation of 5 marks. Ten marks will be assigned for performance, regularity and alertness in the class pertaining to the concerned course. The following shall be the rules for submission and presentation of the projects:-

(i) Students shall submit their project titles for registration within 20 days from the commencement of the Semester for the approval of the Teacher-in-Charge.

(ii) Within one month of the start of the Semester the student shall submit the synopsis of their projects and get approval of the concerned Teacher-in-Charge.

(iii) Once the topic and synopsis is approved by the Teacher-in-Charge, no change will be permissible.

(iv) The Teacher-in-Charge of the Project Work shall continuously evaluate the Project Work of the students during the available time.

(v) No student shall submit the title/project on a topic outside the course of the concerned Semester.

(vi) There will be no joint project. However, in exceptional cases the Teacher-in-Charge may allow two students to work jointly on a project.

(vii) The written assignment(s) and oral presentation shall be submitted by the students to the teachers concerned, by a date fixed by the Head of the Department. After evaluation of the above, the teacher concerned shall submit the result to the Head of the Department who shall forward the same to the Controller of Examinations.

(viii) No student will be allowed to submit project and presentation after the schedule date is over.

(ix) The Teacher-in-Charge of the project will take care that presentation is not taken during the teaching hours.

(x) No plagiarism, in any form, will be allowed and necessary action will be taken under the order of the Vice-Chancellor if any student is involved in such activity.

(xi) Efforts will be made by the Teacher-in-Charge of the Project Work to hold orientation classes for at least 1st and 2nd Semester students.

(xii) The Teacher-in-Charge of the Project Work will be paid a reasonable honorarium as may be decided by the competent authority.

(xiii) The marks obtained as aforesaid will be displayed on the notice board.

(xiv) Where candidate fails to take examination in any one or more courses or having taken the examination has failed to secure the minimum pass marks in any one or more courses or in the aggregate, his sessional marks will be carried forward to the subsequent examination.

(c) The following shall be guidelines for project evaluation:

(i) The concerned Faculty will insist and emphasize upon adherence to a uniform methodology as far as practicable.

(ii) Students will be asked to write about the objective of the study, hypothesis and literature survey along with their findings. The contribution of such study must be highlighted by the student in a box.

(2) End Semester Examination and evaluation (for 70 marks):

(a) The question papers shall be set and the answer-scripts shall be evaluated by the teachers of the concerned courses. If there are more than one teacher teaching the course, the question paper shall ordinarily be set and evaluated by a teacher of the group, appointed by the Board of Examiners. However, if the Board of Examiners considers appropriate, it can constitute a group of evaluators comprising of University teachers belonging to the concerned subject.

(b) The marks obtained by students in End Semester examination shall be displayed on the notice board. The students may see the evaluated answer-scripts within ten days of the display of awards on the notice board for the semester by contacting the teacher concerned. Thereafter, within a week, all the answer books along with the statement of marks shall be sent by the examiner to the Office of the Controller of Examinations for declaration of the results.

(c) Once evaluated answer books are submitted to the Controller of Examination there will be no re-evaluation/re-totaling thereafter.

(d)(i) If any student is not satisfied with the clarification to the queries given by the teacher-in-charge to a student regarding evaluation of the examined scripts of End-Term Examination, he may apply within notify period to the Controller of Examination for the review of the concerned examined script. The Controller of Examination may allow the review of such examined

script on payment of Rs. 300/- (Rupees three hundred only) per script.

(ii) The concerned examined script shall be reviewed by an Expert nominated by the Vice-Chancellor on the recommendation of the concerned Head of the Department.

(3) [40]Review and Moderation of Marks:

1. A Committee may be constituted by the Vice Chancellor to review and moderate the marks of the End Term Examination of B.A. LL.B. (Hons.) & LL.M.
2. The Committee may, after detailed examination of the pattern of marks submitted by the teachers of the concerned semesters and in order to bring consistency in their evaluating pattern, recommend necessary change in the marks submitted by the concern teacher(s).
3. The Vice Chancellor may examine the proposal and accord his approval.
4. The concern teacher shall accordingly prepare a final score sheet of the concern subject in which he/she is an examiner and submit the same with the University Examination Office.
5. The Vice Chancellor shall then give his final approval on the result of the B.A.LL.B.(Hons.) and LL.M. to be declared.

(4) Evaluation of activity based courses

For activity based courses such as Moot Court, Drafting, Pleading and Conveyancing etc. the Academic Council shall frame rules, if required, from time to time.

V. THE CREDIT SYSTEM:

The credits, unless otherwise specified for B.A. LL.B. (Hons.) shall be five for each courses. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits, that may be specified by the Academic Council from time to time, must be earned by the student to qualify for the degree.

(1) Assignment of credits:

Credits of a course shall be assigned in the following manner:

(a) For all theory (Lecture) courses, one credit shall be assigned for one one-hour lecture per week in a semester.

(b) Credits shall be in whole numbers.

(2) The Performance of a candidate in a semester or upto a semester shall be measured by *Semester Grade Point Average (*SGPA) and *Cumulative Grade Point Average* (CGPA), details of which are given below:

[40] inserted vide resolution passed by the Academic Council in its meeting held on 28.06.2014 and ratified by the Executive Council in its meeting held on 15.11.2014

(a) Calculation of Semester Grade Point Average (SGPA)

Each course shall carry a weightage of '5' credits unless otherwise specified by the academic council. The Semester Grade Point Average (SGPA) will be the weighted average of the grade points. If the grade points of the letter grades awarded to a student in five courses are denoted by g1, g2, g3, g4. g5, and the weights of the courses by w1, w2, w3, w4, w5 respectively, the SGPA will be computed as follows:

$$SGPA = \frac{w1g1 + w2g2 + w3g3 + w4g4 + w5g5+..}{w1 + w2 + w3 + w4 + w5+..}$$

(b) Calculation of Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student up to and including the latest semester. It will be computed in a similar manner from the grade points of all the grades the student has received since his beginning of the course.

$$CGPA = \frac{w1g1 + w2g2 + w3g3 +.....}{w1 +w2 +w3+.....}$$

VI. MEDIUM AND DURATION OF EXAMINATIONS:

(a) Except when otherwise directed by the Regulations or [41]specified by the competent authority, every candidate shall answer questions in English in the examination in all the courses.

(b) Each individual paper shall ordinarily be of three hours unless otherwise specified by the competent authority.

VII. EVALUATION PATTERN:

(1) Point Scale for Grading Award of Grades Based on Absolute Marks[42]

Marks Range (Out of 100)	Letter Grade	Grade Point
90-100	O (Outstanding)	10
80-89	A+ Excellent)	09
70-79	A (Very Good)	08
60-69	B+ (Good)	07
50-59	B (Above Average)	06
40-49	P (Pass)	05
39-00	F (Fail)	0
	Ab-Absent	0

Explanation:

(i) Letter grades 'O', 'A+', 'A', 'B+', 'B' and 'P' in a course mean that the student has passed that course.

[41] substituted vide the resolution of the Academic Council under agenda item no. 7 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[42]

(ii) The 'F' grade denotes poor performance i.e. failing in the course. Such student has to appear at the subsequent examination(s) as provided under the Regulations in all courses in which he/she obtains 'F' grade, until a passing grade is obtained.

(iii) The 'Ab' grade denotes absent in the course.

(iv) The above grading policy be implemented from the Academic Year 2015-16. Earlier practice of awarding grace mark upto 3 marks in one failed paper shall stand abolished w.e.f. Academic Year 2015-16 for all batches.

(2) Rules relating to the award of grace marks:

After tabulation the University [43]may award of grace marks as per the following guidelines [44]for the purpose of the award of Degree:

(i) [45]A student who fails in any individual course by not more than three marks shall be awarded grade "P" (in place of grade "F") of Grade Point 4 in the concerned course.

(ii) Grace marks will not be awarded for making up shortfall in minimum SGPA/CGPA or improving the grade.

VIII. ADMIT CARD (FOR END SEMESTER EXAMINATION):

A candidate may not be admitted into examination room unless he/she produces his/her admit card to the officer conducting the examination or satisfies such officer that it shall be subsequently produced.

The Controller of Examinations may, if satisfied that an examinee's admit card has been lost or destroyed, grant duplicate admit card on payment of a further fee of Rs. 50/-

IX. COMPULSORY ATTENDANCE REQUIREMENT:

All the candidates who have put in the minimum percentage of attendance for appearing at the Examination and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have not put in the minimum percentage of attendance or did not fill up the examination form in time in a Semester shall be allowed to take re-admission in that Semester.

X. EXAMINATION FEES TO BE PAID BY THE STUDENTS:

[46]The following additional fees shall be charged from such student of the B.A. LL.B. (Hons.) who wishes to appear in the Repeat Examination or requests for submission of the project/project presentation after the last date of submission specified in the concerned notice or requests for review of answer scripts within 10 (ten) days of seeing his answer script:

Repeat examination (per paper)	Rs. 300/-
Payment of late Fee for submission	Rs. 250/- per Seminar

[43] ibid

[44] ibid

[45] amended vide resolution passed by the Academic Council in its meeting held on 28.06.2014 and ratified by the Executive Council in its meeting held on 15.11.2014.

[46] The fee structure for the Ph.D. programme is substituted in accordance to Fee & Other Charges as are enumerated in Regulations Governing Admission to Ph.D. Degree in Law & Allied Subjects approved by the Executive Council in its meeting held on 21.07.2012.

of Seminar Project/Projects	Project/Project
Payment of late Fee for presentation of Seminar Project/Projects	Rs. 125/- per Seminar Project/Project

XI [47]REVIEW OF EXAMINATION SCRIPTS:

(1) During the review of answer scripts every increase/decrease in the marks should be taken into consideration and be added/counted to grade improvement of the students.

(2) Option of the review of answer scripts should be available to the students for repeat/supplementary exam also, on the same lines as it is available for review of the scripts of the main exam

XII. PROMOTION RULES AND SUPPLEMENTARY EXAMINATION:

There shall be no supplementary examination for students of Ist to VIIIth semesters. However, there shall be a provision of supplementary examination for IXth and Xth semesters after declaration of the result of Xth Semester. Students failing in courses of IXth and Xth semesters may appear in supplementary examination(s) or subsequent main examination(s).

(1) First Semester Examination:

The candidates who have taken admission in B.A. LL.B. (Hons.) programme First Semester in a session can be put in the following two categories on the basis of their attendance in the Semester:

(a)(i) Those who have put in the required minimum percentage of attendance for appearing in the I-Semester Examination and filled up the examination form in time for appearing at the I-Semester Examination.

(ii) Those who did not put in the required minimum percentage of attendance for appearing at the I-Semester Examination or did not fill up examination form in time for appearing at the I-Semester Examination.

Candidates under Category I(i) are eligible for appearing at the examination of I-Semester, while candidates under Category. I(ii) are not allowed to appear at the examination of the Semester. However, category I(ii) candidates are allowed to reappear at the Common Law Admission Test (CLAT) of subsequent year(s) for seeking admission afresh subject to the fulfillment of other eligibility requirements. This implies that no readmission is permissible to those who do not put in the required percentage of attendance for taking the examination or did not submit the examination form in time.

(b) After appearing at the Examination of the I-Semester the candidates can be put in the following categories in the context of declaration of the results of the I-Semester Examination:

[47] substituted vide the resolution of the Academic Council under agenda item no. 5 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

(i) Passed, i.e., those who have passed in all courses of the examination of the Semester

(ii) Promoted, i.e., those who have not passed in all the courses of the Semester.

(iii) Minimum passing grade shall be Grade 'E' for each course. However, candidates with grade 'P' in a course shall also be considered as passed in that course.

(2) Promotion to II-Semester:

All students who have put in the minimum percentage of attendance in I-Semester and filled up the examination form in time and appeared in the examinations shall be promoted to the II-Semester.

Compulsory attendance requirement from II-Second Semester onward:

(a) As in the I Semester, in the II and subsequent Semesters, all the candidates who have put in the minimum percentage of attendance for appearing at the Examination and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have not put in the minimum percentage of attendance or did not fill up the examination form in time in a Semester shall be allowed to take re-admission in that Semester (except in the First Semester where re-admission is not permitted).

(b) Declaration of results after II-Semester (based on the results of I and II-Semester Examinations):

After declaration of results of the I & II-Semesters, a candidate can be put in the following two categories:

(i) Passed: A candidate who has passed in examinations of all the courses of I and II-Semesters.

(ii) Promoted: A student, who does not pass in all the courses of either I or II-Semester or both, shall be promoted to the III-Semester if he/she has obtained at least 4.0 CGPA. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester as ex-students.

(iii) Failed: A candidate who has obtained less than 4.0 CGPA in the examinations of I and II-Semesters taken together shall be treated as failed.

(3) Promotion to III-Semester:

(a) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to III Semester if otherwise eligible.

(b) Failed candidates shall not be promoted to the III Semester. However, they shall be promoted to the third semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(4) Promotion to IV Semester:

All students who have put in the minimum percentage of attendance in III-Semester and filled in the examination form in time and appeared in the examinations shall be promoted to IV Semester.

(5) Promotion to V Semester:

(a) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to V Semester if otherwise eligible.

(b) Failed candidates shall not be promoted to the V Semester. However, they shall be promoted to the V semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(6) Promotion to VI Semester:

All students who have put in the minimum percentage of attendance in V-Semester and filled in the examination form in time and appeared in the examinations shall be promoted to VI Semester.

(7) Promotion to VII Semester:

(a) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to VII Semester if otherwise eligible.

(b) Failed candidates shall not be promoted to the VII Semester. However, they shall be promoted to the VII semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed papers in the subsequent available examinations as ex-students.

(8) Promotion to VIII Semester:

All students who have put in the minimum percentage of attendance in VII-Semester and filled in the examination form in time and appeared in the examinations shall be promoted to VIII Semester.

(9) Promotion to IX Semester:

(a) A candidate who comes under the category 'Passed or Promoted' in the VIII Semester is eligible to be promoted to IX Semester if otherwise eligible.

(b) Failed candidates in the VIII Semester shall not be promoted to the IX Semester. However, they shall be promoted to the IX semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the Failed

papers in the subsequent available examinations as ex-students.

(10) Promotion to X Semester:

All students who have put in the minimum percentage of attendance in IX Semester and filled in the examination form in time and appeared in the examinations shall be promoted to X Semester.

XIII. DECLARATION OF FINAL RESULTS (Based on the result from I to X Semester Examination):

After declaration of results of IX & X Semesters, a candidate can be put in the following two categories:

(i) Passed: A candidate who has passed in all the courses of Examinations of I to X Semesters and obtained at least CGPA of 4.0.

(ii) Failed: All those students who have not "Passed" shall be categorized as "Failed".

Such failed students may clear their failed courses in subsequent examinations as ex-students. There shall be a provision of supplementary examinations for IX and X Semesters after declaration of results of X Semester. Students failing in courses of IX and X Semesters may appear in the supplementary examination or subsequent main examination(s).

A student who has failed in a course shall get ordinarily two more chances to clear a course subject to the maximum duration for passing course. The maximum duration for passing B.A. LL.B. (Hons.) course shall be eight years from the date of his/her admission in the I semester of the course.

XIV. DECLARATION OF DIVISION:

A candidate who has passed in all the papers/ courses of I to X semesters of the five year B.A. LL.B. (Hons.) programme taken together shall be declared as 'Passed'. Such passed candidates may be awarded with the division according to the following criteria:

(i)	First Division with distinction	:	CGPA 8.5 and above
(ii)	First Division	:	CGPA 6.5 and above, but below 8.5
(iii)	Second Division	:	CGPA 5.0 and above, but below 6.5
(iv)	[48]deleted		

Note: The SGPA and CGPA shall be computed upto 2 places of decimals (truncated at the second place).

The conversion formula for converting CGPA to the corresponding Percentage of Marks will be as follow:

$X = 10 Y - 4.5$

where, X = Percentage of Marks

Y = CGPA

<u>Further Clarifications:</u>

(a) A student has to clear the B.A. LL.B. (Hons.) programme in *<u>NOT MORE THAN EIGHT YEARS</u>* from the initial date of

[48] substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

admission to the first Semester of the programme. Even after that if a student fails, he/she shall have to leave the programme.

(b) A student who is promoted to a higher semester or readmitted to a semester due to shortage of attendance shall be required to study the same syllabus as being taught in that academic year.

(c) A student may also be rusticated, expelled or suspended for reasons other than academic (e.g. on disciplinary grounds).

(d) Result shall be withheld if the student fails to pay his/her dues or if there is a case of indiscipline pending against him.

XV. ISSUANCE OF MARKSHEETS:

(a) The results of the Sessionals and the End Term Examinations shall be displayed on the University website at the end of each academic year, the students shall be issued the marksheet after the declaration of the results tabulated in the chart duly signed by the Assistant Registrar (Examination), Controller of Examination, the Registrar and the Vice-Chancellor for the End Semester Examinations held in that particular academic year.

(b) The revised marksheets shall be issued in accordance to these Regulations to such students who are either allowed to appear in the Supplementary Examination or whose examined scripts have been allowed by the competent authority to be reviewed by the Standing Committee constituted for the purpose.

(c) The Duplicate Marksheets may be issued on the written request of a student and submission of the details in the format developed by the University for the purpose after receiving such payments as have been fixed by the University from time to time.

XVI. RANKING TO THE CANDIDATES:

(a) Ranking shall be given to only those candidates who pass all the courses of the programme in one attempt.

(b) Notwithstanding any provision in the Regulations to the contrary, the student who, having been duly admitted to a regular examination of the course, but was unable to take that examination in full or in part due to some cogent reasons, and took the next following examination of that course and passed the course in the first attempt shall be eligible for ranking. The marks obtained by him/her at the aforesaid respective examination shall be considered as the basis for the University ranking and other distinctions.

(c) In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing from the examination department after proving his/her eligibility for ranking.

XVII. BREAK IN THE COURSE:

Any student taking admission in B.A. LL.B. (Hons.)/LL.M. programme shall not be allowed to pursue any other full time programme/ course in the University or elsewhere in the entire period of the programme. Further, it is clarified that if a student leaves the programme after passing some of the semesters/ courses and takes up a

full-time programme/ course elsewhere, then he/she shall not be allowed to continue the programme further in the University.

XVIII. DEFINITION:

(a) A 'Regular Student' is one who has pursued a regular course of study and obtained prescribed attendance mentioned in the ordinances and is eligible to appear in the examination.

(b) 'Ex-student' means one who has studied in the Faculty for at least one semester preceding the date of the examination and has filled up the examination form but failed or has failed to appear in the examination, though otherwise eligible.

Note: Academic calendar for the odd and even semesters shall be notified at the beginning of every academic year.

XVIX. REMOVAL OF DIFFICULTY:

The Vice Chancellor, on the recommendation of the Committee to be constituted by the Vice Chancellor, shall have power to make such modification, alteration or amendment in this Regulation as may be necessary to remove any difficulties arising during a period of first five year from the date of commencement of this Regulation. The amendment so made will be reported to the Executive Council in its next meeting.

(L) EXAMINATION & EVALUATION REGULATION FOR THE STUDENTS OF LL.M. PROGRAMME:

(i) The regulations for teaching and evaluation framed herein above for the undergraduate programme (B.A. LL.B. (Hons.) Five years integrated programme shall apply *mutatis mutandis* to LL.M. two years programme [49]except wherever provided otherwise.

Provided that the following shall also apply to LL.M.:-

(a) the maximum period to complete LL.M. (two years programme) shall be four years from the date of admission.

(b) in case of evaluation of the Dissertation, there will be two Examiners to evaluate the Dissertation, one the Teacher-in-Charge of the concerned or Dissertation or the Guide as the case may be and one external Examiner to be appointed by the Vice-Chancellor. The mean of marks awarded by the examiners shall be taken as the marks awarded for Dissertation.

(ii) **[50]**Declaration of final results for the students of LL.M.:

After the declaration of result of 4 semesters of LL.M., a student can be put in the following two categories:-

(i)	Passed	:	A student who has passed in all the courses of Examination of I to IV Semesters and obtained atleast CGPA of 5.5
(ii)	Failed	:	All those who have not "Passed" shall be categorized as "Failed"

[49] ibid

[50]

[51]CHAPTER-III

CENTRE FOR POST GRADUATE LEGAL STUDIES (CPGLS)

(A) Establishment:

(i) In pursuance of the UGC guidelines dated 18.01.2013 for the introduction of One Year LL.M. programme, a Centre of Post Graduate Legal Studies (CPGLS) is established at Dr. Ram Manohar Lohiya National Law University, Lucknow.

(ii) The provisions of these Regulations shall supersede all the provisions inconsistent contained in any other Regulation for the LL.M. Degree Course.

(B) Centre of Post Graduate Legal Studies (CPGLS):

(i) There shall be a Centre of Post Graduate Legal Studies (CPGLS) in the University to look after the Post Graduate Legal Studies in the University.

(ii) It shall also look after the Ph.D. Programme of the University as per the Regulations relating to Admission to Ph.D. Degree in Law & Allied Subjects.

(iii) The Centre shall have such number of Faculty Members and assisting staff as may be prescribed by the University from time to time. They will be governed by the University Regulations relating to teaching and non-teaching staff framed from time to time.

(iv) The Head of Department shall be appointed as the Centre-in-Charge by the Academic Council on the recommendation of the Vice-Chancellor.

(v) The Academic Council may, on the recommendation of the Vice-Chancellor, appoint a Centre-in-Charge in place of the Head of Department.

(vi) The Head of Department shall be appointed for a period of three years. However, the Academic Council may allow the Head of Department so appointed to continue for another term of three years.

(C) Functions of the Head of the Department:

(i) The Head of Department shall coordinate the proper functioning of the Centre.

(ii) The Head of Department shall ensure that the courses of studies of the Centre are of high standards and they are conducted in accordance with the time table prepared in that regard.

(iii) The Head of Department shall allot the teaching schedule of the Centre in consultation with the Vice-Chancellor.

(iv) The Head of Department shall organize from time to time Seminars/Workshops/Conferences all other Co-curricular activities of the Centre.

(v) The Head of Department shall inform to the Vice-Chancellor all the developments of the Centre from time to time.

(vi) The Head of Department shall ensure that teaching methods including Tutorials/Seminars/Field Works/Clinics/Teaching Technology and

[51] amended vide the resolution passed by the Academic Council in its meeting held on 28.06.2014 & 14.11.2014 and ratified in the Executive Council on 15.11.2014

such other activities are experimented in the teaching process from time to time.

(vii) The Head of Department shall have the responsibilities to supervise the overall functioning of the Centre.

(viii) In case the Centre-in-Charge is appointed, he shall perform his functions in consultation with the Head of Department.

(ix) He shall perform any other function allotted by the Vice-Chancellor from time to time.

(D) Board of Studies:

(i) There shall be a Board of Studies consisting of:-

(a) The Head of Department

(b) All Faculty Members of the Centre

(c) One External Expert not in the service of the University nominated by the Vice-Chancellor from the panel of experts approved by the Academic Council.

(ii) The subject expert for the scheduled meeting of the Board of Studies shall be invited by the concerned the Head of Department.

(iii) The External Expert so nominated by the Vice-Chancellor shall hold office for a period of three years from the date of acceptance of the nomination.

(iv) The functions of the Board of Studies shall be:

(a) To recommend to the Academic Council in the manner prescribed by these Regulations.

(i) Courses of Studies;

(ii) appointment of examiners for all examinations;

(iii) field of study of each post at the time of its creation;

(iv) measures for improvements of standards of teaching and research; and

(v) subject for research for various degrees and other requirements of research work

(b) to allocate teaching and other research/administrative work among the teachers and staff;

(c) to consider matters of general and academic interest of the Department and its functioning;

(d) to recommend to the Vice-Chancellor the names of Moderators for the examinations;

(e) to approve subjects for dissertation;

(f) to perform such other functions as may be assigned to it by the Academic Council;

(v) One half the Members of the Board of Studies shall form the quorum for the meeting of the Board of Studies.

(vi) The Head of the Department shall be the Chairman of the Board of Studies.

(vii) The Vice-Chancellor shall has the right to present at any meeting of the Board of Studies and may participate in the discussion.

[52]CHAPTER-IV

LL.M. PROGRAMME

From the academic session 2014-2015, the LL.M. one year programme shall be introduced in accordance to the following Regulations:-

1. ELIGIBILITY FOR ADMISSION

(a) The candidates shall be selected for admission to the LL.M. (One Year) Programme on the basis of their *inter se* merit announced on the basis of the result of the Common Law Admission Test (CLAT) for the LL.M. (One Year) Programme.

(b) The minimum eligibility requirement for appearing in the CLAT shall be B.A. LL.B. (Hons.) Degree or an equivalent degree from any University recognized by the UGC with not less than 55% marks in aggregate (50% in case of SC/ST candidates of Uttar Pradesh). However, those who are appearing in the final examination of the aforesaid Degree course or whose results are awaited may also appear, however such candidates shall have to produce proof of having qualified the aforesaid degree course examination with the required percentage of marks on the date of their admission.

2. FOREIGN NATIONALS/NON-RESIDENTIAL INDIANS/NRI SPONSORED:

(i) Foreign Nationals/Non-Resident Indians (NRI) may be admitted to the LL.M. (One Year) Programme, provided that they fulfill the prescribed minimum eligibility requirements. They are exempted from appearing in the prescribed Admission Test.

(ii) Only those foreign nationals/NRI's shall be admitted to the course, who have a valid visa to stay in India.

(iii) The number of supernumerary seats for this category shall be not more than five.

3. INTAKE AND RESERVATION

There shall be 20 seats for the LL.M. Programme and the following shall be the break up :

Sr. No.	Category	No. of seats
(a)	Unreserved	10
(b)	OBC of Uttar Pradesh	05
(c)	Scheduled Caste of Uttar Pradesh	04
(d)	Schedule Tribe of Uttar Pradesh	01
	Total	**20**

[52] amended vide the resolution passed by the Academic Council in its meeting held on 28.06.2014 & 14.11.2014 and ratified in the Executive Council on 15.11.2014

Horizontal Reservation to the following categories shall also be available as mentioned below :

Sr. No.	Category	No. of seats
(a)	Persons with Disability (PWD)	03 %
(b)	Dependents of Freedom Fighters of Uttar Pradesh	02%
(c)	Son/Daughter of Defence Personnel deployed in Uttar Pradesh	05%
(d)	Women Candidates	20%

4. FEE STRUCTURE: [53]Effective from Academic Year 2016-2017 onwards

Head of Fees	Amount (Rs.)
Admission Fee (one time)	1,000.00
Tuition Fee (per annum)	20,000.00
Utility Charges (per annum)	48,000.00
Caution Money (one time)	10,000.00
Total	79,000.00

Note:-

(i) The fee for the Foreign Nations/Non-residential Indians shall be US $ 5000 p.a. or its equivalent in Rupees for the students from the SAARC countries and for other non-SAARC countries students it shall be US $ 8000 p.a. or its equivalent in Rupees.

(ii) Payment towards mess facility shall be made separately by the students in advance quarterly installments as per the agreed rates of the Service provider which is presently expected to be between Rs. 2100/- to 2500/-.

(iii) Fee once deposited will not be refunded except the refundable money.

(iv) The following additional fee shall be charged from such student who failed to appear or failed in any course paper of the LL.M. Programme for appearing in the concerned course/repeat examination:

Fees	**Amount**
Repeat Examination (per paper)	Rs. 300/-

5. COURSE STRUCTURE:

The course for the LL.M. Programme shall be as follows :

One Year	**I[st] Semester** **Compulsory Papers** 1. Research methods and Legal Writing 2. Comparative Constitutional Law with special reference to Constitution of India **Optional Papers*** 3 Papers from out of the 4 clusters of specialized subjects mentioned below **Dissertation** (To be continued in II[nd] Semester)
	II[nd] Semester **Compulsory Paper**

[53] Revised rates approved vide resolution of the Executive Council meeting dated 19.01.2016

	1. Jurisprudence **Optional Papers*** 3 Papers from out of the same cluster of specialized subjects that was opted in the Ist Semester. **Dissertation** (To be continued from Ist Semester)

* Only that clusters of specialized subjects will be offered where there are minimum **five** students offering that cluster and also that Faculty is available to teach papers in such cluster.

** The students shall choose the optional papers for the Ist and IInd Semesters from one and the same cluster only. The optional papers are as follows:

I. Constitutional and Administrative Law

Ist Semester	IInd Semester
(i) Fundamental Rights (ii) Media Law (iii) Administrative Law	(i) Centre-State Relations (ii) Gender Justice Law (iii) Environmental Law

II. Corporate Law

Ist Semester	IInd Semester
(i) Company Law (ii) Contract Law (iii) Banking and Insurance	(i) Competition Law (ii) Laws of Securities and Financial Markets (iii) Comparative Corporate Law

III. Criminal and Security Law

Ist Semester	IInd Semester
(i) Criminology and Penology (ii) Criminal Justice Administration (iii) Juvenile Justice Law	(i) Criminal Justice and Human Rights (ii) Corporate Crimes/White Collar Crimes (iii) Comparative Criminal Law

IV. International Law

Ist Semester	IInd Semester
(i) International Organizations (ii) International Human Rights Law (iii) International Humanitarian Law	(i) International Environmental Law (ii) International Trade Law (iii) International Dispute Settlement

6. TEACHING:

(i) Only approved courses can be offered during any semester

(ii) Each course so offered shall be conducted by the assigned Teacher-in-Charge. The Teacher-in-Charge shall be responsible to conduct the course and its related components including projects work, group discussion or field work if need be.

(iii) Teaching and examination will be in English language.

(iv) The List of courses to be offered by the University during any semester shall be finalized before the beginning of the semester by the Vice Chancellor in consultation with the concerned Head of Department.

(v) The courses to be offered in each semester shall be assigned to the Faculty to be appointed by the Vice Chancellor in consultation with the concerned Head of Department.

(vi) The Teacher-in-Charge shall prepare the course content on the paper allotted to him with the approval of the Vice Chancellor/Head of Department for distribution to the concerned students.

(vii) The Teacher-in-Charge shall see to it that he covers in his teaching all the rubrics of the Four Units in the concerned course paper.

7. ATTENDANCE:

(1) A student is required to be regular in classes and expected to have 100% attendance; however, condonation upto 30% can be considered for specific cogent reasons for making him eligible to appear in the End Term Examination of the concerned semester. No relaxation beyond 30% shall be considered in any case.

Procedure for condonation of absence shall be as under:

(a) Attendance up to 10% may be condoned without taking any application from the student.

(b) Attendance up to 20% may be condoned by the Vice-Chancellor on the cogent reasons as given below:

(i) Participation with the approval of the University Authority in Seminar, Conference and Workshop and presented a paper therein or participated in any academic work allotted by the University Authority and a certificate to that affect is submitted to the University.

(ii) Participation in University Team Games or Interstate or Inter-University tournaments, duly supported by certificate and recommendation of the Sports Committee of the University.

(iii) Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Head of the Department.

(iv) University Deputation for Youth Festival duly certified by the Faculty in Charge, Cultural Committee of the University.

(v) Prolonged illness duly certified by the medical Officer of the University or any other Registered Medical Practitioner, provided such certificate is submitted to the respective Head of the Department in time.

(2) the attendance of a candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later.

(3) There shall be an Attendance Monitoring Committee in the University under the Chairmanship of the concerned head of the Department.

Out of 10 marks of the Sessional for attendance and class responsiveness, 5 marks shall be allotted for attendance in the respective classes and remaining 5 marks shall be allotted on interaction and responsiveness of the students in the respective classes. Regarding 5 marks for attendance, the following distribution shall be adopted:

Sr.No.	% of class Attendance	Marks
1	71 - 75	1
2	76 - 80	2
3	81 - 85	3
4	86 - 89	4
5	90 - 100	5

8. EXAMINATION & EVALUATION:

A. General Provisions

(i) The Examination system of the University shall be targeting consistent monitoring the overall academic performance of the students

(ii) No student shall use any unfair means in the Examination else action shall be taken as per University Rules in this regard.

(iii) In each semester there shall be one End Term Examination besides group discussion, project work and Dissertation work.

(iv) No student shall be permitted to appear in the End-Term Examination of each Semester unless he/she has fulfilled all the requirements of the course and has secured not less than 70% of attendance in each paper and related work assignment in the said course in each semester.

(v) Evaluation shall be entirely internal. The Teacher-in-Charge of the concerned course paper may be required to frame the question paper which will be moderated by a Committee constituted by the Vice Chancellor. If a course paper is offered by more than one teacher, the setting of question paper and evaluation may be done jointly.

(vi) All the answer scripts of the concerned course papers of the End-Term Examination shall be shown to the students within a week's time after the completion of evaluation work and any change of grade if necessary, must be sent to the Controller in Charge Examination with proper justification. No change in the grade thereafter shall be entertained.

(vii) A student who is not satisfied with the assessment he/she may, within the prescribed date for review of his answer script(s), deposit the requisite fee and thereafter the Vice Chancellor may refer the case to the Review Committee for its recommendation in the matter.

(viii) A student to be successful in the End Term Exam of each semester shall have to obtain at least *D grade* in every course paper.

(ix) In case of evaluation of the Dissertation in Ist and IInd Semesters, there will be two Examiners : first, the Teacher-in-charge or guide of the concerned Dissertation; and second, an external examiner to be appointed by the Vice Chancellor. The mean mark shall be taken as the marks to be awarded for the Dissertation.

(x) A student, who fails to appear or failed in the End-Term Examination of the concerned course paper(s) of the Ist Semester may be promoted to the IInd Semester provided that he had fulfilled the minimum requirement of attendance in the class in each course paper in the Ist Semester. Such students may be allowed to appear in the subsequent concerned examination to clear the backlog.

(xi) A student will be deemed to have completed the requirements for post-graduation if he/she has:

a. passed all the prescribed course papers including dissertation work
b. Obtain a Minimum of 6 CGPA
c. cleared all the dues of the University
d. has no case of indiscipline pending against him/her.

(xii**)** Result shall be withheld if the student fails to pay his/her University dues or if there is a case of indiscipline pending against him.

(xiii) A student may be rusticated, expelled or suspended from the facilities available to the students in part or total on disciplinary ground or as the University may consider necessary.

(xiv) [54]**REVIEW OF EXAMINATION SCRIPTS:**

(1) During the review of answer scripts every increase/decrease in the marks should be taken into consideration and be added/counted to grade improvement of the students.

(2) Option of the review of answer scripts should be available to the students for repeat/supplementary exam also, on the same lines as it is available for review of the scripts of the main exam

B. The Credit System

(i) [55]Each course (whether Mandatory or optional) shall carry a weightage of 3 credits each. Dissertation and *Viva-voce* each shall carry 5 credits.

(ii) The Credits, unless otherwise specified for LL.M. (One Year) Course shall be 2, 3 or 5 as the case may be for each course.

[54] substituted vide the resolution of the Academic Council under agenda item no. 5 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

[55] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

The number of credits along with grade that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme.

(A) Assignment of Credits:

Credits of a course shall be assigned in the following manner:

(a) For all theory (Lecture) Courses, one credit shall be assigned for one one-hour lecture per week in a semester.

(b) Credits shall be in whole numbers.

(B) Performance:

The Performance of a candidate in a semester shall be measured by Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), details of which are given below:

(i) Calculation of Semester Grade Point Average (SGPA)

Each course shall carry a credits as specified in the Regulation 8(1) above. The Semester Grade Point Average (SGPA) will be the weighted average of the grade points. If the grade points of the letter grades awarded to a student in five courses are denoted by g1, g2, g3, g4, g5, and the weights of the courses by w1, w2, w3, w4, w5 respectively, the SGPA will be computed as follows:

$$SGPA = \frac{w1g1 + w2g2 + w3g3 + w4g4 + w5g5 + ...}{w1 + w2 + w3 + w4 + w5 + ...}$$

(ii) Calculation of Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student up to and including the IInd semester. It will be computed in a similar manner from the grade points of all the grades the student has received since his beginning of the course.

$$CGPA = \frac{w1g1 + w2g2 + w3g3 + ...}{w1 + w2 + w3 + ...}$$

(iii) Evaluation Pattern:

Point Scale for grading Award of Grades Based on Absolute Marks shall be as follows:[56]

Marks Range (Out of 100)	Letter Grade	Grade Point
90-100	O (Outstanding)	10
80-89	A+ (Excellent)	09
70-79	A (Very Good)	08
60-69	B+ (Good)	07
50-59	B (Pass)	06
00-49	F (Fail)	0
	Ab (Absent)	0

Explanation:

(i) Letter grades 'O', 'A+', 'A', 'B+' and 'B' in a course mean that the student has passed that course.

(ii) The 'F' grade denotes poor performance i.e. failing in the course. Such student has to appear at the subsequent examination(s) as provided under the Regulations in all courses in which he/she obtains 'F' grade, until a passing grade is obtained.

(iii) The 'Ab' grade denotes absent in the course."

(iv) The above grading policy be implemented from the Academic Year 2015-16. Earlier practice of awarding grace mark upto 3 marks in one failed paper shall stand abolished w.e.f. Academic Year 2015-16 for all batches.

C. Medium and Duration of Examinations

(i) Except when otherwise directed by the Regulations, every student shall answer the questions in English in the examination in all the courses.

(ii) Each individual paper shall ordinarily be of three hours unless otherwise specified by the competent authority.

D. Allotment of Marks

[57]The grade to be awarded to a student shall depend on his performance in examinations in each course paper carrying 100 marks

[56] substituted vide the resolution of the Academic Council under agenda item no. 7 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

each. In order to award the grade the following shall be the distribution:

Sr. No.	Area	% of marks
1	Attendance and class responsiveness	10%
2	Group Discussion	10%
3	End Term Exam.	80%
	Dissertation: Ist Semester IInd Semester (Final Submission)	100 marks* 40% 60 %

*In the LL.M., First Semester evaluation shall be made out of 40% of the total marks prescribed for Dissertation i.e. 100 marks. In the Second Semester evaluation shall be made out of 60% of the total marks for Dissertation. Evaluation shall be done by one Internal and one External Examiner appointed by the Vice Chancellor. The mean of the total marks so awarded by the Internal and External experts in the First and Second Semesters taken together shall be treated as the final marks awarded for the Dissertation carrying total 5 credits.

Apart from the Dissertation, Viva-Voce Exam will also be conducted for LL.M. candidates as per following:

(i) The *Viva-Voce* Examination shall be held after submission of the dissertation.

(ii) The *Viva-Voce* Examination shall be of total 100 marks with three credit.

(iii) The *Viva-Voce* Examination shall be conducted by an Internal and External Examiner appointed by the Vice Chancellor. Both the examiners shall be required to award marks out of the total of 100 marks and a mean shall be taken for the final award of marks for the *Viva-Voce* Examination.

[58](a) Promotion:

(i) A candidate who has passed in all papers of I Semester will be promoted to the II Semester.

(ii) Those students who fail or fail to appear in the examination of the First Semester, may also be allowed to be promoted in the Second Semester subject to the conditions that they clear all the papers within the maximum duration of two years provided for the programme.

[59](b) Failed:

All those students who have not "Passed" shall be categorized as "Failed".

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[57] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[58] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[59] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(i) There shall be a provision of Repeat Examination immediately after the declaration of the Final Results for those students who have failed or failed to appear in the First Semester and / or Second Semester.

(ii) No student shall be allowed to appear in the Repeat Examination after the maximum duration of the course i.e. two years from the date of admission.

E. Declaration of Division

A candidate who has passed in all the papers/courses of I and II Semesters of the LL.M. Programme taken together shall be declared as 'Passed'. Such passed candidates may be awarded with the Division according to the following criteria :

(i)	First Division with distinction	CGPA 8.5 and above
(ii)	First Division	CGPA 6.5 and above, but below 8.5
(iii)	Second Division	CGPA 6.0 and above, but below 6.5

Note: The SGPA and CGPA shall be computed upto 2 places of decimals (truncated at the second place).

The conversion formula for converting CGPA to the corresponding Percentage of marks will be as follow :

$$X = 10 Y - 4.5$$

where, X = Percentage of marks

Y = CGPA

F. Issuance of Mark Sheets

(a) After the declaration of the results of the Sessionals and the End Term Examinations held in that Academic Year, the students shall be issued the Marksheet duly signed by the Appropriate Authority of the University.

(b) A Duplicate Marksheet may be issued on the written request of a student after receiving such payment as may be fixed by the University.

G. Ranking to the Students

(a) Ranking shall be given to only those students who have passed all the course papers of the LL.M. Programme in one attempt. No marks obtained in Repeat Examination on any ground, shall qualify the student for ranking.

(b) In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing from the examination department after prooving his/her eligibility for ranking.

9. BREAK IN THE COURSE :

No student shall be allowed to pursue any full time programme/course/job during his/her studies in the LL.M. Programme in the University and no such student shall be allowed to continue further studies in the University.

10. DURATION OF THE COURSE :

(i) The duration of the LL.M. Degree course shall be one Academic Year.

(ii) One Academic Year will be divided into two Semesters which shall ordinarily be conducted between July to December and January to May.

(iii) The Maximum period to complete the LL.M. Programme shall be two Years from the date of admission.

11. OVERRIDING EFFECT:

The provisions of these Regulations shall supersede all the provisions inconsistent contained in any other Regulation for the LL.M. Degree Course.

12. REMOVAL OF DIFFICULTY :

The Vice Chancellor, on the recommendation of the Committee to be constituted by him, shall have power to make such modification, alteration or amendment in these Regulations as may be necessary to remove any difficulty arising out of its application during a period of first two years from the date of the commencement of these Regulations. The amendment so made will be reported to the [60]Academic Council in its next meeting.

[60] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[61]CHAPTER-V
POST GRADUATE DIPLOMA PROGRAMMES

WHEREAS, it is necessary for the advancement and dissemination of knowledge in various branches of legal studies by making provision for extensive as well as intensive instructions in new courses of study, like Cyber law, Consumer Law, Public Health Law, Environmental Law, Human Rights etc for diverse careers open to such diploma holders.

AND WHEREAS, with a view to provide sufficient opportunity for adequate instructions, Dr.Ram Manohar Lohiya National law University ,Lucknow has decided to institute a Two Semester P.G. Diploma Course.

NOW, THEREFORE, Dr.Ram Manohar Lohiya National law University, Lucknow frames these REGULATIONS for the implementation of the aforesaid policy decisions:

(A) Courses to be offered:

(i) Dr. Ram Manohar Lohiya National Law University may confer the P.G. Diploma in subjects approved by the Academic Council from time to time. Such [62]Diploma may be conferred on such candidates who, being eligible for admission to PG Diploma, have received regular instructions in the prescribed course of study, passed relevant examinations and being suitable otherwise by nature of their character have fulfilled such other conditions as may be prescribed from time to time by the University.

(ii) The University may offer one year Post Graduate Diploma in Cyber law, Consumer Law, Public Health Law, Environmental Law, Human Rights or any other subject as may be decided by the Academic Council from time to time.

(B) Eligibility for Admission:

Admission to P.G. Diploma Course shall be open to those candidates who have a minimum of a graduate degree in any discipline from a University recognized by U.G.C. with not less than 45% of the total marks in aggregate (40% in case of SC/ST) and have been selected on the basis of Written Test/Interview or any other mode of admission as may be decided by the University from time to time.

(C) General Condition:

(i) Admission cannot be claimed by any candidate as a matter of right and it shall be entirely at the discretion of the Admission Committee of the University for the P.G. Diploma Course.

(ii) No candidate will be allowed to take admission in the PG Diploma Course if he does not fulfill the eligibility on the date of Interview/Written Test or any other mode of admission decided by the University.

[61] inserted vide resolution passed by the Academic Council in its meeting held on 28.06.2014 under agenda item no.-4 and ractified by the Executive Council in its meeting held on 15.11.2014

[62] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(iii) If two or more candidates get the same marks in the admission Written Test/Interview or any other mode of admission then the total marks obtained by them in the graduate course may be considered. Still further, if the total marks remain the same, then the candidate senior in age will be given preference over the others.

(D) Number of Seats:

The total number of seats in each subject of the course shall not be more than 30 or as may be prescribed by the Academic Council from time to time. However, no course in any subject shall run if there are less than 15.

(E) Reservation:

Reservation to the PG Diploma Course for the candidates belonging to SC/ST and OBC shall be in accordance with the rules prescribed by the UP Government from time to time.

Note:

(i) Candidates belonging to SC/ST categories shall have to submit the recent certificate of Caste/Tribe issued by the appropriate authority of the Government of Uttar Pradesh.

(ii) Candidates belongings to OBC category shall submit the recent certificate of the caste and also a certificate to the extent that the candidates do not come in the creamy layer.

(F) Duration of Course:

(i) The duration of the PG Diploma course shall be of One Academic Year.

(ii) The Academic Year shall be divided into Two Semesters which shall ordinarily be between July to November and January to May with winter break and summer vacation as may be announced by the University.

(iii) The classes for the course(s) will be held in the evening in the University, as per the schedule decided by the University.

(G) Fee structure:

S.N.	[63]Heads of Fee	Amount per annum (Rs.)
(i)	Admission Fee (one time)	1,000.00
(ii)	Tuition Fee	15,000.00
(iii)	Utility Charges	15,000.00
	Total (For Indian Students)	**31,000.00**

Note: The total fee along with caution money shall be deposited at one time at the time of Admission.

(H) Course of Study:

A candidate for the PG [64]Diploma shall be required to:

(i) Study Five Papers - Three papers in Ist Semester and Two Papers in IInd Semester each of 100 marks.

(ii) Write a Dissertation in I Semester which will also continue in II Semester on the subject approved by the Head of Department in consultation with the guide and it shall carry 100 marks.

[63] substituted vide Executive Council resoultion dated 15.11.2014 as recommended by the Finance Committee in its meeting dated 15.11.2014.

[64] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(iii) Appear in Viva Voce Examination in I and II Semesters carrying 50 marks each.

(I) Prosecution of Regular Study:

(i) A student is required to have 100% attendance. However, a condonation of 30% in the aforesaid required attendance may be considered by the University for specific cogent reasons to make him eligible to appear in the End Term Examination. No relaxation beyond 30% shall be considered in any case on any ground.

(ii) The break up of condonation of 30% shall be as follows:

(a) Attendance up to 10% may be condoned without taking any application from the student.

(b) Attendance up to 20% may be condoned by the Vice-Chancellor on the cogent reasons as given below:-

(i) Participation in NCC/NSC/NSS Camps duly supported by certificate.

(ii) Participation in Seminar/ Conference/Internship/Debate duly supported by certificate and recommendation of the concerned Faculty in charge.

(iii) Participation in University Team Games or Interstate or Inter-University tournaments, duly supported by certificate and recommendation of the sports Committee of the University.

(iv) Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Head of the Department.

(v) University Deputation for Youth Festival duly certified by the Faculty in charge, Cultural Committee of the University.

(vi) Prolonged illness duly certified by the Medical Officer of the University or any other Registered Medical Practitioner, provided such certificate is submitted to the respective Head of the Department in time.

(iii) The attendance shall be counted from the date of beginning of classes in the concerned subject(s) of the course.

(J) COURSE CONTENTS FOR PG DIPLOMA PROGRAMMES

(A) CYBER LAW[65]

First Semester

Paper I: Introduction to the Cyber Space
Paper II: Regulation of Cyber Space
Paper III: E-Commerce

Second Semester

Paper IV: Intellectual Property and the Internet
Paper V: Cyber Crimes/Cyber Security/Cyber Forensics
Paper VI: Dissertation

[65] inserted vide resolution passed by the Academic Council vide its meeting held on 28.06.2014 under agenda item no. 4 and ractified by the Executive Council in its meeting held on 15.11.2014

First Semester

Paper I: Introduction to the Cyber Space

1. Definition and Dimensions of Cyber Space
2. Governance of Internet
3. Jurisdiction issues in Cyber Space

Paper II: Regulation of Cyber Space

1. International Legal Regime –UNCITRAL Model Law on E-Commerce 1996
2. Domestic legal regime –Cyber Law in India
   a) Digital Signatures and Data Encryption
   b) Electronic Signatures
   c) Data Security and Management
   d) E-Governance
3. Media Convergence, Internet Telephony and VPNS

Paper III: E-Commerce

1. E-Commerce: Evolution, Definition and Types
2. Formation of E-Contracts
   a) Types of E - Contract
   b) Mail Box rule, Impact of IT Act on E-Contracts
   c) Liability of Intermediaries
   d) Taxation of E Commerce E-Contracts
3. E-Banking and Legal issues
   a) Credit Cards
   b) Secure Electronic Transactions
   c) Electronic F und Transfer and Role of RBI
   d) Security Issues and Consumer Protection

Paper IV: Intellectual Property and the Internet

1. Introduction

2. Copy Right Protection –Challenges of Digital Environment
   a) Copy Right (Amendment) Act 2012
   b) Secondary Copyright Liability

3. Trademarks and Domain Names
   a) Cyber squatting
   b) Meta Tags
   c) Linking
   d) Framing

Paper V: Cyber Crimes, Cyber Security and Cyber Forensics

1. Understanding Cyber Crimes
   a) Classification Cyber Crimes

2. Cyber Security

3. Basics of Cyber Forensics
   a) Introduction
   b) Storage Fundamentals
   c) Data and evidence Recovery
   d) File system concepts
   e) IP tracking

(B) [66]MEDIA LAW, ENTERTAINMENT AND ETHICS (PG DIMLEE):

First Semester

Paper I: Constitutional Perspectives of Speech and Expression;
Paper II: Media Ethics and Regulations;
Paper III: Social Media and other Contemporary Themes;

Second Semester

Paper IV: Meida Practices-Production Organization and Production Techniques;
Paper V: Media and IPR;
Paper VI: Dissertion;

First Semester

Paper I: Constitutional Perspectives of Speech and Expression

1. Traditional Media and New Media;
2. Case Studies of Print Media and Broadcasting;
3. Morality, Obscenity and Sensitivity;
4. Comparative Constitutional Freedoms in Global Context;
5. Global Case Studies;

Paper II: Media Ethics and Regulations

1. Introduction;
2. Truth, Fairness and Objectivity;
3. Sources of Information;
4. Privacy, Sensitivity and Sting Journalism;
5. Ethics of advertising;

Paper III: Social Media and other Contemporary Themes

1. Social Media and Journalism;
2. Citizen Media;
3. Community Media;
4. Participatory Media;
5. Regulations of Social Media;

Second Semester

Paper IV: Meida Practices-Production Organization and Production Techniques

1. Research-Primary and Secondary Resources;
2. Production Organization;
3. Production Techniques;
4. Distribution;
5. Case Studies;

Paper V: Media and IPR

1. Introduction;
2. Copy Rights;

[66] inserted vide resolution passed by the Academic Council vide its meeting held on 14.11.2014 under agenda item no. 6 and ractified by the Executive Council in its meeting held on 15.11.2014

3. Data Bases;
4. Passing Off and Personality Rights;
5. Trademarks;

Paper VI:
Dissertion

(B) [67]**Intellectual Property Rights (PGDIPR)**

Unit 1: Foundations of Intellectual Property Rights

1. The legal concept of intellectual property and property
2. Justifications of Intellectual Property Rights
3. Intellectual property and competition issues
4. Origin and development of various Intellectual Property Rights
5. International law relating to Intellectual Property Rights, especially TRIPS and the role of WIPO.

Unit 2: Nature and Content of various Intellectual Property Rights

1. **Patents:** Subject matter of protection, Substantive and Procedural requirements, Issues of pharmaceutical, agriculture, biotechnology and computer programs patentability.
2. **Copyright:** Subject matter of protection, Concept of originality, Idea/Expression differentiation, Copyright protection for films music, databases and computer programs.
3. **Trademarks:** Subject matter of protection, Service marks, Certification marks, Well-known marks, Non-traditional marks, Domain name registration, Marks eligible for registration.
4. **Industrial Designs:** Concept of a design, Copyrightable designs, Substantive requirements, Design-Patent-Copyright overlap, Functionality doctrine.
5. **Other forms of Intellectual Property:** Plant variety protection, Trade secrets, Geographical indications, Data protection, Layout design protection.

Unit 3: Exercise of Ownership and Limitations/exceptions

1. **Patents:** Rights, Term of right, Ownership, Assignment, License, Conditions on grant, Compulsory licenses, Acquisition by government.
2. **Copyright:** Economic rights, Author's special rights, Right of Broadcasters and Economic Rights, Term of protection, Authorship and ownership, Assignment and License, Fair use Exceptions, Statutory License, Copyright societies, and Digital rights management.
3. **Trademarks:** Right, Term and restoration, ownership, honest and concurrent use, removal for non-use.

[67] substituted vide the resolution of the Academic Council under agenda item no. 8 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

4. **Designs:** Design copyright, Term of right, Unregistered design protection, Ownership, Assignment, Revocation.
5. **Exhaustion of Intellectual Property Rights**

Unit 4: Acquisition and Enforcement of Intellectual Property Rights

1. **Patents:** Who can apply, Priority date, Specifications, Patent drafting, Examination, Anticipation, Pre/Post grant opposition, Grant and sealing, Patent of addition, Application through PCT route.
2. **Copyright:** Automatic registration, Process and drafting of application for registration, Benefits of registration.
3. **Trademarks:** Statutory rights and Common law, Conditions for registration, Application, Drafting and procedure for registration, Advertisement, Opposition, Effect of registration, Registration under Madrid Agreement, Registration of domain names.
4. **Industrial Designs:** Registration requirements, Drafting and procedure for registration, Effect of registration, Mechanism under the Hague Agreement.
5. **Enforcement:** Concept of infringement, Passing-off, Presumption of validity, Claims interpretation, Doctrine of Equivalents, Piracy of copyrighted work, Counterfeit trademarks, design piracy, Civil and criminal remedies under the law, Anton Pillar order, John doe Order, Mareva and ex parte injunctions.
6. **Role of Enforcement Authorities:** Copyright Board, Registrar his power and functions, Controller General of Patents, Design, trademark-power and functions, Intellectual Property Appellate Tribunal, Border measure enforcement and custom rules.

Unit 5: Important Issues of interest in the Intellectual Property Rights Law

1. Copyright and Trademark Issues in the digital world.
2. Concepts of Intellectual Property valuation.
3. Intellectual Property taxation.
4. Intellectual Property issues in specific areas like food security, gene patenting and digital world.
5. The future of Intellectual Property

(K) Examination:

(i) The examination of PG [68]Diploma shall comprise of Two Semester Examinations. In each Semester a candidate shall be examined in the courses prescribed for that Semester in accordance with the scheme prescribed by the University.

[68] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(ii) The examinations for PG [69]Diploma will be open to all the candidates who have undergone a regular course of study in the University and have put in not less than 70% of attendance and further that no disciplinary action is taken by the University against the candidate.

(iii) [70]-deleted-

(iv) The End - Term Examination will ordinarily be held in the last weak of November and April for the Ist Semester and IInd Semester respectively.

(iv-a) [71]The *Viva Voce* Examination shall be conducted by an internal and external examiner to be appointed by the Vice Chancellor.

(v) No student shall involve him selves in any act of unfair means in any examination or evaluation. The University may, after giving an opportunity to such examinee to explain his indulgence in such act, impose punishment which may include cancellation of examination in one paper or cancellation of entire examinations of that Semester or even take suitable disciplinary action against such examinee as may be necessary.

(K-1) Evaluation System:

The systems of evaluation in each Semester would be as follows:

(i) Each papers shall carry 100 marks

(ii) The distribution of 100 marks shall be as follows:

(a) Class Test or Class responsiveness and interactive and alterness in class - 10 marks

(b) Attendance - 10 marks which shall be distributed as follows:

% of class - attendance	Marks
71 - 75	2 Marks
76 - 80	4 Marks
81 - 85	6 Marks
86 - 89	8 Marks
90 - 100	10 Marks

(c) End Term Examination - 80 Marks.

(K-2) General Conditions:

(i) The question papers shall be set and the answer-scripts shall be evaluated by the teacher(s) teaching the concerned course(s).

(ii) If there are more than one teacher teaching the course, the question paper will ordinarily be set and evaluated by a teacher of the group.

(iii) The internal examiners will be appointed by the [72]Vice-Chancellor.

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[69] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[70] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[71] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[72] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(iv) The marks obtained by students in End Semester examination shall be displayed on the notice board.

(v) The students may see the evaluated answer-scripts within ten days of the display of awards on the notice board.

(vi) Once evaluated answer books are submitted to the Controller of Examination there will be no re-evaluation/re-totaling thereafter.

(K-3) Where candidate fails to take examination in any one or more courses or having taken the examination has failed to secure the minimum pass marks in any one or more courses or in the aggregate, his marks mentioned in 11-2(a) and (b) will be carried forward to the subsequent examination.

(K-4) Dissertation:

(i) Every student shall write Dissertation on the topic approved by the Head of Department in consultation with his Guide.

(ii) [73]The Guide shall be appointed by the Vice Chancellor for the Academic Year 2014-15. Proviso K-4(Dissertation) shall stand omitted for PGDCL from Academic Year 2015-16.

(iii) The Guide shall continuously evaluate the work of the student.

(iv) Once the student has finished writing the Dissertation, the Guide shall certify that he has completed the work to his satisfaction and it is an original work.

(v) The Dissertation shall be evaluated jointly by the Guide and an internal examiner appointed by the Vice Chancellor.

(vi) The mean mark of both evaluations shall be taken.

(vii) In case a student fails in Dissertation he may get only one chance to submit his dissertation.

(viii) Plagiarism in any form shall attract cancellation of result in Dissertation.

(K-5) The Credit System:

(i) The credits, unless otherwise specified for PG Diploma Course in Law shall be five for each courses.

(ii) The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student.

(iii) Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme.

(iv) A certain number of credits that may be specified by the Academic Council from time to time must be earned by the student to qualify for the [74]diploma.

(v) Credits of a course shall be assigned in the following manner:

[73] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[74] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(a) For all theory (Lecture) courses, one credit shall be assigned for one-hour lecture per week in a semester. Credits shall be in whole numbers

(b) The Performance of a candidate in a semester or upto a semester shall be measured by Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), details of which are given below:

(i) Calculation of Semester Grade Point Average (SGPA)

Each course shall carry a weightage of '5' credits unless otherwise specified by the academic council. The Semester Grade Point Average (SGPA) will be the weighted average of the grade points. If the grade points of the letter grades awarded to a student in five courses are denoted by g1, g2, g3, g4. g5, and the weights of the courses by w1, w2, w3, w4, w5 respectively, the SGPA will be computed as follows:

$$SGPA = \frac{w1g1 + w2g2 + w3g3 + w4g4 + w5g5+...}{w1 + w2 + w3 + w4 + w5+...}$$

(ii) Calculation of Cumulative Grade Point Average (CGPA):

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student up to and including the latest semester. It will be computed in a similar manner from the grade points of all the grades the student has received since his beginning of the course.

$$CGPA = \frac{w1g1 + w2g2 + w3g3 +.....}{w1 +w2 +w3+.....}$$

(K-6) Medium and Duration of Examinations:

(i) Except when otherwise directed by the University Regulations or by the examiner in the concerned examination paper, every candidate shall answer questions in English in the examination in all the courses.

(ii) Each individual paper will ordinarily be of three hours unless otherwise specified by the competent authority.

(K-7) Evaluation Pattern:

Point Scale for Grading Award of Grades Based on Absolute Marks[75]

[75] substituted vide the resolution of the Academic Council under agenda item no. 5 in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council on 22.09.2015

Marks Range (Out of 100)	Letter Grade	Grade Point
90-100	O (Outstanding)	10
80-89	A+ Excellent)	09
70-79	A (Very Good)	08
60-69	B+ (Good)	07
50-59	B (Above Average)	06
40-49	P (Pass)	05
39-00	F (Fail)	0
	Ab Absent	0

Explanation:

(i) Letter grades 'O', 'A+', 'A', 'B+', 'B' and 'P' in a course mean that the student has passed that course.

(ii) The 'F' grade denotes poor performance i.e. failing in the course. Such student has to appear at the subsequent examination(s) as provided under the Regulations in all courses in which he/she obtains 'F' grade, until a passing grade is obtained.

(iii) The 'Ab' grade denotes absent in the course.

(iv) The above grading policy be implemented from the Academic Year 2015-16. Earlier practice of awarding grace mark upto 3 marks in one failed paper shall stand abolished w.e.f. Academic Year 2015-16 for all batches.

(K-8) [76]Repeat Examination:

(i) There shall be a provision of Repeat Examination immediately after the declaration of the Final Result of the PGDCL Programme for those students who have failed or failed to appear in the First Semester and / or Second Semester.

(ii) No student shall be allowed to appear in the Repeat Examination after the maximum duration of the course i.e. two years from the date of admission.

(K-9) Declaration of Division:

(i) A candidate, who has passed in all the papers/ courses of Ist and IInd Semesters of the PG Diploma Course taken together, shall be declared as 'Passed'.

(ii) Such passed candidates may be awarded with the division according to the following criteria:

(a)	First Division with distinction	:	CGPA 8.5 and above
(b)	First Division	:	CGPA 6.5 and above, but below 8.5
(c)	Second Division	:	CGPA 5.0 and above, but below 6.5
(d)	Third Division	:	CGPA 4.0 and to 4.9

[76] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(iii) The meritorious candidates, securing highest total marks in I and II Semesters shall be allowed Gold, Silver and Bronze Medals for their performance in the Examination on the basis of their *inter se* merit in the subject or subjects as the case may be. However no candidates passing any Examination in Supplementary Examination shall be eligible for the Award in any case.

(iv) The SGPA and CGPA shall be computed up to 2 places of decimals (truncated at the second place).

(v) The conversion formula for converting CGPA to the corresponding Percentage of Marks will be as follow:

$$X = 10 Y - 4.5$$

where, X = Percentage of Marks

Y = CGPA

(vi) A result of a student shall be withheld if the student fails to pay his/her dues or if there is a case of indiscipline pending against him.

(vii) A student may also be rusticated, expelled or suspended for reasons other than academic (e.g. on disciplinary grounds).

(K-10) [77]Promotion:

(i) A candidate who has passed in all papers of I Semester will be promoted to the II Semester.

(ii) Those students who fail or fail to appear in the examination of the First Semester, may also be allowed to be promoted in the Second Semester subject to the conditions that they clear all the papers within the maximum duration of two years provided for the programme.

(L) Duration of Course:

(i) A student has to clear the PG Diploma Course in NOT MORE THAN TWO YEARS from the initial date of admission to the First Semester. However, if a student fails, or fails to appear in any examination, he/she shall not continue on the rolls of the University.

(M) Payment & Honorarium to Experts:

[78]The teachers of the University and the Visiting Faculty shall be paid an honorarium of Rs. 1,000/- per lectures. For the eminent expert, honorarium @ Rs. 1,500/- per lecture may be paid on the recommendation of Programme Coordinator. Local conveyance @ Rs. 300/- for outside expert (from the city of Lucknow) shall be paid extra. However, for faculty invited from other cities T.A. shall be paid as per their entitlements. The Coordinator/ Director of the programme shall also be paid Rs. 1,000/- per month.

[77] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

[78] amended vide the resolution passed by the Academic Council in its meeting held on 28.08.2015 under agenda item no. 11 and ratified in the Executive Council on 22.09.2015

(N) Issuance of Mark sheets:

(i) The results of the Sessional and the End Term Examinations shall be displayed on the University website at the end of semester.

(ii) The students shall be issued the mark sheet after the declaration of the results on the basis of the marks tabulated in the chart duly signed by the Assistant/ Deputy Registrar (Examination), Controller of Examination, the Registrar and the Vice-Chancellor for the End Semester Examinations held in that particular semester.

(iii) The revised mark sheets may be issued in accordance to these Regulations to such students who are either allowed to appear in the Supplementary Examination or whose examined scripts have been allowed by the competent authority to be reviewed.

(iv) The Duplicate Mark sheets may be issued on the written request of a student and submission of the details in the format developed by the University for the purpose after receiving such payments as have been fixed by the University from time to time.

(O) Definition:

(i) A 'Regular Student' is one who has pursued a regular course of study and obtained prescribed attendance mentioned in the ordinances and is eligible to appear in the examination.

(ii) 'Ex-student' means one who has studied in the Faculty for at least one semester preceding the date of the examination and has filled up the examination form but failed or has failed to appear in the examination, though otherwise eligible.

(P) Removal of Difficulty:

The Vice Chancellor, on the recommendation of the Committee to be constituted by the Vice Chancellor, shall have power to make such modifications, alterations or amendments in this Regulation as may be necessary to remove any difficulties arising during a period of first two years from the date of commencement of this Regulation. The amendment so made will be reported to the Academic Council in its next meeting.

[79]CHAPTER - VI

ADMISSION TO PH.D. DEGREE IN LAW & ALLIED SUBJECTS

In view of the UGC's revised Regulations dealing with the Minimum Standards and Procedure for the Awards of Ph.D. Degree, 2016, the existing University Regulations Governing Admission to Ph.D. Degree in Law and Allied Subjects are superseded by the present University Regulations Governing Admission and other related matters for the Ph.D. Degree in Law and Allied Subjects, 2016. These University Regulations are framed in conformity with the UGC's Regulations, 2016. The University Regulations shall come into force with immediate effect.

1. ELIGIBILITY FOR REGISTRATION:

The admission to Ph.D. Degree in Law & Allied subjects shall be open to the following candidates:

(i) Eligibility for admission to Ph.D. Degree in Law:

He/She has obtained the LL.M. degree of Dr. R.M.L. National Law University, Lucknow or its equivalent degree of any other university recognized by the UGC with at least 55% marks in the aggregate or an equivalent grade B in the UGC 7 point scale.

However, there shall be a relaxation of 5% in the aforesaid minimum 55% marks for the candidates belonging to SC/ST/OBC (Non-creamy layer) of U.P./differently-able categories.

(ii) Eligibility requirement for admission to Ph.D. Degree in Allied Subjects:-

(a) A Master's Degree of any university recognized by UGC having at least 55% marks in the aggregate or an equivalent grade B in the UGC 7 point scale in any subject relevant to the proposed research work with a Bachelor's Degree in Law; or

(b) A Master's Degree of any university recognized by UGC having at least 55% marks in aggregate or an equivalent grade B in the UGC 7 point scale in any subject relevant to the proposed research work with established research credentials by way of publications; or

(c) A Master's Degree of any University recognized by UGC having at least 55% marks in aggregate or an equivalent grade B in the UGC 7 point scale in any subject relevant to the proposed research work with long term in-depth practical experience in the area to be researched.

However, there shall be a relaxation of 5% in the aforesaid minimum 55% marks for the candidates belonging to SC/ST/OBC (Non-creamy layer) of U.P./differently-able categories.

Provided that a candidate with the aforesaid qualifications in Social Sciences or Humanities shall be admitted to the Programme, if the research he/she intends to pursue, interfaces with the discipline of law.

(iii) A candidate whose result is awaited may also apply, however he/she must possess the requisite eligibility requirement on the date of Interview.

[79] amended vide the resolution passed by the Academic Council in its meeting held on 17.12.2016 under agenda item no. 3 and ratified in the Executive Council on 17.12.2016

2. DURATION OF PH.D. PROGRAMME:

The following shall be duration of Ph.D. programme:

(i) the minimum duration shall be three years including course work and a maximum of six years.

(ii) the woman or person with disability (more than 40% disability) research scholar may be allowed two years in the aforesaid maximum duration. In addition, the woman research scholar may be provided with maternity leave/child care leave once in entire duration of Ph.D. programme for up to 240 days.

However, the Vice-Chancellor, on the recommendation of the Research Degree Committee, may in exceptional individual case make relaxation in the aforesaid prescribed maximum duration.

3. GENERAL CONDITIONS:

The general conditions for the research scholars shall include:

(i) The Ph.D. programme shall be full time.

(ii) The research scholars shall be required to be present in the University during working hours and their presence shall be duly recorded in the University library. This will not be less than 75% of the entire working days of the University in an Academic Year.

(iii) No research scholar registered for Ph.D. Degree shall take up simultaneously any other course of study or any full time employment; however this limitation will not apply to the teachers of Dr. Ram Manohar Lohiya National Law University, Lucknow or after the expiry of period of 3 years from the date of admission.

(iv) The research scholar may be required to take teaching assignments and render help as may be required in the academic and co-curricular activities of the University.

(v) The course work and other required work in the Ph.D. programme, including the Ph.D. thesis, shall be in the English language.

(vi) All the research scholars registered for the Ph.D. programme shall abide by the regulations and rules framed by the University from time to time.

4. CONSTITUTION AND FUNCTIONS OF THE RESEARCH ADVISORY COMMITTEE:

There shall be a Research Advisory Committee with the Research Supervisor as its convener along with the Head of Department and one Research Supervisor as its Members for the research scholar working under the concerned Research Supervisor(s):

The Committee shall have following functions:

(i) to review the research proposal and finalize the topic of research.

(ii) to guide the research scholar to develop the study design and methodology of research and identify the course(s) she/he may have to do.

(iii) to periodically review and assist in the progress of the research work of the research scholar.

(iv) to require the research scholar to give presentation of the progress of his/her work. The Convener shall submit a six monthly report to the Research Degree Committee.

(v) If after repeated recommendation, the research scholar fails to make any progress in his/her work, the Committee may recommend to the Research Degree Committee for cancellation of his/her registration.

5. CONSTITUTION AND FUNCTIONS OF THE RESEARCH DEGREE COMMITTEE:

All the matter related to Ph.D. programme shall be supervised by the Research Degree Committee.

(i) The Research Degree Committee shall comprise of:

The Vice Chancellor	Chairperson
The Head of Department	Member
All Professors	Member
One Senior Most Associate Professor by rotation every three years	Member
Concerned Supervisor(s)	Member
The Ph.D. Programme Coordinator appointed by the Vice Chancellor	Member Secretary

(ii) The Research Degree Committee shall perform the following functions:

(a) Examine cases of eligibility of the candidates and recommend their cases to the Vice Chancellor for their enrolment as Ph.D. scholar in the University.

(b) Recommend to the Vice Chancellor appointment of Research Supervisor and Co-supervisor, if any.

(c) Examine six monthly progress reports of the Ph.D. Scholars submitted by the Research Advisory Committee.

(d) Recommend the list of examiners to the Vice Chancellor.

(e) Arrange for the *Viva Voce* Examination.

(f) Recommend to the Vice Chancellor cancellation of registration on the recommendation of the Research Advisory Committee.

(g) Recommend to the Vice Chancellor to extend duration of registration.

(h) Recommend to the Vice Chancellor to allow submission of thesis.

(i) Issue any directions to the Research Advisory Committee.

(j) Any other function assigned to it by the Academic Council from time to time.

C) SELECTION PROCEDURE:

The selection process for admission to the Ph.D. programme shall include:

(i) All eligible candidates shall apply in the prescribed admission form within the date prescribed by the University.

(ii) The candidate shall prepare and submit a detailed scheme of his/her proposed research work along with the application form on the following lines:

(a) Specification of broad field of study

(b) Importance and rationale of the study

(c) Available Literature

(d) Method and scope of the study

(e) Justification of the Study and its interface with the Discipline of Law

(iii) The selection shall be made on the basis of inter-se-merit based on the written test and interview:

(a) The Written Test shall consist of 100 marks. The Question Paper will consist of objective type questions 50% on Research

Methodology and 50% shall be on subject specific. The interview shall carry 100 marks. The qualifying marks shall be 50% for the written test and the interview taken together.

(b) Syllabus, date, time and duration of Written Test, schedule of Interview and other related matters about the process of admission will be decided by the Admission Committee for the Ph.D. programme with the approval of the Vice-Chancellor.

(c) The Examiners for the paper(s) of the Written Test shall be appointed by the Vice-Chancellor.

(d) The Interview Board for Interview for admissions to the Ph.D. Degree of the University shall consist of the following:-

(i)	The Vice-Chancellor or his nominee.	Chairman
(ii)	The Head of Department	Member
(iii)	One external expert from Law stream and/or one external expert from the concerned subjects covered under the stream of Social Sciences & Humanities, if required to be nominated by the Vice-Chancellor.	Member
(iv)	Ph.D. Programme Coordinator	Member Secretary

(e) The Written Test and Interview shall be exclusively in English Language.

(f) The Syllabus for the Written Test shall as may be prescribed by the University.

(g) The duration of the Written Test will be one and half hours. There will be no negative marking.

(h) Only eligible candidates will be called for Interview.

7. FINAL SELECTION:

(a) The eligible candidates will be selected for Admission on the basis of their *inter se* merit taken together in the Written Test and Interview.

(b) In event of tie between two or more candidates in their *inter se* merit, the tie will be broken by the following procedure and order:

i. Higher marks in the Master's Degree
ii. Higher marks in the Undergraduate Degree
iii. Higher in age

(c) Mere fact that the name of a candidate appears in the Merit List, he/she will not get any right to claim admission to the Ph.D. Programme.

8. NUMBER OF SEATS & ENROLMENT:

(i) The maximum number of seats shall be 24 or as may be decided by the Academic Council from time to time. Those candidates, who have been declared qualified for admission to the Ph.D. programme and have paid the requisite fee for the admission, may be enrolled with the University as a Ph.D. scholar.

(ii) There shall be reservation of seats as per the orders of the Government of Uttar Pradesh issued on time to time.

9. FEES AND OTHER CHARGES:

Candidates selected for admission to the Ph.D. Degree programme will be enrolled by the University after the remission of the following fees:

Head of Fees	Amount (Rs.)
Registration Fee (One time payment)	5,000.00
Tuition Fee	30,000.00
Utility Charges	20,000.00
Caution Money (One time)	5,000.00
Total	60,000.00

***Note:**

1. Payment towards mess facility shall be payable separately as may be decided by the University from time to time.
2. The teachers of this University selected for admission for Ph.D. programme will not be required to pay the utility charges & caution money.

10. COURSE WORK:

The University shall conduct course work in the following manner:

(i) The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

(ii) The course work shall be treated as pre-requisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work etc. Other courses shall be advanced level courses preparing the students for Ph.D. Degree.

(iii) All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council.

(iv) The course(s) for the scholar shall be prescribed on the recommendations of the Research Advisory Committee of the research scholar.

(v) All candidates admitted to the Ph.D. programme shall be required to complete the prescribed course work during the initial one or two semesters.

(vi) Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the final grades shall be communicated to the Research Degree Committee.

(vii) Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade as per the University Regulations in the course work in order to be eligible to continue in the Ph.D. programme and submit the thesis.

11. ALLOCATION OF RESEARCH SUPERVISOR/CO-SUPERVISOR:

The requirements for the allocation of the Research Supervisor/Co-Supervisor shall include:

(i) The Vice-Chancellor may appoint the Research Supervisor or Co-supervisor, if necessary, on the recommendation of the Research Degree Committee.

(ii) Only a full time regular teacher of the University shall be appointed as the Research Supervisor.

(iii) In case of topics which are inter-disciplinary nature, a co-supervisor may be appointed from within or outside the University.

(iv) A full time regular Professor of the University may be appointed as Research Supervisor provided that he/she has at least five research publications in the referred journals. A full time regular Associate Professor and Assistant Professor may be appointed as Research Supervisor provided he/she has at least two research publications in referred journal.

Provided that in the area/discipline where there is no or only limited number of referred journals, the Research Degree Committee may relax the aforesaid conditions of research publications.

(v) The allocation of Research Supervisor for the research scholar shall be decided by Research Degree Committee depending on the availability of specialization among the Research Supervisors and also the research interests of the research scholars as indivated in the Admission Application Form.

(vi) A Professor shall guide not more than 8 research scholars, the Associate Professor not more than 6 research scholars and the Assistant Professor may guide not more than 4 research scholars.

(vii) No teacher of the University who is registered for Ph.D. shall be eligible to be appointed as the Research Supervisor or Co-Supervisor.

(viii) In case the teacher has only less than three years to retire, he/she shall not be appointed as Research Supervisor.

(ix) In case the Research Supervisor leaves the University, retires from the University, is unable to continue due to any reason, or the Research Degree Committee recommends that it is not in the interest of the research scholar to continue with concerned Research Supervisor, the Vice-Chancellor, on the recommendation of the Research Degree Committee, may appoint another Research Supervisor with due consideration of the interest of the research scholar.

(x) In case of relocation of a woman Ph.D. scholar, either due to marriage or otherwise, the research data shall be allowed to be transferred to the other University or institution to which the scholar intends to relocate provided all the other conditions in these Regulations are followed in letter and spirit. However the woman research scholar will give due credit to his/her previous Research Supervisor and the University.

(xi) The eligible teacher of the University may be permitted to guide the Ph.D. scholar in other University provided that:

(a) there exist vacancy with the teacher in the University; and

(b) the University has given its consent in this regard.

12. MONITORING OF THE Ph.D. SCHOLAR:

(i) The Research Supervisor shall keep the record of programme of every Ph.D. scholar registered under him. He shall be required to submit a duly prescribed six monthly progress report in March/September as the case may be to the Research Degree Committee. The Committee shall give its written comments and forward the same to the Vice Chancellor for the necessary action. The subsequent six monthly reports shall be sent in the similar manner.

(ii) The overall responsibility to monitor the progress of the research scholar(s) shall be with the concerned Research Advisory Committee.

13. CANCELLATION OF REGISTRATION:

The Ph.D. registration of a research scholar shall be liable to be cancelled at any time by the Vice Chancellor on the recommendation of the Research Degree Committee if,

(a) the research scholar is not able to get the prescribed marks even in the repeat course work;

(b) the research scholar has not submitted his/her two consecutive reports or they are not satisfactory;

(c) the candidate's attendance is less than 75% in any term;

(d) the candidate has been found guilty for any act of indiscipline in the University;

(e) the candidate has been found engaged in any unauthorized paid full time assignment;

(f) the candidate has been found pursuing any other Degree course without the prior proper permission of the University.

(g) the candidate has been found to be engaged in plagiarism.

(g) the candidate has not submitted his thesis at the expiry of six years from the date of his admission.

14. SUBMISSION OF THESIS:

The following shall be the conditions for the submission of thesis:

(i) Prior to submission of the thesis, the research scholar shall publish at least one research paper in a referred journal and make two paper presentations in conferences/seminars before the submission of the thesis with the supporting documents.

(ii) The Ph.D. scholar will make at least one presentation during the entire period of his Ph.D. Programme before the Research Degree Committee, Faculty Members and the Ph.D. research scholars wherein the research scholar shall apprise of the work done by the concerned Ph.D. scholar and receive suggestions for the improvement of the research work.

(iii) After the necessary improvement in the research work, if required, the Research Supervisor shall forward the application of the Ph.D. scholar for submission of the thesis with a certificate of the Research Supervisor about the completion of the work.

(iv) In case, the Research Supervisor does not forward the application of the Ph.D. scholar for submission of the thesis, the Vice Chancellor shall, on the recommendation of the Research Degree Committee, take necessary action in the matter.

(v) A Ph.D. scholar shall submit his thesis along with the following documents:

  (a) five printed, computerized or type written copies of the thesis and a soft copy

  (b) a certificate of the Research Supervisor to the effect that the research scholar has completed within the stipulated period of research task and the thesis embodies the results of his/her own investigation during the above period; and that is an original work and involves no plagiarism.

  (c) ten copies of abstract of the Ph.D. thesis.

(vi) No Ph.D. scholar shall submit as his thesis any work which has been accepted or rejected for the Ph.D. Degree of this University or any other University.

15. EVALUATION AND ASSESSMENT METHOD:

The following processes shall be followed for the evaluation of the Ph.D. thesis:

(i) Once the Ph.D. Scholar has submitted his thesis to the examination section of the University, the Research Degree Committee, in consultation with the Research Supervisor, will recommend to the Vice-Chancellor for the appointment of the examiners to evaluate the Ph.D. thesis.

(ii) There shall be at least three external examiners out of which two shall be external examiners one of whom shall be from outside the State and the concerned Research Supervisor.

(iii) After the examiners have examined the thesis they shall recommend one of the following:

(a) that the thesis is satisfactory and vica-voce examination may be conducted

(b) that the thesis is unsatisfactory and no need to conduct viva-voce.

The report of each examiner shall specify detailed grounds on which the recommendation is based.

(iv) The examiners shall be required to submit their reports to the Vice-Chancellor within a reasonable period but not later than three months from the receipt of the thesis. However, in case the report is not available within three months, the Vice Chancellor on the recommendation of the Research Degree Committee shall be free to appoint another examiner out of the Panel of examiners.

(v) Where the external examiners unequivocally recommend that the thesis is satisfactory and viva-voce examination may be conducted, the Vice-Chancellor for an open viva-voce examination of the candidate, conducted by one of the two external examiners along with the concerned Research Supervisor.

(vi) Where a thesis fails to obtain the unanimous recommendation of all the external examiners and one of the evaluation report of the external examiner is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

(vii) Where both the evaluation reports of the external examiners are unsatisfactory and do not recommend viva-voce the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

(viii) Where after the viva-voce examination, the viva-coce examiners do not recommend the award of Degree, the Research Degree Committee may recommend to the Vice-Chancellor:-

(a) that the Degree be not awarded to the research scholar; or

(b) that the research scholar undertakes additional work on the thesis and submit a revised thesis within a specified period.

(ix) After successful completion of viva-voce examination, the award of Degree shall be recommended by the Research Degree Committee to the Vice-Chancellor and a notification of the result shall be issued by the office of the Registrar. After notification of the result a provisional certificate shall be issued to the candidate.

(x) The notification of result shall be placed before the Academic Council for the approval of the Award of Ph.D. Degree in Law or Allied Subject.

16. AWARD OF Ph.D. DEGREE

(i) Once the Academic Council approves the notification of result of the candidate, the candidate will be declared as eligible for the award of the Ph.D. Degree in Law/Allied Subject and the award of Degree shall be made at the Convocation of the University. Specific mention of the subject of Law or Allied Subject, as the case may be, shall be made in the format of the Ph.D. Degree.

(ii) The award of Ph.D. Degree to research scholar registered for the Ph.D. programme on or after July 11, 2009 shall be governed by the UGC Regulations for the 'Minimum Standards and Procedure for the Award of Ph.D., 2009 and those research scholars registered after July 5, 2016 shall be governed by the UGC Regulations in this regard of 2016.

17. DEPOSITORY WITH UGC'S INFLIBNET:

(i) Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. Degree, the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Universities/Institutions/Colleges.

(ii) Prior to the actual award of the Degree, the University shall issue a provisional certificate to the effect that the Ph.D. Degree has been awarded in accordance with the provisions of the UGC's Regulations of 2016.

18. REMOVAL OF DIFFICULTIES:

The Vice-Chancellor, on the recommendations of the Research Degree Committee, shall have power to make any modifications, alterations or amendments in these Regulations as may be necessary to remove any difficulties arising in implementing these Regulations during a period of two years from the commencement of these Regulations. The amendment so made will be reported to the Academic Council in its next meeting.

CHAPTER-VII

REMUNERATION FOR EVALUATION WORK, HONORARIUM FOR GUEST FACULTY AND FOR NON-OFFICIAL MEMBERS INVITED FOR MEETINGS OF STATUTORY BODIES OF THE UNIVERSITY

(I) REMUNERATION RATES APPROVED FOR FACULTY MEMBERS FOR EVALUATION, REVIEW OF ANSWER SCRIPTS, PAPER SETTING ETC.

(1)	Evaluation per Seminar Project Work	Rs. 50.00
(2)	Evaluation of Project Work (per project work)	Rs. 20.00
(3)	Evaluation of answer script, UG Program (each paper)	Rs. 15.00
(4)	Evaluation of answer script, PG Program (each paper)	Rs. 18.00
(5)	Evaluation of Short Research Thesis/ Dissertation (per thesis/dissertation)	Rs. 750.00
(6)	Paper setting, UG Programme (each paper)	Rs. 600.00
(7)	Paper setting PG Programme (each paper)	Rs. 900.00
(8)	Ph.D. Thesis evaluation (per thesis)	Rs. 1,000.00
(9)	Ph.D. Viva-Voce Examination (per candidate)	Rs. 1,000.00
(10)	Invigilation Duty (per session/per invigilator)	Rs. 100.00
(11)	Supervision of exam by Superintendent (per session)	Rs. 250.00
(12)	Monthly remuneration for Controller-in-Charge (Exam)	Rs. 1,000.00
(13)[80]	LL.M. Viva-Voce per examiner (internal & external) per day	Rs. 1,500.00
(14)[81]	Review of Answer Scripts (per paper subject to the condition that the examiner should be paid a minimum of Rs. 200/- for review of answer script)	Rs. 100.00
(15)[82]	Evaluation of Memorials for Moot Court and Clinical Legal Education Paper (per memorial)	Rs. 50.00

(II) HONORARIUM FOR INVITED GUEST FACULTY FOR DELIVERING LECTURES & INVITED PERSONS FOR JUDGING MOOT COURT EVENTS:

S.N.	Category of Guest Faculty/invited persons	Honorarium per lecture (Rs.)	Local Conveyance/ TA (Rs.)
(1)	Eminent Scholars/Jurists	1,500/-	Actual Expenses
(2)	Professors/Ex-Professors or Equivalent	1,000/-	350/-
(3)	Associate Professors/ Ex-Readers	750/-	350/-
(4)	Persons invited for judging Moot Court Competition Preliminary Rounds	500/-	350/-
(5)	Assistant Professor/Ex-Lecturer	500/-	350/-
(6)	Yogacharya	350/-	Nil

[80] inserted vide the resolution of the Finance Committee under agenda item no. 4 in its meeting held on 21.05.2014 and subsequently ratified by the Executive Council in its meeting held on 30.05.2014.
[81] inserted vide the resolution dated 15.11.2014 on the instance of the resolution of Finance Committee meeting dated 15.11.2014.
[82] ibid.

(III) [83]HONORARIUM, REIMBURSEMENT OF TRAVEL EXPENSES TO THE NON-OFFICIAL MEMBERS OF STATUTORY BODIES OF THE UNIVERSITY:

S.N.	Category of Member	Payable honorarium & reimbursable expenditure
(1)	Chairperson of the Tribunal of Arbitration constituted u/s 31(2) of the University Act, 2005.	Rs. 10,000/- per sitting + reimbursement of actual transport charges
(2)	Nominee of the Executive Council in the Tribunal of Arbitration	Rs. 7,500/- per sitting + reimbursement of actual transport charges
(3)	Non-official members of the University authorities (i.e. General Council, Executive Council, Academic Council and Finance Committee)	Rs. 5,000/- per sitting+ reimbursement of actual transport charges

(IV) REMUNERATION RATES FOR CLASS-3 AND CLASS-4 EMPLOYEES DEPUTED ON EXAMINATION DUTY FOR SMOOTH CONDUCT OF EXAMINATION:

S N	No. of students	No. of Class-3 Staff that can be deputed	Remuneration for Class-3 Staff actually deputed	No. of Class-4 Staff that can be deputed	Remuneration for Class-4 Staff actually deputed
(1)	Less than 500	04	Rs. 100/- per meeting	04	Rs. 50/- per meeting
(2)	For every 100 students exceeding 500	01	Rs. 100/- per meeting	01	Rs. 50/- per meeting

(V) REMUNERATION RATES FOR WARDEN-IN-CHIEF, CHIEF PROCTOR, WARDENS, PROCTOR & ASSOCIATE WARDENS:

Warden-in-Chief	2,500/-
Chief Proctor	2,500/-
Wardens	1,500/-
Proctor	1,500/-
Associate Wardens	1,000/-

[83] inserted vide the resolution passed by the Executive Council in its meeting held on 15.02.2014

CHAPTER-VIII

(A) REGULATION GOVERNING THE PROHIBITION OF RAGGING IN THE UNIVERSITY:

1. What Constitutes Ragging:

Ragging constitutes one or more of any of the following acts :

(a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

(b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

(c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

(d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

(e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

(g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

(h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

(i) Any act that affect the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2. Ban on Ragging:

There shall be a total ban on any act of ragging performed directly or indirectly by any student of the University. No student shall commit, abet, propagate, or participate directly or indirectly in ragging in or out side the University.

3. <u>Anti Ragging Bodies</u>:

(a) There shall be the Anti Ragging Committee and Anti Ragging Squads to be appointed by the Vice Chancellor to keep strict vigil and to report any incident of ragging to the Vice Chancellor.

(b) Any fresher or junior student who apprehend or is victimized of ragging may report the matter to the Anti Ragging Committee which may after proper inquiry report the matter to the Vice Chancellor.

(c) The Anti Ragging Committee may also *suo moto* take cognizance of any apprehension or act of ragging and report the matter to the Vice Chancellor.

(d) The fresher or junior students will be supplied by the University the mobile/telephone number of the Members of the Anti Ragging Committee and Anti Ragging Squad and they may directly contact them in case of any need.

(e) Any teacher, non-teaching staff of the University, the Member of the Proctorial Board, any employee working in the Canteen of the respective hostels or any student may also inform the Anti Ragging Committee of any apprehension or act of Ragging in the University.

4. <u>Supervision of the Ragging Activities</u>:

(a) The student taking admission as a fresher or a student continuing to the higher classes, shall be required to give an affidavit signed by the student and endorsed by the parents/guardian that the students shall not indulged in any form of ragging and that in case he is adjudged guilty of indulging in any act of ragging, he shall be liable to be proceeded against this Regulation and/or law of the land for the time being in force.

(b) The Members of the Proctorial Committee, appointed by the Vice Chancellor, shall take frequent rounds in the respective hostels and the University Campus to keep strict vigil and report any incident of ragging.

(c) The Members of the Anti Ragging Squad will also take frequent rounds of the respective hostels, and sensitive locations where ragging may be possible. The Anti Ragging Squads shall submit daily report to the Anti Ragging Committee and a copy thereof for information to the vice Chancellor. The Squads shall also generate a feeling of confidence in the fresher and junior students against fear of ragging.

(d) The Members of the Anti Ragging Committee shall take every day stock of any act of ragging in the University. The Members shall also take frequent round of the respective hostels and sensitive locations each day and submit a daily report along

with the report of the Anti Ragging Squads to the Vice Chancellor.

(e) The Anti Ragging Committee will initially inquire into any act of ragging in the University. The Committee may, while inquiring into the matter, give an opportunity to students victimize and those who are alleged to be involved in the act of ragging to present their view points.

(f) The Anti Ragging Committee will then submit its report to the Vice Chancellor for further action in the matter.

(g) It shall be the responsibility of the Warden(s), Anti Ragging Squads and the Anti Ragging Committee to inform from time to time any act of ragging in the University to the Vice Chancellor.

(h) Unless permitted by the University authority, entry of senior students or outsider shall be prohibited during 10.00 PM to 6.00 am to the wings of the respective hostels where the freshers are allotted rooms. This prohibition will remain valid during one month from the date of admission of the freshers to the respective hostels.

5. <u>Procedure for Action</u>:

(a) The Vice Chancellor may constitute a Inquiry Committee, consisting of members appointed by him, to inquire into any act of ragging.

(b) The Inquiry Committee shall be supplied with all the details alongwith the reports of the Anti Ragging Committee, Anti Ragging Squads and the Proctorial Board, if any.

(c) The Inquiry Committee shall give due opportunity of hearing to the victims and the students involved in ragging.

(d) After detail inquiry into the matter, the Committee will submit its final report to the Vice Chancellor

(e) On the report of the Inquiry Committee, the Vice Chancellor, may take necessary action in the matter.

6. <u>Punishment</u>:

(a) Those student who have been adjudged guilty of any act of ragging in the University shall be subject to one or more of the following punishment, namely

(i) Suspension from attending classes and academic privileges.

(ii) Withholding/withdrawing scholarship/ fellowship and other benefits.

(iii) Debarring from appearing in any test/examination or other evaluation process.

(iv) Withholding results.

(v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(vi) Suspension/expulsion from the hostel.

(vii) Cancellation of admission.

(viii) Rustication from the institution for period ranging from 1 to 4 semesters.

(ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

(x) Fine which may extend upto Rs. 2.5 Lakh

(b) An FIR may be filed with the nearest police station against a student indulged in any act of ragging.

(c) In case of ragging involving lose of property of the victim or the University; the concerned student shall also be liable to compensate the loss to the property. In such case the Vice Chancellor may impose fine and/or also order to compensate the loss so caused.

(d) In order to partially compensate the loss, the Vice Chancellor may order for the forfeiting of any caution money deposited by the said student with the University as an interim measure to compensate the loss so caused and such amount may be used to compensate the loss.

(e) In case the student involved in ragging or abetting, where ragging is not identified individually, the Vice Chancellor may impose collective punishment and/or fine.

(f) An appeal against the order of punishment shall lie to the appropriate authority of the University.

7. Removal of Difficulty:

The Vice Chancellor, on the recommendation of the Committee to be constituted by the Vice Chancellor, shall have power to make such modification, alteration or amendment in this Regulation as may be necessary to remove any difficulties arising time to time. The amendment so made will be reported to the Executive Council in its next meeting.

(B) REGULATION GOVERNING MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS OF THE UNIVERSITY:

1. Act of Indiscipline:

No student of the University shall indulge in an Act of indiscipline which includes:

(a) Misconduct;

(b) An act violating the rule of discipline;

(c) An act punishable under any law for the time being in force;

(d) An act violating the provisions of the University Act, Regulations or rules framed from time to time;

(e) An act in breach of any undertaking;

(f) Refusal to obey the direction of the University Officers, Proctors, Wardens, Teachers or any other authority of the University;

(g) An act involving physical violence or use of abusive language or destruction of University property.;

(h) Participation in any activity which disturbs the peace in the University or administrative or academic atmosphere of the University;

(i) An act which brings the University into disrepute;

(j) An act of ragging;

(k) An act affecting adversely the modesty of any girl student or lady staff.

2. <u>Disciplinary Action:</u>

The University or the officer so authorized may take one or more of the following actions:

(a) Rustication of a student for all time under intimation to other Universities

(b) Expulsion of a student from the University for a specified period from specified activities or for all time to come under intimation to other Universities.

(c) Suspension of a student for a specified period either from all privileges of the University or only from specified activities.

(d) Entry of adverse remarks in the character roll of a student

(e) Imposition of fine of a stipulated amount

(f) Issuance of warning to a student

3. <u>Procedure:</u>

(a) Disciplinary action stated in clause 2 (a), (b), (c) and (d) above shall be taken by the Vice-Chancellor.

(b) Disciplinary action stated in clause 2 (e) and (f) above shall be taken by any officer, teacher, Proctor or Warden with the approval of the Vice-Chancellor.

(c) No student shall be subjected to any disciplinary action unless the concerned students is given opportunity to represent his case.

(d) The Vice-Chancellor, in case of acts of indiscipline attracting the disciplinary action stated in clause 2 (a), (b), (c) or (d) as the case may be, shall appoint an Inquiry Committee to enquire

into the matter and the Inquiry Committee shall submit its recommendation to the Vice-Chancellor.

(e) The Vice-Chancellor, after receiving the report of the Inquiry Committee shall pass necessary orders in that regard which shall be final.

(f) Nothing in these provisions shall be deemed to affect the power of the disciplinary authority to review his orders or to suspend the operation of a disciplinary action taken by him until the erring student commits another act of indiscipline.

(g) Nothing in these provisions shall be deemed to affect the plenary powers relating to the proper maintenance of discipline in the University vested in the Vice-Chancellor under sub-section (10)(d) of Section 27 of the Act.

(C) <u>MAINTENANCE & THE MANAGEMENT OF THE UNIVERSITY HOSTELS:</u>

1. These Regulations shall be called "The Regulations Regarding the Maintenance & the Management of the University Hostels".

2. These Regulations shall come into force from such date as the Executive Council gives approval on these regulations.

3. The University shall maintain the following hostels:-

   (a) Boys' Hostel (UG)

   (b) Boys' Hostel (PG)

   (c) Girls' Hostel

4. Management of the Hostel:-

   (a) For each hostel, there shall be a Management Committee which shall comprise of the following Members:-

      (i) Warden of the hostel.

      (ii) Assistant Warden

      (iii) One Member from amongst the Proctorial Board of the University to be nominated by the Vice-Chancellor on the recommendation of the Warden of the Hostel.

      (iv) One Member from amongst the staff members to be nominated by the Vice-Chancellor.

      (v) Two inmates of the respective hostel to be nominated by the Vice-Chancellor on the recommendation of the respective hostel warden.

   (b) The Management Committee shall generally meet once in a month and give general suggestions on hostel matters to the Warden of the respective hostel.

5. (a) There shall be constituted an Advisory Committee for the hostels. The Advisory Committee shall comprise of the following members:-

(i) The Dean (Academics), if any

(ii) All the Heads of the Departments

(iii) The Dean, Student Welfare, if any/The Chairman, Student Welfare

(iv) The Chief Proctor

(b) The Vice-Chancellor shall be the Chairperson of the Advisory Committee and he may nominate Dean (Academics)/any Head of the Department to act the Chairperson.

6. The Advisory Committee shall:-

(a) determine the General Policy in regard to the administrative matters of the hostels.

(b) advise the Vice-Chancellor in hostel matters.

(c) determine the maximum number of seats for the research students in the hostel.

7. Such students only shall generally be allowed to reside in the hostel, who have been admitted/registered for a course of the University.

Provided that the Vice-Chancellor may give permission to any student to reside outside the campus under special circumstances.

Provided further that no such student shall be allow to stay in the hostel who has been debarred/expelled from the hostel facility.

8. Appointment of the Hostel Warden/Associate Warden/Assistant Hostel Warden and their powers and duties, remuneration and other facilities.

(a) The Warden of the hostel shall be appointed from amongst the regular faculty members of the University by the Executive Council on the recommendation of the Vice-Chancellor.

(b) The tenure of the Hostel Warden shall be two years and he/she shall be eligible for re-appointment again.

(c) The Hostel Warden shall be responsible for the General Administration of the Hostel. He/she shall have the powers to allot the room to such student only; who has been admitted/has got himself registered for a course of study in the University. Such allotment shall be valid for the academic session in which student has been admitted/ registered.

(d) In exceptional circumstances the Hostel Warden may delegate the power of such allotment in writing for a limited period to the Associate/Assistant Warden with specific instructions but the Associate/Assistant Warden will take ex-post facto approval on the allotments made by him from the Warden.

(e) The Hostel Warden shall initiate disciplinary action under the Hostel Rules made by the University from time to time. He/she shall make an inquiry in matters of the breach of discipline and shall forward the report with recommendations, which include the imposition of fine or suspension from the hostel facility of

an inmate as well, to the Vice-Chancellor for necessary action. He/she shall not give admission to the student, who has been expelled from the hostel.

(f) The Associate/Assistant Warden shall be responsible for maintaining the general discipline as well as the upkeep of the hostel. He shall keep a register recording the details of students who are allotted the rooms in the hostel along with the inventory as well as he shall maintain the Stock Register of the respective hostel. He/she shall also be responsible for ensuring that the hostel rules are obeyed by the inmates of the hostels and in case of any breach of any rule of the hostel by any inmate he shall report the matter in writing to the Warden of the respective hostels.

(g) Besides the Associate/Assistant Warden shall get the rooms of the hostel vacated fully within three days of the date of commencement of the Summer Vacation. However, the research scholar or students doing their internship at Lucknow and who have sought permission from the Vice-Chancellor to reside in the hostel during their internship in Summer Vacation shall not be required to vacate the hostel during Summer Vacation.

(h) The management of mess facilities shall remain under the general control of the Hostel Wardens. The Hostel Warden shall constitute such committees as he/she deems necessary for the maintenance of the arrangement of mess facilities, quality control of food, hygiene, health, sanitation and other hostel related affairs.

(i) The Hostel Warden/The Associate/The Assistant Warden shall supervise the maintenance work of the hostels during summer vacation.

9. The Hostel Warden may take disciplinary action against a boarder for indulging in any indiscipline or misconduct in accordance to the Hostel Rules Appendix-1 Maintenance of Hostel Discipline.

(D) HOSTEL RULES:

1. These Rules shall be known as the Dr. Ram Manohar Lohiya National Law University, Lucknow Hostel Rules.

2. Every boarder of the Dr. Ram Manohar Lohiya National Law University Boys' Hostel & Girls' Hostel shall abide by these Rules.

3. **Admission:**

(a) Students who have joined a regular course of law in the University shall be eligible for hostel accommodation for the duration of his/her course. However, allotment of the Hostel to the students shall not be a matter of right and the University shall have discretion to allot or not to allot the Hostel accommodation to a particular student or a group of students

based on the parameters of suitability and need, in the broader interest of the academic environment of the campus.

(b) Allotment of the hostel generally shall be made on the double sharing basis. However, in especial cases Vice-Chancellor, on the recommendation of the Warden, may consider single room allotment on the payment of such higher fee as may be decided by him.

(c) The hostel admission shall be renewable at the start of each academic year.

(d) Every boarder shall be admitted or re-admitted to the hostel within fifteen days of the opening of the University. Thereafter, no admission or readmission shall be allowed except with the prior permission of the Vice-Chancellor.

(e) Every boarder shall vacate his/her room within three days of the completion of his/her End-Term examinations.

(f) Those students, who have been expelled, rusticated or suspended for any reason by the University, shall not be considered for hostel admission. In case such action is taken during the continuance of the course of study, such boarder shall not be entitled to continue to enjoy any hostel facility.

(g) If a boarder entertains an unauthorized person in any manner in the hostel/University premises, he/she shall be subject to disciplinary action as per rules.

4. <u>Hostel Regulations:</u>

(a) Hostels will remain closed during the vacations as specified in the Academic Calendar of the University from time to time. Boarders will not be allowed to stay in the hostels during that period. However, in exceptional cases, Warden with the approval of the Vice-Chancellor can permit a boarder to stay in the hostel for a specific period of vacation.

(b) Boarders shall not remain absent from the hostels except under conditions prescribed under these Rules.

(c) No boarder shall be allowed to remain absent from the hostel after 9.00 p.m. unless he has taken special permission of the Wardens.

(d) No boarder shall remain in the hostel during the class hours except with prior the permission of the Warden.

(e) No boarder shall leave the hostel or remain outside when the University is in session except with the prior permission of the Wardens on a prescribed form.

(f) No boarder shall leave the hostel without the prior written permission of the Warden except in an emergency. In the latter case the Warden shall be informed in writing at the earliest possible opportunity.

(g) Boarders going out on authorized tours or for participation in academic activities or games or sports etc. shall inform the Warden in writing before leaving the hostel.

(h) Every hostel room is provided with the essential furniture & fixtures. Occupants of the room shall be responsible for the safety and security furniture and fixtures of his room. He shall handover the charge of the articles to the appropriate authority at the end of each academic session at the close of the hostel.

(i) A boarder may requisition for the ambulance of the University with the prior permission of the Warden in writing strictly on medical grounds. All the medical expenses shall be borne by the boarder himself/herself.

(j) Use of air conditioners and electric heaters, irons by the boarder is strictly prohibited. Use of desert coolers during summer may be permitted by the Warden on the request of the boarder.

(k) Extension or alteration of the existing electric wiring or any fittings of any water or sanitary fittings by any boarder is strictly prohibited.

(l) No furniture shall be removed in the hostel from one place to another without the prior permission of the Warden.

(m) Bulbs, holders, switches must not be changed by the boarder without the knowledge of the Warden.

(n) Boarders desirous of keeping expensive items, like personal computers, lap-tops, tape recorders, radio, camera, mobile set etc. shall do so at their own risk and the University shall not be responsible in any manner for the loss of such items.

(o) Boarders shall not play any music or musical instruments in their hostels between 9.00 p.m. to 9.00 a.m. However, during the permitted hours, the boarders shall keep the sound at a level which does not disturb the other boarders. Violation of this Rule may result in a disciplinary action.

(p) No licensed or unlicensed fire arms or any or lethal weapons including dagger etc. or any contraband materials whatsoever in any form shall not be allowed in the hostel under any circumstances. Breach of this Rule by any boarder shall result in not only expulsion of the boarder from the hostel but also rustication from the University.

(q) No boarder shall be permitted to use any hallucinogenic drugs or alcoholic drinks in the hostel. Even possession of these prohibited articles shall call for not only expulsion of the boarder from the hostel but also rustication from the University.

(r) No boarder shall be allowed to hold any political meeting with any outside bodies whomsoever within the hostel premises.

(s) In and out timings at the campus gate shall be decided by the University administration and boarders shall abide by these timings.

(t) No female visitor including any girl student shall be allowed inside the Boys' hostel and no male visitor including any male student shall be allowed inside the Girls' hostel.

(u) Close relatives may visit the hostel for a short period of an hour or two only during the day time with prior written permissions of the Warden. In case of emergency the permission may be given on verbal request but all such cases must be reported in writing at the earliest.

Over and above these Rules, a boarder shall also abide by the Regulation governing maintenance of discipline amongst the students of the University framed from time to time.

5. <u>Hostel Mess and Room Discipline:</u>

(a) All boarders shall accept the responsibility of the membership of the Mess Committee by rotation.

(b) All the boarders shall deposit the mess charges in advance as per schedule fixed on the date fixed by the University administration failing which suitable disciplinary action shall be taken against the defaulters.

(c) It shall be compulsory for every boarder to take their meals in the hostel.

(d) A boarder who declares a no meal in the hostel with the prior written permission of the authority shall continue to pay the hostel establishment fees. Provided that a boarder shall not pay meal charge when he is away from the hostel on an authorized leave of absence for more than fifteen days.

(e) Timing for breakfast, lunch, evening tea and dinner for boarders are as under:-

Breakfast	normally from 8.00 a.m. to 9.00 a.m.
Lunch	from 1.30 p.m. to 2.15 p.m. in the day time
Evening Tea	between 4.45 p.m. to 5.30 p.m.
Dinner	from 8.00 p.m. to 9.45 p.m.

<u>Note:</u> No meals shall be served after the above timings.

(f) Boarders shall, unless they are ill, take their meals in the dining hall. Meals may be served in the room provided it is recommended by the Medical Officer or the Warden and timely intimation for such service is given. Mess crockery/utensil shall not be taken out of the dinning hall.

(g) No boarders shall ill treat or punish any staff of the mess or the hostel including a safaiwallah. Complaint against them shall be made in writing to the Warden who shall take appropriate action.

At the time of granted feast, the Mess Committee shall inform the Warden about the number of guests invited in writing including their names etc. Under no circumstances unauthorized guests shall be entertained in the hostel mess.

(h) Proper discipline, etiquette and manner of the Dinning Table shall be maintained. Discussion in high pitch over Dinning Tables should be avoided.

(i) Boarders are required to maintain proper uniform i.e. suiting and shirting in the Dinning Hall, loose fittings, Chappals should be avoided.

(j) In case of non availability of room in the Dinning Hall boarder should wait for the change over, system of first come, first serve shall be followed in Dinning Hall.

(k) Boarders are not permitted to enter into the Pantry, Cooking are unless specifically authorized by the competent authority.

(l) Boarders are advised to restrict in their room and avoid the visit of fellow/friends rooms unless it is necessary for discussion or exchange of notes.

(m) Visit to others room beyond 23:00 hrs is forbidden. Boarders found in other rooms than their allotted rooms beyond specified time shall be dealt strictly.

(n) Consumption of liquor or drugs or smoking within the hostel/University campus is strictly forbidden. Defaulters will be dealt strictly.

(o) Playing of outdoor games within the plinth area of the hostel is prohibited in order to avoid damage to glass, panes, furniture's etc.

(p) Hostel gates shall be closed at 2345 hrs and entry of the boarders in the hostel shall be permitted after recording the details. In order to verify the reasons of delay. Boarders found without valid permission shall be dealt as per the rules.

(q) Boarders are required to maintain the property of University Campus and articles issued to them by the University for the Bonafide Use. Any damage/loss the property shall be borne by the student concerned in addition to the disciplinary action as per the merit of the case.

(r) Boarders are strictly forbidden to keep/store, Lathi, Rod, Knives, bolder, crackers or fire arms either in their rooms or any where in the University Campus. Strict disciplinary action shall be taken against the erring students if noticed or found during the visit of the Chief Proctor, Wardens, CSO or any other authorities of the University.

(s) One wing of each hostel be used as summer hostel. The Wardens will entertain the written request of an inmate to stay

in the hostel during summer vacation on such terms and conditions as they deem fit.

(t) In case the walls of a room allotted to the inmate/inmates is found damaged by posters or painting by the inmate/inmates or damaged in any other manner, the following procedure will be adopted:-

(a)	for first default	a fine of Rs. 500/-
(b)	for second default	a fine of Rs. 1,000/-
(c)	if the similar default is committed third time	the disciplinary action will be taken by the Vice-Chancellor in consultation with the respective wardens

7. <u>Visitors:</u>

(a) Boarders are advised to inform about the visiting hours to their parents, friends so that visit of the guest inside the Campus can be facilitated smoothly.

(b) Visitors are permitted to visit up to the Visitors Room boarders are required to meet their honoured guests at visitor's room only.

(c) Visitors should not to be taken in the rooms allotted to the boarders in the Hostel Campus.

(d) Visitors shall be subject to frisking/checking before visiting the complex or at the time of leaving the complex.

(e) Visitors vehicle shall not be permitted beyond the parking area due to Security reasons however in case of old parents/lady members permission can be accorded by Chief Proctor/CSO.

8. <u>Security:</u>

(a) Boarders shall be responsible for the safety and security of their valuables, cash, mobile, lap-top and other items which can be easily pilfered.

(b) Boarders must ensure that their locker are intact and lock system fully functional, if not, they should have their own brief with lock system to keep their valuable cash etc in safe custody.

(c) Boarders must obtain out pass from the warden in case they have to go out of Campus for any reasons beyond permitted hours in order to establish their identity and to avoid any complications outside the Campus.

(d) Boarders should avoid taking meals or any edibles from out side for hygienic and safety reasons in the wake of increasing cases of food poising or "Zahar Khurane"

(e) Boarders must not keep knives beyond the prescribed size or the lethal weapons even if it is licensed.

(f) Timings of incoming and outgoing of boarders to from the University Campus shall be regulated as per the instructions issued on the subject from time to time.

(g) Boarders shall be liable to make entry in the incoming/outgoing registers maintained at gate in order to ascertain their whereabouts safety incase of any emergency.

(h) Permission to boarders to keep two wheeler/four wheeler is generally not allowed but in exceptional cases permission can be granted by the Vice-Chancellor of the University in the request of the parents if security norms are fulfilled.

Boarders who are granted permission for keeping two wheeler/four wheeler are required to obtain security clearance from CSO of the University for that purpose.

Certified copy or xerox copy of following documents are required to be submitted for permission of two wheeler/four wheeler.

(i) Ownership along with Registration No.

(ii) Validity and fitness certificate.

(iii) Insurance Certificate if any

(iv) Driving License of the individual.

(i) Parking of vehicles inside the Hostel Campus is strictly forbidden. Parking of permitted two wheeler/four wheeler shall be done only in the notified area.

9. <u>Extra-curricular Activities:</u>

(a) Boarders may, with the prior approval of the Sports Committee and the Warden, organize sports, games, programmes and competitions for the healthy promotion of their academic, cultural, athletic and social welfare activities.

(b) Such sports, games, programmes and competition shall be organized with the permission of the Warden having concurrence of the Vice-Chancellor in this regard.

(c) Boarders shall follow the rules in respect of usage of common sports facilities e.g. gymnasium, swimming pool. University shall have right to levy appropriate charges for usage of these facilities.

10. <u>Disciplinary control:</u>

(a) Every boarder living in the hostel shall be subject to the disciplinary control, primarily of the Warden and in the absence of the Warden, the Chief Proctor or any other officer authorized in this regard.

(b) There shall be Disciplinary Committee consisting of the Chief Proctor as *ex-officio* member, the Warden of the hostel as a Convenor and any other teacher as a member thereof.

(c) Where a hostel boarder(s) is found involved in a case of indiscipline in the hostel, he shall be dealt with strictly.

(d) Any contravention or violation of these Rules shall be subject to punishment provided in Hostel: Indiscipline/Misbehaviour & Punishments.

11. Jurisdiction of authorities:

All cases of indiscipline in the hostel shall be dealt with by the Hostel Warden. He shall be competent authority to impose penalties subject to the quantum and conditions prescribed in Appendix-I (Maintenance of Hostel Discipline) of the Hostel Rules.

12. Power of Inquiry from boarders:

Any authorized person of the University shall have the power of demanding from the boarders their identity cards and such other information as may be desired by the aforementioned persons concerned. Boarders failing to provide the concerned information, shall be liable to disciplinary action vide Appendix-1.

13. Violation of Law of the land:

(a) All cases of indiscipline amounting to the violation of the law of the land shall be reported to the Chief Proctor of the University, who may after proper investigation, report the matter to the Vice-Chancellor for necessary action.

(b) Any question of discipline in hostel or conduct not dealt with in these Rules shall be dealt with by the Vice-Chancellor.

14. Appeal:

A boarder who has been subjected to any punishment by the Warden or other authorized officer may within two weeks of the order imposing punishment appeal to the Vice-Chancellor. The Vice-Chancellor, after being satisfied may pass necessary order in the matter. The decision of the Vice-Chancellor shall be final in the matter.

(E) INDISCIPLINE/ MISBEHAVIOUR IN THE HOSTEL & PUNISHMENTS:

Without prejudice to the generality of the foregoing provisions "indiscipline" and "misconduct" in the hostel shall include the following and if the allegation of indiscipline/misconduct against a boarder is found correct, he will be liable to disciplinary action as indicated below:

A.	Acts	Punishments
1.	Act of ragging in the Hostel	Rustication from the University and an FIR with the police authority.
2.	Leaving the hostel over-night without obtaining prior permission in writing.	Warning and on repetition of this thrice, the boarder shall be expelled.
3.	Irregularity in attendance in hostel and/or classes and default in payment of Hostel dues.	do
4.	Accommodation of unauthorized guest in the hostel room.	do

5.	Failure to inform about the number of guests during grand feast.	do
6.	Failure to accept the membership of the Mess Committee intentionally.	Imposition of fine at the discretion of Warden.
7.	Taking meals frequently from outside while residing in the hostel.	A fine of Rs. 100/- at least on each occasion.
8.	Holding political meeting with outside bodies whatsoever in the hostel.	Warning by the authorities and imposition of fine up to Rs. 500/-. Two such offences shall result in expulsion.
9.	Organizing games, sports other programmes etc. without informing the Warden.	Imposition of fine as shall be decided from time to time by Warden.
10.	Playing of music or musical instruments between 9.00 p.m. and 9.00 a.m. or during permitted hours with interfering sound.	do
11.	Use of air conditioner, electric heater etc.	Warning by the authorities and imposition of fine up to Rs.1,000/-. When such mistake is repeated twice the boarder shall be expelled.
12.	Change of room in the Hostel without prior permission of the Warden.	do
13.	Entertainment of guests/outsider without written permission of the Warden.	Warning by the Warden with a fine up to Rs. 500/-. Two such offences shall result in expulsion.
14.	Smoking/chewing of Pan Masala/Gutka/ Tobacco.	Rs.500/- maximum up to three occasions subsequently expulsion from the hostel.
15.	Damage in any form to the hostel property.	Recovery of the actual loss, apart from the punishment as decided by the Vice-Chancellor or the recommendation of Wardens.
16.	Remain in the hostel during the class hours without any prior permission.	Warning by the appropriate authority. Incase of repetition of such act thrice the boarder may be suspended from hostel pending inquiring in the matter.
B.	**Misbehaviour in the Hostel:**	
1	Manhandling or physical assault of any Hostel or mess staff.	Suspension from hostel, pending inquiry. The Punishment at the discretion of disciplinary committee.
2	Manhandling, assault or beating to any one in the Hostel premises.	do
3	Removing any furniture or fixture of the Hostel without permission.	Rs. 500/- fine on each occasion. Repetition of this thrice shall result in expulsion from the hostel.
4	Abuse of drugs/indulgence in intoxicants.	Expulsion from the Hostel.
5	Keeping arms and other contraband material etc.	do

(F) ATTENDANCE OF THE STUDENTS:

1. All the students of B.A. LL.B. (Hons.) Course and LL.M. Programme are required to maintain 75% attendance in the classes held in the papers in the concerned subjects including tutorials, practical training, special classes, remedial classes and lectures where the students were required to attend the lectures for which attendance would be given to them. Further that, the Students of LL.M. IV Semester shall register

their attendance in the Register kept in the University Library for the said purpose.

2. The Ph.D. scholars are required to maintain 75% attendance in the University and they shall sign the Register kept in that regard in the Library Counter.

The leave rules applicable to the LL.B. and LL.M. students given below shall also apply to the Ph.D. scholar. The Ph.D. scholars shall be required in each Semester to submit an undertaking that they have fulfilled the attendance requirement and this must be forwarded by the concerned Supervisor/Guide and addressed to the concerned Head of Department.

In case they fail to maintain the required attendance, their progress report for the concerned Semester shall not be approved and their registration for the Ph.D. Programme may be liable to be cancelled.

3. Any student, who with the prior approval of the Chairperson of any Committee of the University, goes to present a paper and actually presents the paper at the National or International Conference/Seminar/Symposia or he is selected by the University to represent the National or International Moot Court/Client Counseling or selected by the University to participate in Sports or to act as volunteer for the University programme will be granted Academic Leave for the above participation.

Provided that, the Academic Leave, singly or taken together shall not exceed 10 days in each Semester.

A student who participates in the above mentioned activities on his own, without the approval of the University authorities, shall not get the privilege of the Academic Leave.

All the applications in this regard shall be submitted by the students to the concerned Head of Department duly forwarded by the Chairperson of the concerned Committees along with a Certificate of Participation in the above activities.

4. A student, falling seriously ill or met with a serious accident, totally disabling him from attending classes, may be granted Medical Leave by the concerned Head of the Department provided that the Medical Certificate is forwarded through the Medical Officer of the University. The application for the Medical Leave shall be submitted by the student to the Head of the Department immediately after joining the classes.

In case of any disparity in the Medical Certificate or any doubt in the case, the concerned Head of Department may refer the matter to the Vice Chancellor for a final decision in the matter.

Medical Leave shall not generally exceed 10 days in the concerned Semester.

In case of a women students who is on Maternity Leave she will be granted Maternity Leave to an extent of minimum two months

to three months. However, any further extension, may be granted by the Vice Chancellor.

5. Only the students of IVth and Vth years of B.A. LL.B. (Hons.) may be granted extended Internship by the Head of Department under the prior approval of the Vice Chancellor. However, in no case the extended Internship shall extend more than 20 working days from the date of the re-opening of the University after the Winter Break or Summer Break as the case may be.

6. Notwithstanding anything contained in clauses 3, 4 and 5 above, all the Students of B.A. LL.B. (Hons.) Course are required to maintain at least 66% attendance as per the Regulations of the Bar Council of India,

7. No student of B.A. LL.B. (Hons.) and LL.M. Programme who has less attendance than the minimum prescribed attendance of 66% shall be allowed to appear in the End-Term Examination of the concerned Academic Year.

8. The Students of Ist and IInd years of B.A. LL.B. (Hons.) are required to submit their application for the aforesaid leave to the Head of Department of Humanities and other Studies; whereas the Students of IIIrd, IVth and Vth years of B.A. LL.B. (Hons.) course and LL.M. Programme are required to submit their application for the aforesaid leave to the Head of Department of Legal Studies. The Ph.D. Scholars shall submit their leave applications to the concerned Head of the Department.

9. The University shall display every month the details of attendance of the students of B.A. LL.B. (Hons.) and LL.M. programme and the Ph.D. scholars on the website of the University and the Notice Boards of the Students.

The final attendance position of the concerned Semesters of the B.A.LL.B. (Hons.) and LL.M. Programme shall be displayed in the Notice Boards of the University five days before the commencement of the End Semester Examination. No student, after such display, shall be allowed to apply for the Academic Leave/Medical Leave.

(G) ADDITIONAL RULES REGARDING HOSTEL AND CAMPUS DISCIPLINE:

1. Application:

Without prejudice to the generality of the existing discipline rules, the following additional rules are made to supplement the same.

2. The Composition of Proctorial Board:

The Proctorial Board shall consist of the following members:

(a) Chief Proctor

(b) Warden-in-Chief

(c) Proctor

(d) Three Wardens (one from each hostel)

(e) Security Officer

3. Security Office:

There shall be a security office & CCTV control room, headed by a security officer. The Security Office, the Security Officer and all security staff shall work under the general direction of the Chief Proctor.

4. Working of Proctorial Board:

Unless otherwise provided, the normal allocation of business of the Proctorial Board will be as follows:

(a) Conduct of Inquiries:

(i) In cases of any student violence/clash/unrest etc. inside the hostel premises - the inquiry shall be conducted by the respective hostel Warden and Associate Warden jointly and report to be forwarded to the office of the Chief Proctor.

(ii) In case of any student violence/clash/unrest outside the hostel but within the campus- the inquiry shall be jointly conducted by Additional Proctor and Wardens of respective hostels where the inmates reside and report to be forwarded to the office of the Chief Proctor.

(iii) In case of inter-hostel violence/clash/unrest- the inquiry shall be conducted by respective Wardens and Additional Proctor jointly and report to be forwarded to the office of the Chief Proctor.

(iv) In case of problems of discipline involving students and officers/ employees of the University, the inquiry shall be conducted by a committee constituted by the Vice-Chancellor.

All such inquiry reports shall be submitted to the office of the Chief Proctor who shall ensure disciplinary action in accordance with the provisions of the University rules/regulations. Serious cases of indiscipline shall be brought to the notice of the Vice-Chancellor also.

5. Campus Entry Procedure:

There shall be an Entry Pass Office at University main gate of the University and the visitors shall be allowed entry through pass only. The University students shall carry their identity card at the time of in and out from the main gate. They shall be required to show their ID cards as and when required for the security reasons. Suspended/debarred students shall be required to show their ID proof to the security personnel. Their entry and stay in the campus shall be subject to the approval of the Chief Proctor. Present system of making in and out entry in the main gate register shall continue till the pass system implemented.

6. Campus and Hostel Discipline Rules:

(a) All the hostel wardens, associate wardens and assistant wardens along with the respective hostel supervisors /matron etc. shall take a surprise inspection of the entire hostel at least twice every week. The reported cases of indiscipline shall be recorded by the warden and the copy of record to be forwarded to the office of chief proctor for the purposes of record/documentation.

(b) **Campus Entry Timings:**

For Girls	
Campus Entry	Latest by 8.30 PM
Hostel Entry	Latest by 9.30 PM
For Boys	
Campus Entry	Latest by 9.30 PM
Hostel Entry	Latest by 9.30 PM

7. General Rules of Conduct for Students and Parents:

(a) The students and their parents shall enter in the office of the University Authorities only by asking for a due permission. The offices/departments dealing in confidential matters shall not be accessible to the students/parents without a due permission of the officers/employees on duty in the concerned department/cell.

(b) There is restricted hours of visiting for the parents for meeting with their wards in the University Hostels.

Generally, on all working days	This period will be from 04.30 P.M. to 07.30P.M.
On holidays/ weekends	(i) The parents are allowed to visit their wards during the day hours from 8.00 A.M. extending up to 07.30 P.M. in the evening hrs. (ii) Entry of the visitors/their vehicles shall be strictly prohibited after 7.30 P.M.

(c) Parents are directed to park their vehicle at the parking place just opposite the main gate of the University. The entry of vehicles inside the campus will be allowed only in cases of special permission of CSO/Proctor/Warden or any other Authority of similar status and such entries will be permitted only on special grounds. Parents are advised not to visit the inside the hostel room without the permission of Warden or Chief Proctor.

(d) All the officers/authorities/faculties have the necessary authority to communicate any fact to the parents of the students in case of any urgency/act of indiscipline etc.

(e) For breach/noncompliance of any rule/regulation/order or direction of any University Officer or Authority including Proctor, Warden and Security Officer/Security Staff, a fine of Rs. 1,000/- to Rs. 5,000/- may be imposed as per the gravity/severity of the breach or noncompliance.

(f) The refusal to receive the copy of suspension/ expulsion letters etc. shall be treated as an act of indiscipline and this will automatically extend the period of suspension/expulsion etc for One Week in addition to the time of suspension stipulated in the suspension or expulsion letter.

8. Supervision of Mess and Food Quality:

(a) There shall be daily supervision of mess hygiene and food quality by the respective hostel wardens.

(b) The quality of food in the lunch hours will be verified by the respective hostel wardens and the food quality in the dinner hrs. to be verified by the respective associate wardens.

(c) There shall be a register in which the remarks relating to food quality will be entered on the basis of routine supervision.

9. Impact of Disciplinary Actions:

(a) The student against whom any kind of disciplinary action has been taken, the following consequences shall ensue:

(i) Suspension from all the student bodies/committees for the entire academic session.

(ii) Issuance of recommendation letters and other privileges shall not be possible in the entire academic session.

(iii) The student shall also not be eligible to represent/participate in any intra or outside academic/cultural/extra- curricular events etc. anywhere.

(b) The record of punishment shall be kept in the office of the warden. One copy shall be sent to the Proctor office also. The students may be declared ineligible for hostel facility once the number of the warnings given to him/her exceeds three in a one academic year.

10. Use of Ambulance by Students:

(a) Ambulance will provide only the drop facility in cases of serious illness affecting the general locomotion/movement of limbs. After that the students will have to make their own arrangement for return.

(b) The student using the ambulance has to submit the prescription paper of the doctor within 48 hrs. in the office of warden. In case the prescription paper of the doctor is not produced, a fine of Rs. 500/- may be charged from the student.

(G) FORM FOR APPLICATION OF LEAVE:

1.	Name in block letters	:	_____
2.	Class	:	_____
3.	Roll Number	:	_____
4.	Room Number	:	_____
5.	Destination with Address	:	_____
6.	Contact No.	:	_____
7.	Purpose of leave (Supporting document)	:	_____
8.	Duration of Stay	:	_____
9.	Time of taking leave	:	_____
10.	Approximate date of return	:	_____

Date..... Signature of the boarder

Whether granted/declined
Number of days leave granted

Signature of the Warden

CHAPTER-IX

USE OF UNFAIR MEANS IN EXAMINATION

(A) ACT OF UNFAIR MEANS:

(i) No student shall use unfair means in examination or evaluation.

(ii) Unfair means shall include:-

(a) all such acts or omissions connected with examination which attract disciplinary action;

(b) possession or use of unauthorized books, papers, information materials of any kind, whatsoever, connected with the examination;

(c) consulting any unauthorized books, paper or other means of information or consulting other examinees or any other person outside the examination hall but during the hours of examination;

(d) communication of any unauthorized information during the examination hours;

(e) impersonation;

(f) abetment of unfair means;

(g) tampering with any relevant document connected with examination;

(h) use of unauthorized means of communication including mobile phone to assiminate or disseminate any unauthorized information or use there of during the examination;

(i) any unauthorized act which interferes with the proper conduct of examination;

(j) any violation of any direction issued by the person authorized to the examinees for the proper conduct of examination.

(k) exchange of examination answer books with the intention to further one's interest in connection with the examination;

(l) bring unauthorized pressure on the examiners, to take undue advantage in the evaluation of answer sheet or otherwise.

(B) PROCEDURE FOR ACTION:

(i) The invigilator(s) shall report, all cases of use of unfair means to the In-Charge Examinations/Superintendent of Examinations immediately after the invigilator detects the use of unfair means. The invigilator shall replace the original answer sheet with a second answer sheet to such examinees and report the matter to the In-Charge Examinations/Superintendent of Examinations in writing.

(ii) The In-Charge Examination/the Superintendent of Examinations shall, after receiving the report, give an opportunity to the examinee to explain his indulgence in using unfair means and after preparing a report submit the same along with the report of the Invigilator to the Vice-Chancellor for the necessary disciplinary action in the matter.

Provided that where situation demands that the presence of such an examinee will disturb the on-going examination, the Invigilator/the In-Charge Examination/the Superintendent of Examination shall have power to order the concerned examinee to vacate the examination premises forthwith.

(C) PUNISHMENT:

(i) Cancellation of examination in the concerned paper, if:

(a) found in possession of unauthorized material relating to examination;

(b) talking or consulting other examinee during the examination within or outside the examination hall.

(ii) Cancellation of the entire examination, if:-

(a) found copying;

(b) attempting to influence an examiner;

(c) creating law and order problems during examination including creating rowdism, assault or manhandling other examinee or teacher on examination duty;

(d) impersonation;

(e) indulging in mass copying;

(iii) Expulsion for the specified period from the University, if:-

(a) creating serious Law and order problem during examination;

(b) disruption in examination;

(iv) Suitable disciplinary action:-

(a) A suitable disciplinary action may be taken by the Vice-Chancellor on the recommendation of an Advisory Committee constituted for the purpose. The Committee shall give an opportunity to the concerned examinee before making any recommendation to the Vice-Chancellor. In case the examinee does not want to avail of the opportunity, the Committee shall, after detailed examination in the matter, submit its report to the Vice-Chancellor;

(b) If the Vice-Chancellor is satisfied that in the larger interest of the University, it is expedient to take immediate disciplinary action against an examinee, he may, after giving opportunity to the concerned examinee, take such action as he may deem fit. The decision of the Vice-Chancellor in the matter shall be final.

CHAPTER-X

[84]DEPARTMENTS OF STUDIES IN THE UNIVERSITY

(A) There will be the following Departments of Studies in the University. They shall be known as the Department of:

(i) Constitutional and Administrative Law;
(ii) International Law;
(iii) Criminal Justice Administration;
(iv) Corporate Law;
(v) Environmental Law;
(vi) Intellectual Property Law;
(vii) Human Rights Law;
(viii) Public Health Law;
(ix) Clinical Legal Education;
(x) Science, Technology and Law;
(xi) Humanities and Social Sciences

(B) The classification of the total teaching posts sanctioned with the prior approval of the Govt. of Uttar Pradesh till 21.06.2013 shall be as given hereunder:-

s.	Name of the Centre	Number of posts of Professor	Number of posts of Associate Professor	Number of posts of Assistant Professor	Number of posts sanctioned for each centre
1	Constitutional and Administrative Law Centre	02	02	04	08
2	International Law Centre	01	01	03	05
3	Criminal Justice Administration Centre	01	01	02	04
4	Corporate Law Centre	01	01	03	05
5	Environmental Law Centre	01	01	03	05
6	Intellectual Property Law Centre	01	02	03	06
7	Human Rights Law Centre	01	Nil	03	04
8	Public Health Law Centre	Nil	01	02	03
9	Clinical Legal Education Centre	01	01	03	05

[84] Substituted vide the resolution passed by the Academic Council under the agenda (other item no. 1) and ratified by the Executive Council in their respective meetings held on 22.06.2013

10	Science, Technology and Law Centre	01	Nil	02	03
11	Humanities and Social Sciences Centre	01	01	06	08

(C) The starting of functioning of each Department shall be decided by the Vice-Chancellor on the recommendation of an Advisory Committee to be constituted by the Vice-Chancellor and this shall be reported to the Academic Council in its next meeting.

(D) The Advisory Committee shall recommend to the Vice-Chancellor the infrastructure required including posts for teaching and non teaching staff.

(E) There shall be a Head of each Department to be appointed by the Vice-Chancellor on the basis of seniority.

(F) The term of the Head of each Department shall be three years, however, if the functioning of the Head of Department is not conductive to the healthy growth of the Department, the Vice-Chancellor shall have the power to appoint the next senior most teacher as the Head of Department.

(G) The Head of Department shall be responsible for the functioning of the Department.

(H) The Head of Department shall see that the courses of the Department are properly run. He shall also see that the course materials are prepared by the concerned teachers well in time before the start of the Academic Session.

(I) The Head of Department, in the consultation with the Vice-Chancellor, shall organize from time to time seminars, workshops, conferences and other co-curricular activities of the Department.

(J) Each Head of Department shall prepare a report of the activities of the Department and shall submit the same every month to the Vice-Chancellor for his perusal.

(K) The Vice-Chancellor shall appoint the senior most teacher as the Head of each Department in which the concerned teacher has specialization or has keen interest. In case no teacher is available, the Vice-Chancellor may appoint the Head of Department of the other Department to look after the duties of Head of Department of such Department till such time as the Vice-Chancellor may think fit.

(L) Over and above the functions authorized by the Vice-Chancellor from time to time, the Head of Departments shall perform all the functions of the Head of the Department mentioned in the above Regulations.

(M) The Vice-Chancellor shall have power to direct any teacher or Head of Department of any Department to help in functioning, teaching and other academic and Co-curricular activities of other Department(s).

(N) **REMOVAL OF DIFFICULTIES:** The Vice-Chancellor, on the recommendations of a Committee to be constituted by the Vice-Chancellor, shall have the power to make such modifications, alterations, or amendments in these Academic Regulations as may be necessary to remove any difficulty arising in the implementation of these Regulations. The changes made by the Vice-Chancellor shall be reported to the Academic Council.

CHAPTER-XI

[A] AWARD OF THE MEDALS & ENDOWMENTS FOR VARIOUS SCHEMES

(i) AWARD OF THE MEDALS:

(a) The selection for the award of the Medals instituted- Gold Medal /Silver Medal /Bronze Medal- shall be made on the basis of recommendations made by a Selection Committee constituted by the Vice-Chancellor.

(b) The number of medals shall be such as may be decided by the Academic Council from time to time.

(c) [85]The Registrar shall make available to the Selection Committee full details of the CPI alongwith the total marks scored by 5 students from amongst their *inter se* merit on the basis of their total results of B.A. LL.B. (Hons.) or LL.M. examination.

In case, an endowment has been accepted by the University for the Award of Medal in a specific subject, the names of 5 students alongwith their CPI and total marks scored in the concerned subject of B.A. LL.B. (Hons.) or LL.M., shall be made available to the Selection Committee accordingly.

The Registrar shall also certify that the students whose names have been forwarded for the consideration of the Selection Committee for the purpose of Award of the Medal, have neither failed to appear in any examination nor failed at any time in any course nor taken the repeat examination; and further that they have not been given any punishment for the breach of discipline in the University during the course of their study.

(d) **Ineligibility:**

No student of B.A. LL.B. (Hons.) or LL.M. who has either failed to appear in any examination or failed at any time in any course or taken any repeat examination or has been given any punishment for the breach of discipline in the University during the course of study, shall be eligible to get any Award of Medal.

(e) **Removal of Tie:**

If there is a tie between the students scoring the same CPI, then the total marks secured by such student in the entire examinations of B.A. LL.B. (Hons.) or LL.M. shall be considered. If the tie still remains, then the student older in age will be eligible to get the Award of the Medal.

(f) The Selection Committee after due deliberation on the note and the list forwarded by the office of the Registrar, shall recommend to the Vice-Chancellor the name/names in respect of the medals instituted.

[85] amended vide resolution passed by the Academic Council in its meeting held on 28.06.2014 under agenda item no.-5 and ractified by the Executive Council in its meeting held on 15.11.2014

(ii) ENDOWMENTS FOR VARIOUS SCHEMES:

(a) ENDOWMENTS FOR PHYSICAL FACILITIES:

(i) Institutions and individuals can make one time contribution for construction of buildings or floors/ wings of the Buildings like Hostels/academic Block/Library/Play ground.

(ii) Institutions and individuals can make one time contribution of not less than rupees five Lakhs (Rs. 5,00,000.00) to the University for providing any or part of the following:

(a) Audio-Visual and other facilities for the seminar Hall, which can be named after the Donor or his nominee.

(b) Facilities for the moor-Court Hall, which can be named after the Donor or his nominee.

(c) Educational equipments and teaching aids including computers.

(d) Multi Utility Vehicle for Legal Aid Work and other clinical activities.

(e) Seminar Rooms, Lecture Halls for participants in continuing Education programs.

(b) ENDOWMENTS FOR CHAIRS:

(i) An Endowment Chair can be instituted by donating a sum of not less than Rupees One hundred Lakhs (Rs. 100,00,000.00) or US Dollars equivalent in Indian rupees as a corpus fund.

(ii) The Chair can be named after an institution or an individual in any specific branch of Law or a subject of inter-disciplinary area as may be agreed upon.

(iii) Where an Endowment from a donor is accepted by the University for establishing a chair, the donor may be co-opted as a Member of the Selection Committee for appointment to the Chair.

(iv) The Endowment amount shall be invested in a Scheduled Bank or such other safe deposits as specified in section 34(i) of Dr. Ram Manohar Lohiya National Law University Uttar Pradesh Act, 2005.

(v) The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the interest on the endowment amount or if necessary for the principal amount.

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

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

(c) ENDOWMENTS FOR LECTURES:

An Endowment can be instituted to organize the Endowment Lectures. For this, the donor shall make a contribution of Rupees Ten Lakhs (Rs. 10,00,000.00). The Lecture or the series

of Lectures delivered would be published in the form of a booklet.

(d) ENDOWMENT FOR SCHOLARSHIPS:

(i) Scholarships/ Fellowships/ Free ships for deserving and meritorious Under-graduate/Post-graduate students may be instituted by institutions or individuals by donating a sum not less than Rupees Two Lakhs Fifty Thousand (Rs. 2,50,000.00).

(ii) For the accrual of maximum possible interest the endowment amount shall be invested in fixed deposits.

(iii) A donor who wishes to name the Scholarships after an institutions or an individual he can do so with the approval of the University by donating a sum not less than Rupees Five Lakhs (Rs. 5,00,000.00) Ordinarily these Scholarships shall be awarded purely on considerations of academic merit and achievement of the students.

(iv) Once a Scholarship under the above clause (c) is awarded it will continue for the full period of the program provided a report of satisfactory progress is made available to the donor by the University.

(v) The donors will be informed about the names of students who are awarded the scholarships as soon as they are announced by the University.

(e) ENDOWMENTS FOR GOLD/SILVER MEDALS:

(i) [86]A Gold Medal may be instituted by an institution or individual upon donation of a sum of not less than Rs. 1,00,000/- (rupees one lakh only), a Silver Medal may be instituted by an institution or individual upon donation of a sum of not less than Rs. 75,000/- (rupees seventy five thousand only) and a Bronze Medal may be instituted by an institution or individual upon donation of a sum of not less than Rs. 50,000 (rupees fifty thousand only)

(ii) The Endowment amount shall be invested in a fixed deposit to earn the maximum possible interest.

(iii) The interest so derived shall be utilized for making of the gold medal and the unspent balance shall be added to the corpus of the endowment.

((iv) The donor can institute the gold medal in the name of an individual or institution.

(v) The medal to be awarded shall have (inscribed on it) the name of the institution or the individual in whose name the medal is to be instituted as well as and the name of

[86] substituted vide the resolution of the Executive Council under agenda item no. 6 in its meeting held on 30.05.2014

the recipient and the year for which the Medal is awarded.

(vi) The selection of candidates for the award of the Medals shall be made by a Selection Committee constituted by the Vice-Chancellor.

(vii) The donor shall be informed the name of the student selected for the award of the medal by the University.

(f) STUDENT WELFARE FUND:

(i) Institutions and individuals may donate a sum of not less than Rupees Fifty Thousand (Rs. 50,000.00) against the Student Welfare Fund.

(ii) The amount in the Fund shall be exclusively utilized for the welfare of students and the co-curricular and extra-curricular activities of the students (including travel expenses) in accordance with the guidelines provided by the University provided the student maintains a constant good academic performance and conduct.

(g) FACULTY DEVELOPMENT FUND:

(i) Institutions or individuals may donate a sum of not less than Rupees One Lakh (Rs. 1, 00,000.00) towards the Faculty Development Fund.

(ii) The amount shall be invested in fixed deposits and the interest accrued on the corpus of the fund shall be utilized for the faculty welfare and other schemes approved by the University.

(iii) GENERAL CONDITIONS:

The proposals received for any endowment specified from I to VII above shall be put before the Vice-Chancellor for his consideration. After the decision of the Vice-Chancellor the office of the Registrar shall intimate the Donor or the Donor Institution of the decision taken by the University regarding the proposal submitted by Donor or the Donor Institution. Once the Endowment is received by the University, an agreement stating the terms and conditions for the utilization of the Endowments shall be signed by the Donor and The Vice-Chancellor, Dr. RMLNLU and shall be placed before the Academic Council of the University for its Approval. After the approval of the academic Council on the said agreement, the scheme shall come into force.

[B] [87]REGULATION FOR CONFERRING *HONORIS CAUSA* DEGREE OR OTHER DISTINCTIONS:

1. The *Honoris Causa* Degree or Other Distinctions may be awarded to a person(s) who has made excellent contribution to the society or to the development of legal education in India or aborad.
2. The Vice-Chancellor shall propose the name of the person on whom the The *Honoris Causa* Degree or Other Distinctions have to be conferred.
3. The names shall be proposed by the Vice-Chancellor before the Academic Council for its approval.
4. On the approval of the Academic Council such person shall be informed about the decision of the University and shall be given a prior notice to participate in the Convocation of the University.
5. In case such person is unable to receive the *Honoris Causa* Degree or Other Distinctions in person then the *Honoris Causa* Degree or Other Distinctions to such person will not be conferred in the Convocation for which a notice has been issued to such person.
6. After the students have been conferred with the respective degrees in the Convocation, then the *Honoris Causa* Degree or Other Distinctions shall be conferred on such person following the same procedure as is of the conferment of degrees to the students in the Convocation.
7. The person on whom the *Honoris Causa* Degree or Other Distinctions will be conferred shall also sit on the dais along with other persons prescribed under the Regulations.
8. The Vice-Chancellor shall present the person(s) on whom the *Honoris Causa* Degree or Other Distinctions has to be conferred and read out his/her bio-data. Then, the Visitor of the University on the request of the Vice-Chancellor, shall confer the *Honoris Causa* Degree or Other Distinctions to such person. In the absence of Visitor, the Vice-Chancellor shall perform the functions of Visitor.

[87] substituted vide resolution passed by the Academic Council in its meeting held on 25.10.2013 under other agenda item no. 5 and ratified in the Executive Council on 18.11.2013

CHAPTER-XII

[88]REGULATIONS REGARDING THE RULES AND PROCEDURE OF THE CONVOCATION

(A) Procedure of the Convocation

The Vice Chancellor and the Members of the Academic Council will assemble in the Council Room. The Graces of the Academic Council will be supplicated on behalf of the candidates for Admission to the Degrees of B.A.LL.B. (Hons.), LL.M. and Ph.D.

Head of Departments of Legal Studies:

Sir,

I move that a Grace of the Academic Council be passed that those persons whom the examiners certified to be qualified for the degree of B.A. LL.B. (Hons.), LL.M. and Ph.D. be admitted to the Degree.

Whereupon, the Vice Chancellor shall put the question:

"Does it please you that this Grace be passed?"

Members of the Academic Council:

"Yes"

The Academic Council assenting, the Vice Chancellor:

"This Grace is Passed".

Procession:

The procession of the authorized Members shall march from the Convocation ground and reach to the dias. All the persons present in the Convocation Hall shall rise till the respective Members on the dias takes their seats.

The Visitor or his nominee will then declare:

I declare the Convocation open

This Convocation of the Academic Council of Dr. Ram Manohar Lohiya National Law University, Lucknow has been called to confer degrees upon the candidates who, in the examinations recently held for the purpose, have been certified to be worthy of the same. Let the candidates stand forward.

The candidates stand forward, the Visitor or his nominee will then say :

"Let the candidates now be presented".

The candidate shall be presented to the Visitor in the following manner by the Head of Department of Legal Studies:

(i) Ph.D. candidates

(ii) Post Graduate Candidates and

[88] substituted vide resolution passed by the Academic Council in its meeting held on 25.10.2013 under agenda item no. 7 and ratified in the Executive Council on 18.11.2013

(iii) Graduate Candidates

The Head of Department of Legal Studies :

Sir,

I present unto you, the candidates who have been examined and found qualified for the Degrees of Ph.D., LL.M. and B.A. Ll.B. (Hons.) to which, I pray, they may be admitted.

(The Head of Department of Legal Studies will announce the names of the recipient of the Degrees one by one according to their Enrolment Number).

The Visitor or his nominee shall say to the candidates, who shall remain standing:

By virtue of the authority vested in me as the Visitor of Dr. Ram Manohar Lohiya National Law University Lucknow, I admit you to the Degrees of Ph.D., LL.M. and LL.B. of this University and charge you that in your life and conduct you prove yourselves worthy of the same.

The Registrar, then shall read out the names of the candidates to be admitted to different degrees in absentia :

I pray that the candidates who have been examined and found qualified for the respective degrees but could not present themselves in person at the Convocation be admitted to their respective degrees in absentia.

The Visitor or his nominee shall say:

By virtue of the authority vested in me as the Visitor of Dr. Ram Manohar Lohiya National Law University Lucknow, I admit the candidates to their respective degrees in absentia and charge them that in their life and conduct they prove themselves worthy of the same.

The Visitor or his nominee then shall give exhortation.

Presentation of the candidates for the Award of Medals and Prizes by the Vice Chancellor:

Award of Medals and prizes shall be given by the Chief Guest or in his absence by the Visitor or his nominee.

The Visitor or his nominee will then request the Chief Guest to deliver the Convocation Address.

At the close of the Address all the Members on the dias shall rise and the Visitor or his nominee will say :

"I dissolve the Convocation"

Then all will rise till the National Anthem is over and the procession leaves the Convocation ground.

(B) Convocation Rules

(i) A Convocation for the purpose of conferring the Under Graduate Degree, Post Graduate Degree and Doctoral Degree shall be held annually at Dr. Ram Manohar Lohiya National Law University, Lucknow on such date as may be fixed by the Vice-Chancellor with the approval of the Visitor. A Special Convocation may also be held at such a time that may be necessary or convenient.

(ii) Ordinarily not less than three weeks notice shall be given by the Registrar for holding a Convocation. This period may, however, be reduced to ten days in the case of Special Convocation or in any other case, where such a course is considered expedient by the Vice-Chancellor.

(iii) The Academic Council shall, from time to time, lay down the procedure to be followed at the Convocation.

(iv) The candidates desiring to receive their respective degree in person must apply in the prescribed form to the Registrar 10 clear days before the date of Convocation, intimating their intention to be present at the Convocation. Each candidate shall submit a Demand Draft of Rs. 1,000/- as a fee for attending the Convocation. However, the Vice-Chancellor, may, in a special case permit the receipt of late applications up to seven days before the date of Convocation if such applications are accompanied by a late fee of Rs. 250/-.

(v) Such candidates, as are unable to present themselves in person at the Convocation, may apply for receiving their degrees in absentia in the prescribed format not later than one month of the date of the Convocation along with the fee of Rs. 1,000/- and postal charges of Rs. 100/- on the production of a satisfactory evidence about their identity.

(vi) The Degrees shall be signed by the Vice-Chancellor and the Registrar and shall bear the Seal of the University. The date on the Degree, whether to be awarded at the Convocation or otherwise, will be the same as the date of the Convocation of the University.

(vii) The Visitor, Chairperson of the General Council, Members of the General Council, Executive Council and Academic Council, the Vice-Chancellor, the Heads of the Departments, and the Registrar shall wear the prescribed academic costumes of the University at the Convocation.

(viii) Candidates at the Convocation shall put on the academic robe prescribed by the University after paying the prescribed security money. No candidate shall be allowed to be admitted to the Convocation Hall without the academic robe.

(ix) The Visitor or his nominee, the Chairperson of the General Council or his nominee, Members of the General Council, Executive Council and the Academic Council, the Vice-Chancellor, the Heads of the Department and the Registrar shall assemble at a place notified at the hour appointed. Later they shall walk in procession in the following order to the Convocation ground:-

(a) Registrar

(b) Visitor or his nominee

(c) Chief Guest

(d) Chairperson of the General Council or his nominee

(e) Vice-Chancellor

(f) Such other person nominated by the Executive Council

(g) Members of the General Council

(h) Members of the Executive Council

(i) Members of the Academic Council

(j) Heads of the Department

(x) The Visitor or his nominee, the Chief Guest, the Chairperson of the General Council or his nominee, Members of the General Council, Executive Council, and Academic Council, the Vice-Chancellor, the Heads of the Departments, the Registrar and such other persons named by the Executive Council shall take their respective seats on dais in the place reserved for them.

(xi) The candidates present at the Convocation shall take their seat at the place reserved for them before the procession enters in the Convocation ground. As the procession enters the Convocation ground, all those present shall rise and remain standing until the Members of the procession have taken their respective seats on the dias.

(xii) The Visitor or his nominee shall declare the Convocation open.

(xiii) On a request from the Vice-Chancellor, the Visitor or his nominee will permit the Vice-Chancellor to present the recipients of the Degrees.

(xiv) The Visitor or his nominee will give the Degrees to the candidates.

(xv) Recipients of the Degrees shall remain standing while the Vice-Chancellor reads the citation and admits the candidates to the respective Degrees.

(xvi) The Visitor or his nominee shall give exhortation.

(xvii) The Vice-Chancellor, with the permission of the Visitor, shall then present the candidates for the award of the Medals and Prizes. Such awardees shall be called individually to receive the Medals and Prizes from the Chief Guest or in his absence by the Visitor or his nominee.

(xviii) The Visitor or his nominee shall then request the Chief Guest to deliver the Convocation Address.

(xix) The Convocation Address will thereafter be delivered by the Chief Guest.

(xx) The Visitor or his nominee will then declare the Convocation closed.

(xxi) All those present in the Convocation Hall shall rise and remain standing until the National Anthem is over and the procession move out of the Convocation ground.

(C) [89]Format of Degrees

(1) Master of Laws

क्रम संख्या : ..... *नामांकन संख्या : .....*

S.No. : ..... ***Enrollment No.: .....***

डा0 राम मनोहर लोहिया राष्ट्रीय विधि विश्वविद्यालय, लखनऊ

विनियमावली में विहित पाठ्यक्रमों में परीक्षा लेने तथा सफल घोषित होने पर विश्वविद्यालय की विद्या परिषद् तथा कार्य परिषद् की अनुशंसा पर

श्री .....

को

मास्टर ऑफ लॉज़ (एलएल0एम0)

की उपाधि

वर्ष .....में

प्रदान की गई।

Having been examined and declared successful in the courses prescribed under the Regulations and upon the recommendations of the Academic Council and the Executive Council of the

Dr. Ram Manohar Lohiya National Law University, Lucknow

the degree of

Master of Laws (LL.M.)

is hereby awarded to

Mr. .....

कुलसचिव
Registrar

कुलपति
Vice-Chancellor

Dated: .....
Lucknow, (U.P.) INDIA

in the year .....under the seal of this University.

(2) [90]Degree of B.A. LL.B. (Hons.)

[89] substituted vide resolution passed by the Academic Council in its meeting held on 25.10.2013 under agenda item no. 7 and ratified in the Executive Council on 18.11.2013

क्रम संख्या : ..... *नामांकन संख्या : .....*
S.No. : ..... ***Enrollment No.: .....***

डा0 राम मनोहर लोहिया राष्ट्रीय विधि विश्वविद्यालय, लखनऊ
विनियमावली में विहित पाठ्यक्रमों में परीक्षा लेने तथा सफल घोषित होने पर विश्वविद्यालय की विद्या परिषद् तथा कार्य परिषद् की अनुशंसा पर
श्री .....
को
बी0ए0 एलएल0बी0 (ऑनर्स)
की उपाधि
वर्ष .....में
प्रदान की गई।

Having been examined and declared successful in the courses prescribed under the Regulations and upon the recommendations of the Academic Council and the Executive Council of the
Dr. Ram Manohar Lohiya National Law University, Lucknow
the degree of
B.A. LL.B. (HONS.)
is hereby awarded to
Mr. .....

कुलसचिव **कुलपति**
Registrar **Vice-Chancellor**

Dated: .....
Lucknow, (U.P.) INDIA
in the year 2013 under the seal of this University.

(D) [91]Format of Consent Form

[90] substituted vide resolution passed by the Academic Council in its meeting held on 25.10.2013 under agenda item no. 7 and ratified in the Executive Council on 18.11.2013
[91] substituted vide resolution passed by the Academic Council in its meeting held on 25.10.2013 under agenda item no. 7 and ratified in the Executive Council on 18.11.2013

DR. Ram Manohar Lohiya National Law University, Lucknow
Consent Form
for
Attending/Non-Attending the Convocation

1. Enrolment No.: _____ Year:_____

2. Programme of study: UG: B.A. LL.B. (Hons.) :_____

PG: LL.M. :_____

Ph.D. :_____

3. Full Name of the Student (in English): _____
(as per the CLAT record) First Name Middle Name Surname

4. Current Postal Address: _____
_____
_____

Pin Code:_____e-mail ID:_____Mobile No.:_____

6. Tick one of the following boxes applicable to you:

☐ **YES**, I shall attend the Convocation and receive the Degree in person.
A Bank Draft*/RMLNLU Cash Challan No.:_____Dated:_____
for Rs. 1,000/- is enclosed herewith as fee for receiving the Degree in person. I shall deposit the security money of Rs. 1,000/-, which is refundable on deposition of the academic robe with the office as and when I take the said robe.

☐ **NO**, I shall not be able to attend the Convocation.
A Bank Draft*/RMLNLU Cash Challan No.:_____Dated:_____
for Rs.1,100/- is enclosed herewith as fee including postage charges

(*Bank Draft should be drawn in favour of '**The Registrar, Dr. Ram Manohar Lohiya National Law University' payable at 'Lucknow**')

Date:_____ Signature of the student

If you are unable to submit this form in RMLNLU office in person, you may post it (along with the requisite Bank Draft and other enclosures, if any) through SPEED POST at the following address so as to reach to the office latest by 10 clear days before the date of Convocation. However, late application may be submitted with the permission of the Vice-Chancellor seven days before the date of Convocation by paying a late fee of Rs. 250/-.

The Registrar,
DR. Ram Manohar Lohiya
National Law University,
Lucknow - 226 012 (Uttar Pradesh)

PS: Please ensure that you have cleared all the University dues and deposited the **NO-DUES** certificate in Academic Section.

CHAPTER-XIII

[92]STANDARD FORMAT OF MEMORANDUM OF UNDERSTANDING FOR ACADEMIC EXCHANGES BETWEEN THE UNIVERSITY AND OTHER NATIONAL/INTERNATIONAL INSTITUTIONS

MEMORANDUM OF UNDERSTANDING

BETWEEN

DR. RAM MANOHAR LOHIYA NATIONAL LAW UNIVERSITY, LUCKNOW, UTTAR PRADESH, INDIA

AND

_____

Dr. Ram Manohar Lohiya National Law University (RMLNLU) located in Sector-D-1, L.D.A., Kanpur Road Scheme, Lucknow, Uttar Pradesh, India and _____seek to implement opportunities for joint scholarship; to facilitate academic cooperation; to develop research collaborations; and to promote international understanding. To these ends, the institutions agree to foster and promote international cooperation in education and research between the two institutions. This *Memorandum of Understanding* (MOU) provides a general framework for the development of such collaboration. Subsequent *Implementation Agreements* will specify institutional activities which will be agreed upon and developed by RMLNLU and _____ University at a future date.

I. Based upon principles of international educational exchange (mutual respect and benefit, cooperation, collaboration, and understanding), RMLNLU and ____ agree to explore the following collaborative activities:

- Exchange of students;
- Exchange of faculty and research scholars;
- Exchange of legal materials, publications and information;
- Development of joint research collaborations and meetings for legal education and research;
- The recruitment of students to degree seeking programs in the institutions; and
- Organization of joint conferences/seminars/workshops/debates.

II. Specific activities to be carried out under this MOU will be stated in subsequent and corresponding *Implementation Agreements* which, once approved by both institutions, will be attached as addenda to this MOU.

[92] inserted vide resolution passed in the meeting of the Academic Council held on 25.10.2013 and ratified by the Executive Council on 18.11.2013

III. This *Memorandum of Understanding* will be considered effective on the date it is signed by official representatives from both institutions and shall continue for a period of three (3) years. Either institution may terminate the MOU at any time, but both institutions agree that if the agreement is terminated, due consideration will be given to avoid harm to students and teachers in a collaborative program currently under way.

IV. This MOU is an expression of good will and a statement of good intentions between ____ and RMLNLU. It is designed to facilitate and develop a genuine and mutually beneficial exchange/research relationship between the two institutions.

V. Revisions to the MOU and subsequent *Implementation Agreements* may be made upon mutual written consent of both institutions.

VI. The administration of this MOU shall be the joint responsibility of the Vice-Chancellor at Dr. Ram Manohar Lohiya National Law University, and the _____ at _____ University. All notices shall be in writing and directed to these individuals as follows:

At RMLNLU: Vice Chancellor

Dr. Ram Manohar Lohiya National Law University
Sector-D-1, L.D.A., Kanpur Road Scheme,
Lucknow-226022
Uttar Pradesh, India
Phone: +91-522-2422855
Fax: +91-522-2425901

At ____:

Any MOU additions, changes, or deletions must be approved by the representatives of both universities as shown above. This MOU is agreed upon in good faith and signed this day by:

For Dr. Ram Manohar Lohiya National Law University:

_____	_____	_____
Vice Chancellor	**Signature**	**Date**

For _____ University:

_____	_____	_____
Title	**Signature**	**Date**

CHAPTER-XIV

[93]RULES RELATING TO ORGANISATION & REIMBURSEMENT TO STUDENTS FOR ACADEMIC & EXTRA-CURRICULAR ACTIVITIES

Without prejudice to the generality of the other rules in the University regulations, the following rules will be applicable in case of students' participation/representation in academic or extra curricular activities whether within this University or in other institutions/Universities etc.

(A) <u>ORGANISING OF THE EVENT BY THE UNIVERSITY:</u>

(i) In case planning of any academic or extra-curricular activity in the University, the faculty in-charge of the concerned committee shall prepare a blue print of the entire event and get it approved from the Vice-Chancellor. The blue print shall include financial estimates also. It will also lay down the requirements of the logistics. While sending the file to the Vice-Chancellor for approval, the faculty in-charge shall route the file through Finance Officer and Registrar.

(ii) Generally all payments relating to the event shall be made by the Finance Officer on the certification of the bill by the faculty in-charge concerned. However on the request of the faculty in-charge for making contingent expenditure like payment of honorarium etc an advance may be granted to the faculty in-charge which shall not exceed Rs. 50,000/- at one point of time.

(iii) All such activities shall be supervised by the respective faculty in-charge and the coordinating departments till the event is completed. For the payment of money towards awards, prizes etc. a copy of the judgment shall be provided to the finance department in order to ensure the distribution of the same. Registrar office shall provide the necessary logistic for the event.

(iv) In case of experts/judges for Committee Events held inside the University, the University will provide only honorarium as per University regulations. The University may provide food, board & lodging facilities to the invited experts/judges preferably in the University guest house.

(v) The University may provide pickup & drop facility either individually or collectively to the invited judges/experts/ participating teams etc.

(vi) The University may provide accommodation/food & lodging facility etc. to the participating teams. The participants may be required to arrange on their own basis also in case of non-availability of accommodation etc.

(vii) All students' activities are to be held/organized between 6 am to 6 pm preferably. Any extension in the timing in this regard shall be subject to the approval of the competent authority.

(viii) The campus entry and exit timing for participating teams/students will be as per the rules applicable to hostel inmates.

(B) <u>FINANCIAL ASSISTANCE & THE PROCEDURE FOR REIMBURSEMENT OF EXPENDITURE TO THE STUDENTS:</u>

(i) Participation in every moot, debate and other competitions/events shall be subject to availability of funds/budget and the University may

[93] substituted vide resolution passed by the Academic Council in its meeting held on 25.10.2013 under agenda item no. 4 and ratified in the Executive Council on 18.11.2013

provide the financial assistance subject to the prior approval of the competent authority.

(ii) Subject to availability of funds/budget, the University may provide financial assistance in case of following events, competitions & conferences etc.-

(a) For participation in international round of moot court or any other international competition held abroad, the financial help may be given to the national winner or runner only. The University may provide financial assistance for registration fee & economy class air travel expenses (up & down) for the shortest route originating from New Delhi. Reimbursement of other travel expenses will be restricted to third AC railway fare only and daily allowance @Rs360/- per day may be paid as per the University regulations if the boarding and the lodging facility is not provided by the host institution/organizers.

(b) For participation in national level moot, debate and other competitions, the University may provide financial assistance towards the expenses on registration fee & travel expenses limited to AC third class railway fare for shortest distance (up & down) originating from Lucknow. Daily allowance @Rs360/- per day may be paid as per the University regulations if the boarding and the lodging facility is not provided by the host institution/organizers.

(c) The University will provide no financial assistance for any other preparatory research or travel etc. for any moot, debate and other competitions.

(iii) For claiming reimbursement, the students/teams are required to produce the following documents of payment & receipt in the office of the concerned committee In-charge:-

(a) Certificate concerning permission to participate, issued from the office of faculty In-charge of the concerned committee.

(b) Letter of approval of competent authority for participation in any event.

(c) Original (train/air ticket, registration fee) bills of payment/receipt etc.

(d) Participation certificate issued by organizing institution.

(iv) The University will provide the above mentioned financial assistance ONLY BY WAY OF REIMBURSEMENT on the completion of the event. However, in special circumstances, with the approval of the Vice-Chancellor, the University may also provide air tickets & other approved expenses to the selected team/member. No advance money shall be given by way of financial assistance for any purpose whatsoever.

(v) These rules shall apply mutatis mutandis in case of other similar academic, curricular or extracurricular activities in which the students/teams are participating/representing the University.

CHAPTER-XIV

[94]RULES RELATING TO MERIT-CUM-MEANS SCHOLARSHIP

1. TITLE AND COMMENCEMENT

The Scholarship shall be the University Merit-Cum-Means Scholarship and shall be open to students of B.A.LL.B. (Hons.) and LL.M. It shall be operative from the Academic Session July 2017.

2. NUMBER OF SCHOLARSHIP

The distribution of the Award of Scholarship shall be as follow :

Sr. No	Students	Total No.
1	B.A.LL.B. (Hons.) First - Fifth Year (Two scholarships for each year)	10
2	LL.M.	01
	Total	**11**

3. AMOUNT OF SCHOLARSHIP

Each student selected for the Scholarship will get Rs. 50,000/- per annum which will be generated out of the interest earned on the corpus money earmarked for the purpose of Scholarship. The said amount will be credited to their accounts with the State Bank of India, Dr. RMLNLU Branch, Lucknow. The Scholarship holder will have to apply every year for the continuance of his/her Scholarship for the next year.

4. MINIMUM QUALIFICATION

The First Year, B.A.LLB.(Hons.) student shall have the highest *inter se* merit in CLAT and Class XII with A+ grade or equivalent marks. For the students of Second Year to Fifth Year the highest *inter se* merit in the concerned semester with not less than 8.5 CPI/CPG. For the LL.M. First Semester student, he shall have the highest *inter se* merit in the CLAT with not less than 8.5 CPI/CPG or equivalent grade/marks in B.A.LL.B. (Hons.) or an equivalent Degree.

5. DISQUALIFICATION

The following students shall not be eligible for the Scholarship:

(i) whose parent's (Father and Mother's Income taken together and if the parents are not alive then the Income of the Legal Guardian) income is more than Rs. 4,00,000/- per annum from all the sources at any time;

(ii) is offered or getting any other scholarship, freeship or any financial assistance from any source;

(iii) failed or failed to appear at any time in any paper of the University Examination;

(iv) is not a regular student of the University and has less than 85 per cent attendance in aggregate;

(v) breaks his course of study;

(vi) punished for any act of indiscipline or involved in any criminal activities;

(vii) passed the paper with grace marks.

6. SELECTION COMMITTEE

[94] inserted vide resolution passed by the Executive Council under agenda item no. 8.

The Selection Committee shall consists of the following Members :

(i) Prof. C.M. Jariwala	-	Chairperson
(ii) The Finance Officer	-	Member
(iii) The Head of the Department	-	Member
(iv) The Deputy Registrar (Exam)	-	Member

The University Assistant Account Officer will act as secretary to the Committee.

7. PROCEDURE FOR SELECTION

The following procedure will be followed :

(i) The University will invite application for the Scholarship from the qualified and eligible students of First to Fifth year of B.A.LL.B. (Hons.) and First Year LL.M. in the month of July every year.

(ii) The office of the Registrar will provide the list of applicants along with their *inter se* merit and also the position of the total income of their parents with the supporting documents to the Chairperson of the Selection Committee latest by the first week of January.

(iii) In case there is a tie between the eligible students, it shall be broken in the following order:
   (a) necessary scholastic record of previous year(s), however, preference will be given to the Medal Awardee;
   (b) income of parents (Father and Mother's Income taken together and if the parents are not alive then the Income of the Legal Guardian) is less than Rs. 3,00,000
   (c) hundred per cent attendance in that year;
   (d) older in the age
   (e) In case of tie between girl and boy, girl will be preferred.

(iv) In case the Committee needs only more information, it may direct the student(s) to appear before the Committee

(v) The Committee after detailed consideration of the matter, will recommend the names of the students for the award of scholarship to the Vice Chancellor for his approval.

(vi) The list of approved students shall be put on the University website and objection, if any, will be invited within a week from the date of publication of the list on the website. The decision of the Vice Chancellor shall be final in the matter.

(vii) The Final list of the selected students for the Scholarship will be put on the University website by the end of February and the Scholarship money will be deposited in their account by April of each year.

(viii) The students selected for the Scholarship shall give an undertaking to the effect that he is not drawing or offered any other Scholarship or Financial Assistance from any source which shall be verified by the University from the concerned Department of the Government.

(ix) The Parents, if the parents are not alive then the Legal Guardian, of the Scholarship holder shall also be informed about the Award.

(x) The Scholarship holder will be required to perform such academic duties as may be assigned by the Vice Chancellor from time to time.

(xi) The performance of the Scholarship holder will be monitored by a University teacher to be nominated by the Vice Chancellor who shall report to the Vice Chancellor about his behaviour and conduct and his academic performance in the University from time to time.

8. CANCELLATION OF SCHOLARSHIP

If the scholarship holder:

(i) becomes ineligible at any time;

(ii) conceals or omits the relevant information;

(iii) his parents (Father and Mother's Income taken together and if the parents are not alive then the Income of the Legal Guardian) income from all sources increases more than Rs. 4,00,000/- at any time;

(iv) has been drawing any financial assistance from any other source or is employed with pay or allowances;

(v) violated any Rules and Regulations of the University, or

(vi) the Vice Chancellor may cancel his/her Award of Scholarship at any time on any other ground;

his/her award of Scholarship will be cancelled by the University. However, before taking any decision in the matter, the concerned Scholarship holder will be given an opportunity to personally present his case before the appropriate authority of the University.

An appeal may lie in the matter with the Vice Chancellor, whose decision shall be final.

PART - II

EXECUTIVE REGULATIONS

CHAPTER-I

AUTHORITIES OF THE UNIVERSITY

1. The following shall be the authorities of the University:
   - (i) The General Council;
   - (ii) The Executive Council;
   - (iii) The Academic Council;
   - (iv) The Finance Committee; and
   - (v) Such other authorities as may be prescribed by the Regulations from time to time.
2. The draft of a regulation declaring anybody to be an authority of the University shall not be introduced in the Executive Council without the recommendation of the Academic Council.
3. A vacancy in the General Council or the Executive Council or the Academic Council or the Finance Committee may arise either by the (a) death, (b) resignation, or (c) cessation of office, of a member of the respective councils/committees.

CHAPTER-II

COMMITTEES

Subject to the provisions of Sec. 19 of the Act, any authority of the University may opt as many standing or special committees as it may deem fit, with the approval of the Executive Council and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it by the authority concerned.

CHAPTER-III

PROCEDURE FOR THE MEETINGS OF THE GENERAL COUNCIL

1. The Chairperson of the General Council shall preside over the meeting of the General Council and in his absence; any member duly authorized by the Chairperson shall preside over the meeting.
2. One third of the total number of members of the General Council shall form a quorum for a meeting.
3. Each member shall have one vote and if there be equality of votes on any question to be determined by the General Council, the Chairperson or the person presiding over the meeting shall, in addition, have a casting vote.
4. If urgent action by the General Council becomes necessary, the Chairperson may permit the business to be transacted by circulation of papers to the members of the General Council. The action proposed to be taken shall not be taken unless agreed to by one-third of the total members of the General Council. The action so taken shall be forthwith intimated to all the members of the General Council and shall be reported in the next meeting of the General Council.
5. The meetings of the General Council shall be held once in a year. The meeting may be either annual or special.
6. The annual meeting of the General Council shall be held on any month of the year on such dates as the Vice-Chancellor may fix in consultation with the Chairperson, and may adjourn from time to time to conclude any unfinished business.
7. At the annual meeting of the General Council the Vice-Chancellor shall present the budget together with the auditor's report for the past financial year, and the Vice-Chancellor shall lay the annual report of the University prepared under the direction of the Executive Council in accordance with Section 36 of the Act.
8. If the quorum is not present on the day fixed for the meeting of the General Council, the Chairperson after waiting for 15 minutes shall declare that there shall be no meeting.
9. No business shall be conducted at a meeting unless the quorum is present.
10. The Registrar shall, not less than 10 days previous to annual meeting and special meeting, issue to each member a notice stating the time and place of the meeting. This notice shall be accompanied by an agenda paper, showing the business to be transacted in the meeting.
11. Any member desiring to bring forward a motion not included in the agenda shall inform the Registrar of the same not less than 5 days before the date fixed for the meeting annual or special.
12. All the resolutions and motions received within the time prescribed in these Regulations shall be put on the agenda of the meeting.
13. No business other than that included in the agenda paper shall be transacted at a meeting except with the consent of the Chairperson.
14. Proposals relating to the conferring of honorary degrees, votes of thanks, messages of congratulations, or condolence, addresses and other matters of a like nature may be moved by the Chairperson without previous notice.
15. The Chairperson at a meeting of the General Council shall have a vote and a casting vote.
16. Every motion must be seconded, otherwise it shall drop.

17. A motion once disposed of shall not be brought forward at the same meeting or at any adjournment thereof.
18. No amendment shall be proposed which would in effect constitute a direct negation of the original motion.
19. The Chairperson may at any stage in the proceedings, at his own discretion or at the request of any member, explain the scope and effect of the motion or amendment which is before the meeting.
20. Any member may with the permission of the Chairperson, rise even while another is speaking, to explain any expression used by him/her which may have been misunderstood by the speaker, but he shall continue himself strictly to such explanation.
21. Any member may call the Chairperson's attention to a point of order even while another member is addressing the meeting, but no speech shall be made on such point of order.
22. The Chairperson shall be the sole judge of any point of order, and may call any member to order and may, if necessary, dissolve the meeting, or adjourn it to some other time or day.
23. On putting any question to the vote, the Chairperson shall call for an indication of the opinion by a show of hands and shall declare the results thereof according to his opinion.
24. No question may be put which seeks to divulge information regarding matters which any of the authorities of the University has in the exercise of its powers and functions under the Act and the Regulations, declared it as confidential.
25. Copies of the minutes of the General Council shall be circulated to all members, who shall be entitled to communicate to the Registrar within one week of the receipt of such minutes, any objections to its correctness or any omissions in it.

CHAPTER-IV

PROCEDURE FOR THE MEETING OF THE EXECUTIVE COUNCIL

1. The meetings of the Executive Council shall be held at least once in three months. The meeting may be Ordinary or Special.
2. Ordinary meetings of the Executive Council shall be held on such a day as the Vice-Chancellor may fix.
3. Special meetings of the Executive Council shall be such as are convened by the Vice-Chancellor either on his own motion or on the written request of any five members of the Executive Council.
4. The Registrar shall, not less than ten days previous to each Ordinary meeting, issue to each member of the Executive Council a notice stating the time and place of the meeting, and this notice will ordinarily be accompanied by an Agenda paper showing the business to be brought before the meeting. All motions received by the Registrar one day before the issue of the Agenda paper shall be included in the Agenda, provided that in cases of emergency, any fresh question or proposal may be included in the Agenda with the prior permission of the Vice-Chancellor.
5. In the case of Special meetings, the Registrar shall give such previous notice of the time and place as the circumstances in each case may permit. Such notice shall be accompanied by an Agenda paper, and no motion shall be discussed at the Special meeting which is not on the Agenda paper.
6. Recommendations of the Academic Council or any report of the standing committees or Ad hoc committee constituted by any authority with the prior approval of the Executive Council, if they are not included in the Agenda paper, shall be laid before the Executive Council, provided they are received by the Registrar 05 days before the date fixed for the meeting of the Executive Council.
7. All motions received by the Registrar and report of any Committee shall pass through the Vice-Chancellor.
8. All questions considered at the meetings of the Executive Council shall be decided by a majority of the votes of the members present including the Chairperson. If the votes be equally divided, the Chairperson shall have a Casting Vote.
9. The proceedings of each meeting of the Executive Council shall be entered in a Minute Book and signed by the Vice-Chancellor and shall be confirmed at the next meeting.
10. In all the meetings of the Executive Council the Regulations relating to procedure for the meeting of the General Council shall apply *mutatis mutandis*.
11. The Registrar shall issue notice of all meetings of the standing committees and shall be the Secretary of all such committees for which a Secretary or Convener has not been appointed or if so appointed, is unable to attend or act. The Registrar may delegate these duties to any Deputy/Assistant Registrar with the prior approval of the Vice-Chancellor.

CHAPTER-V

PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

1. The meetings of the Academic Council shall be held as often as may be necessary. The meeting shall be Ordinary or Special.
2. Ordinary meetings of the Academic Council shall be held on such a day as the Vice-Chancellor may fix.
3. Special meetings of the Academic Council shall be held such as are convened by the Vice-Chancellor either on his own motion or on the written request of any five members of the Academic Council.
4. The Registrar shall, issue to each member of the Academic Council a notice stating the time and place of the meeting, and this notice will ordinarily be accompanied by an Agenda paper showing the business to be brought before the meeting. All motions received by the Registrar one day before the issue of the Agenda paper shall be included in the Agenda, provided that in cases of emergency, any fresh question or proposal may be included in the Agenda with the previous sanction of the Vice-Chancellor.
5. In the case of Special meetings the Registrar shall give such previous notice of the time and place as the circumstances in each case may permit. Such notice shall be accompanied by an Agenda paper, and no motion shall be discussed at the Special meeting which is not on the Agenda paper.
6. The Registrar shall act as the Secretary to the Academic Council and the standing Committees or subcommittee appointed by it, provided no Convener has been appointed. The Registrar may delegate these duties with the prior approval of the Vice-Chancellor, on special occasion, to any one of the Deputy Registrar or Assistant Registrar.
7. All motions shall pass through the Vice-Chancellor.
8. All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present including the Chairperson. If the votes be equally divided, the Chairperson shall have a Casting Vote.
9. The proceedings of each meeting of the Academic Council shall be entered in a Minute Book and signed by the Vice-Chancellor and shall be confirmed in the next meeting.
10. All Regulations relating to procedure for the meetings of the General Council shall in other respects apply *mutatis mutandis* to the meetings of the Academic Council.

CHAPTER-VI

PROCEDURE FOR THE MEETINGS OF THE FINANCE COMMITTEE

1. The Finance Committee shall meet at least once in six months.
2. Three members of the Finance Committee shall form the Quorum.
3. The Vice-Chancellor shall preside over the meetings of the Finance Committee and in his absence the members present shall elect one of the members to preside over the meeting.
4. The Finance Officer shall act as the Secretary to the finance Committee.

CHAPTER-VII

SERVICES OF THE OFFICERS OF THE UNIVERSITY

1. THE VICE-CHANCELLOR: APPOINTMENT, TERMS & CONDITIONS OF SERVICE:

(i) Subject to the provisions of section 27 of the Act, the Vice-Chancellor shall be appointed by the General Council from amongst eminent academicians or educationists or Professors of eminence in the field of Law whose names are sent to the General Council by the Committee consisting of the following members viz.:-

(a)	one person to be nominated by the Visitor	Chairperson
(b)	one person to be nominated by the Chairperson of the General Council	Member
(c)	one person to be nominated by the State Government	Member

The Committee shall submit its recommendations to the General Council in accordance to sub-section (3) of section 27 of the Act.

(ii) The Vice-Chancellor shall be a whole time salaried officer of the University and shall exercise the powers and discharge his duties in accordance with the provisions of the Act.

(iii) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon the office.

(iv) If the office of the Vice-Chancellor becomes vacant due to his death or resignation or expiry of term or if he is unable to perform his duties owing to absence or illness or any other cause, the senior most teacher available shall officiate as the Vice-Chancellor till the Vice-Chancellor assumes office or other alternative arrangement is made by the Executive Council.

(v) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the General Council, the Executive Council and Academic Council and the Finance Committee.

(vi) The Vice-Chancellor shall have the power of a Head of Department for purposes of rules in the Accounts code, the Fundamental and Supplementary rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the University.

(vii) The Vice-Chancellor shall, in the absence of the Visitor and the Chairperson of the General Council, preside at the convocation held for conferring degrees. He shall be entitled to be present at, and to address any meeting of any authority or other body of the University, but shall not be entitled to vote there at unless he is a member of such authority.

(viii) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows-

(a) The Vice-Chancellor shall be paid a monthly salary and other allowances, at the rates fixed by the State Government from time to time.[95]

[95] proviso deleted in view of the legal opinion sought in compliance of the decision of the Executive Council meeting held dated 22.06.2013. Approved in the Executive Council meeting dated 30.09.2013.

(b) The Vice-Chancellor shall be entitled to a fully furnished and free of license fee accommodation in the campus of the University and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.

(c) The Vice-Chancellor, in order to effectively perform his duties, shall be provided with all the adequate facilities including assisting staff in his office and Camp Office.

(d) The Vice-Chancellor shall take charge of his duties within one month of the issue of the appointment letter.

Provided that the Chairperson of the General Council may, at his discretion, grant additional time to the Vice-Chancellor for taking the charge of his duties.

(e) In case the Vice-Chancellor due to his illness or any other private work is not able to perform his duties, he shall be entitled to avail of leave on full pay at the rate of 30 days in a calendar year and the leave shall be credited to his account in advance in two half yearly installments of 15 days each on 1st day of January and July every year.

(f) The Vice-Chancellor shall not be paid encashment of any leave due to him after the completion of his term.

(g) The Vice-Chancellor shall not be entitled for the benefits of any pension, group insurance, provident fund.

Provided that when any teacher of any University is appointed as Vice-Chancellor, he may be allowed to continue to contribute to the Group Insurance or Government Provident Fund to which he has been a subscriber.

(h) The Vice-Chancellor can avail himself of casual leave on his own authority. In case the Vice-Chancellor leaves the headquarters for his private work or for any other reason such as duty leave for attending seminars, conferences and symposium, he shall leave the station under the intimation to the office of the Chairperson, General Council.

(i) The Vice-Chancellor can avail duty leave not exceeding 30 days in a calendar year for his participation in seminars, conferences and symposium under the intimation to the office of the Chairperson of the General Council.

(j) In respect of any matter for which no provision has been made herein above, the Vice-Chancellor will be governed by the Dr. Ram Manohar Lohiya National Law University Act, 2005 or any modification thereof for the time being in force and the Regulations made there under from time to time.

2. [96]THE HEAD OF THE DEPARTMENT:

[96] inserted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

Subject to the provisions of the Dr. Ram Manohar Lohiya National Law University Uttar Pradesh Act, 2005 and not withstanding any thing contained in any other Regulations relating to the Head of Department; the following shall be the Regulations governing the Head of Department.

(A) APPOINTMENT AND TENURE:

(i) [97]deleted.

(ii) The Executive Council on the recommendation of the Academic Council may appoint the senior most Professor as the Head of the Department. In case no Professor is available, the Senior most Associate Professor may be appointed. In case there is no Professor and Associate Professor in the concerned Department, then the Vice Chancellor may give the charge of the Head of the Department to the existing Head of the Department or any other Faculty Member, as he deems fit, [98]till the Head of the Department is appointed.

(iii) A Head of Department shall ordinarily hold office for a period of three years. The Headship will rotate between Professor or Associate Professor, as the case may be, in order of their seniority in the University.

Provided the Vice Chancellor may, in exceptional circumstances, relieve the Head of the Department and his order shall be reported to the Executive Council in its next Meeting.

(iv) Any Professor or Associate Professor may decline the offer of appointment as Head of the Department.

(v) A Head of Department may resign his office at any time during his tenure but the acceptance of the resignation shall be subject to the approval of the Executive Council.

(vi) The existing Head of Department shall cease to function as such from the date the other person is appointed and assumes the office of the Head of the Department.

(vii) [99]In case the Head of the Department is on leave, the Vice Chancellor may direct any other teacher to look after the work of the Head of the Department.

(B) POSITION AND POWERS:

(i) The Head of Department shall be the Officer of the University as provided under section 26 of Dr. Ram Manohar Lohiya National Law University Act, 2005.

(ii) The Head of Department shall be *ex officio* member of the Selection Committee for the selection of teaching positions,

[97] deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[98] substituted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[99] substituted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

provided he is not lower in rank than that of the post for which selection is to be made.

(iii) The Head of Department shall be *ex-officio* member of the Academic Council of the University.

(iv) The Head of Department shall be *ex-officio* member of the University Purchase Committee.

(v) The Head of Department shall be *ex officio* member of the Library Committee and the senior most of the Head of Department will be the Chairperson of the Library Committee.

(vi) [100]deleted.

(vii) The Head of Department shall manage his Department subject to the overall control of the Vice Chancellor and the Executive Council.

(viii) The Head of Department shall be responsible for the organization of teaching and research in the Department, including Ph.D. Programme in accordance with the Regulations for the Ph.D. Programme.

(ix) The Head of Department will work with the aid and advice of the Departmental Council which shall consist of all the regular teachers of the concerned Department.

(x) The Head of Department shall prepare the teaching plans and allocation of subjects to the teachers of the Department under the approval of the Vice Chancellor. He shall also get prepared the course material for respective courses from the concerned teachers of the Department.

(xi) The Head of Department will prepare the Academic Calendar [101]and the Time-Table for each session for the approval of the Academic Council.

(xii) The Head of Department shall have power to distribute the administrative and academic work to such teaching and non-teaching staff of the Department as he may consider necessary.

(xiii) The Head of Department shall organize lectures and other academic discussion, conference, workshop from time to time under the overall control of the Vice Chancellor.

(xiv) The Head of Department, in consultation with the Vice-Chancellor, may invite any eminent Professor/researcher for Lectures on such terms and conditions as may be determined by the University from time to time.

(xv) The Head of Department may be consulted by the Vice Chancellor in case of any appointment of any teacher on

[100] deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

[101] substituted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

contract basis without any reference to the Selection Committee in the Department.

(xvi) [102]The Head of Department shall coordinate and supervise the activities of different committees constituted in the different Departments. The Head of the Department shall recommend to the Vice Chancellor the constitution of the Standing Committees/Ad-hoc Committees as they may deem fit for the specific purposes.

(C) FUNCTIONS AND DUTIES:

(i) Without prejudice to the generality of the forgoing provisions, the following shall be the duties of the Head of Department to:

(a) conduct all affairs relating to administrative and academic matters of the Department;

(b) ensure proper discipline among the member of the Staff and Students of the Department;

(c) take effective measures to implement the decisions of the appropriate authorities and of the Vice Chancellor from time to time;

(d) forward the leave application of the members of the Staff after ensuring that an arrangement as far as possible, is made by the concerned teacher for the classes and other academic and administrative work during the period of such leave.

(e) verify the monthly attendance of the teachers of their respective departments for salary leave purposes.

(f) recommend to the Vice Chancellor the names of External Examiners, wherever necessary, and also Internal Examiners who are teaching the prescribed courses for the respective examinations of the B.A LL.B. (Hons.) and the LL.M. degree for the approval of the Vice Chancellor;

(g) recommend to the Vice Chancellor, for his approval, the names of the teachers to be members of the Moderation Committee to moderate the Question Papers set for the respective examinations. However, the conduct of examination and declaration of results shall be looked after by the Controller of Examination;

(h) monitor and prepare and declare on the notice Board and the University Website each month the attendance position of the Students;

(i) inform from time to time the Vice Chancellor on any matter they deem fit or the Vice Chancellor may direct

[102] amended vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

the Head of Department to apprise him with the required information;

(j) exercise such other powers and perform such other functions and duties as may be assigned to him by the appropriate authorities and the Vice Chancellor from time to time.

(D) [103]Deleted

3. THE REGISTRAR:

(i) Subject to the provisions of Section 29 of the Act, the Registrar shall be appointed by the State Government.

(ii) In the event of the post of Registrar remaining vacant for any reason or he is unable to perform his duty owing to his absence or illness the Vice-Chancellor may authorize any officer in the service of the University to exercise such powers and duties of the Registrar as he may deem fit.

(iii) The Registrar shall exercise his powers and perform his duties in accordance with the provision of the Act.

(iv) The emoluments and other conditions of service of the Registrar shall be such as may be fixed by the State Government for the officers of the equivalent rank of his grade in his parent service cadre.

Provided that in the event of any other officer in the service of the University being authorized to function as Registrar, he shall draw the emoluments of his substantive post in the University and shall be governed by the conditions of service of his substantive post.

4. THE FINANCE OFFICER:

(i) Subject to the provisions of Section 30 of the Act, the Finance Officer shall be appointed by the State Government in consultation with the Vice-Chancellor.

(ii) In the event of the post of Finance Officer remaining vacant for any reason or he is unable to perform his duty owing to his absence or illness the Vice-Chancellor may authorize any officer in the service of the University to exercise such powers and the duties of the Finance Officer as he may deem fit.

(iii) The Finance Officer shall exercise his powers and perform his duties in accordance to the provision of the Act. He have the power of a Head of Office for purposes of rules in the Accounts code, the Fundamental and Supplementary rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the University.

(iv) The emoluments and other conditions of service of the Finance Officer shall be such as may be fixed by the State Government for the officers of the equivalent rank of his grade in his parent service cadre.

[103] deleted vide the resolution of the Academic Council under agenda item no. 3 in its meeting held on 15.02.2014 and subsequently ratified by the Executive Council on the same date

Provided that in the event of any other officer in the service of the University being authorized to function as Finance Officer, he shall draw the emoluments of his substantive post in the University and shall be governed by the conditions of service of his substantive post.

5. THE OTHER OFFICERS:

(1) All the members of the Executive Council shall be the officers of the University. Besides, the other officers shall be such as may be decided by the Executive Council.

(2) Terms and Conditions of appointment of such other officers shall be such as may be determined by the Executive Council from time to time.

[104]CHAPTER-VIII

RECRUITMENT AND CONDITIONS OF THE SERVICE OF THE ACADEMIC, ADMINISTRATIVE, TECHNICAL & MINISTERIAL POSTS

[104] Substituted vide the decision taken by the Academic Council under agenda no. 5 in its meeting held on dated 21.07.2012 & ratified/approved by the Executive Council in its meeting held on dated 21.07.2012 under agenda no. 4 and 5.

(A) APPOINTMENTS TO THE POST OF TEACHERS AND OTHER ACADEMIC STAFF AND SERVICE CONDITIONS:

(1) POSTS FOR DIRECT RECRUITMENT:

Subject to the provisions of the Act, the following posts of the teachers be filled by direct recruitment in the University. The direct recruitment to the following posts shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations:-

(a)	Professors	Grade Rs. 37400 - 67000 AGP of Rs. 10,000
(b)	Associate Professors	Grade Rs. 37400-67000 AGP of Rs. 9,000
(c)	Assistant Professors	Grade Rs. 15600-39100 AGP of Rs. 6,000
(d)	Librarian	Grade Rs. 37400 - 67000 AGP of Rs. 10,000
(e)	Deputy Librarian	Grade Rs. 15600-39100 AGP of Rs. 8,000
(f)	Assistant Librarian	Grade Rs. 15600-39100 AGP of Rs. 6,000

Provided that for the posts endowed by a donor or a sponsoring agency, the grade of pay shall be such as is determined by the University in consultation with the donor or sponsoring agency and that it shall, in no case, be lower than as prescribed above.

Provided further that for furtherance of the Academic life and activities of the University, any eminent teacher or scholar from other Universities may also be appointed on the recommendation of the Head of the Department concerned by the Vice-Chancellor with the approval of the Executive Council on contract basis as a Visiting Professor, Guest Lecturer or Honorary Professor/Adjunct Professor on such terms and conditions and such duration as the Vice-Chancellor may deem fit.

(2) OFFICIATING APPOINTMENT:

In case of a teacher of the University other than the Associate Professor, and the Professor, the Vice-Chancellor in consultation with the Head of Department concerned, and an expert in the concerned subject approved by the Executive Council in that behalf, may make officiating appointment in a vacancy caused by the grant of leave or by any other reason to an incumbent for a period not exceeding ten months.

(3) SHORT TERM CONTRACTUAL APPOINTMENTS:

(a) The Vice-Chancellor may, in the larger Academic interest of the University, appoint on contract basis any teacher of high standing and repute for an initial period of one year and assign him such teaching/research responsibilities, as he may deem fit. The Vice-Chancellor shall mutually decide the term and conditions of service of such teachers and shall report the matter to the Executive Council and also the extended terms of service, if any, from time to time.

(b) The following may be the conditions for inviting the Visiting Professors/Associate Professors/Assistant Professors:

(1) Distinguished persons from India or abroad, having special competence in any field of study of relevance to the academics of the University, may, on the recommendation of the Academic Council, be invited by the Vice-Chancellor to function as Visiting Professor/Associate Professor/Assistant Professor, as the case may be, in the University.

(2) According to the arrangements entered into in each individual case, such visiting Professor/Associate Professors/ Assistant Professors will deliver a course of Lecturers or take seminars or participate in such other manner and for such duration as may be deemed appropriate in the interest of teaching and research work of the University by the Academic Council from time to time.

(c) The following may be the conditions for inviting the Honorary Professors and Adjunct Professors:

1. Target Groups:

Professionals, experts, officials and managers having experience of working in:

1.1. Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.

1.2. Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.

1.3. Civil servants (IAS/IPS/officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired;

1.4. Skill training providers recognized by National Skills Development Corporation and/or Sector Skill Councils in their respective area for skills education and training;

1.5. NRIs and PlOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.

1.6. Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

2. Engagement Modalities:

2.1. Qualifications: Candidate for adjunct faculty should satisfy the following norms:-

a) For Conventional Higher Education Courses:

i) Should have the minimum qualifications as prescribed in the regulations framed by UGC/respective statutory councils from time to time. OR

ii) A person of eminence with or without a postgraduate or Ph.D. qualifications.

b) For Skill based Courses:

i) Should be an accomplished professional/expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR

ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade/job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills. In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

2.2. Selection Criteria:

Adjunct Faculty will be appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 06 months to 03 years as decided by the University on mutually agreed terms and conditions. It is expected that any application for adjunct faculty is first discussed at the department level. The department may forward the application with comments specifying the suitability of such candidate(s) in the department/University level academic activities. If the department recommends a case for adjunct faculty, the same should be examined by a Committee comprising of following:

i) Head of the University or his nominee(Chair).
ii) Head of the concerned Department.
iii) Dean (Academic/Research) in case of university.
iv) One External Expert (Nominated by head of the University).

OR

Representative of Sector Skill Council/Industry Associations (for skill based courses).

v) Registrar or person nominated by the Vice-Chancellor (Convener).

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

3. Roles and Responsibilities:

The empanelled adjunct faculty is expected to undertake following assignments:

3.1. Teaching:

i) **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the University's activities like counselling of students, developing new course(s) and pedagogical improvements.

ii) **Skill based Vocational Courses:** The core courses pertaining to specialized skills/trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.

iii) **Research Courses:** Adjunct faculty may also be involved in the M.Phil/Ph.D. coursework based on his professional and research proficiency adjudged by the concerned University.

3.2. Training: Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.

3.3. Research: Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor/Co-supervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the University's research and creative mission by participating in traditional scholarly activities (i.e. they are not expected to conduct independent research and/or publish in peer-reviewed journals). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the University and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.

3.4. Services: Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry/employer providing internship and job opportunities.

4. Costs and Honorarium:

4.1. Adjunct faculty will be provided travel cost, as per entitlement, from his/her University/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.

4.2. She/he will be provided an honorarium of Rs. 1,000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4,000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host University for a minimum of 02 days per visit.

5. Monitoring:

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the host University with a copy to the University Grants Commission. The performance report, may be considered for his continuation/renewal of next tenure.

(d) The following may be the conditions for inviting the Guest Lecturers:

Any expert in the field of learning and knowledge of Law and legal process or any other discipline may on the recommendation of the Head of the Department concerned, be invited on such terms and on such remuneration as may be determined by the Vice-Chancellor and the matter shall be reported to the Executive Council in its next meeting.

(e) The following may be the conditions for Appointing Teachers & Scholars under Exchange Programme:

(1) The Vice-Chancellor on the recommendation of the Academic Council and with the approval of the Executive Council may appoint a person of proven ability and experience in the field of Law or other discipline from Institutions of higher learning in any part of the world having objects wholly or partially similar to those of the University, in exchange of teachers and scholars of this University on such terms and conditions and duration as may be approved by the Executive Council.

(2) The emoluments, duration and other conditions of service of such teachers and scholars shall be such as the Executive Council may determine from time to time.

(f) The following may be the conditions for Appointing Professors for heading a Chair endowed by a Donor or Sponsoring Agency:

(1) The Executive Council on the recommendation of the Selection Committee in which the donor may be co-opted as a member of the Selection Committee for filling the post, may appoint a person of proven ability to head a Chair established with the endowment of a Donor or Sponsoring Agency.

(2) The emoluments, duration and other terms and conditions for such posts shall be as are mutually agreed upon between the donor/sponsoring agency and the University and is approved by the Executive Council.

(4) EXPENDITURE ON SALARY:

Notwithstanding anything contained in clause (1) to (3) above the expenditure on salary shall be limited to the restrictions and conditions on expenditure in excess of budget as laid down in the Regulations, relating to Financial Matters.

(5) MINIMUM QUALIFICATIONS FOR THE REGULAR POSTS OF TEACHERS AND OTHER ACADEMIC STAFF:

Unless otherwise a higher/specialized qualification specified in the advertisement for a particular post mentioned in clause (1)(a) above, the minimum qualifications for the regular posts of teachers and other academic staff in the University shall be such as may be prescribed by the University Grants Commission from time to time. For the time being they shall be as given under:-

(A) PROFESSOR:

(i) An eminent scholar with Ph.D. Degree in the concerned field and published work of high quality, actively engaged in research with evidence of high quality published works with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Table I to IV appended in this Regulation.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

(B) ASSOCIATE PROFESSOR:

i. Good academic record with a Ph.D. Degree in the concerned field.

ii. A Master's Degree with at least 55% marks or an equivalent grade in a point scale as prescribed by these regulations in the concerned field from any recognized University or an equivalent degree from any foreign University.

iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. Degree research with evidence of quality published work and a minimum of 5 publications as books and/or research/policy papers.

iv. Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process with evidence of having guided doctoral candidates and research students.

v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Table I to IV appended in this Regulation.

(C) ASSISTANT PROFESSOR (LAW, HUMANITIES, SOCIAL SCIENCES AND LANGUAGES):

i. Good academic record set out in these regulations with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in the concerned field from an Indian University or an equivalent degree from any foreign university.

ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

iii. Notwithstanding anything contained in sub-clauses (i.) and (ii.) to this clause candidates, who are or

have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or Assistant Librarian in the University

(D) LIBRARIAN:

i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade in a point scale and consistently good academic record set out in these Regulations.

ii. At least thirteen years experience as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.

iii. Evidence of innovative library service and organization of published work.

iv. Desirable: Ph.D. Degree in Library Science/Information Science/Documentation/ Achieves and Manuscript-keeping.

(E) DEPUTY LIBRARIAN:

i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade in a point scale as prescribed in these regulations and a consistently good academic record.

ii. Five years experience as an Assistant University Librarian/College Librarian.

iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

iv. Desirable: A Ph.D. Degree in Library Science/Information Science/ Documentation/ Archives and Manuscript-keeping/Computerization of Library.

(F) ASSISTANT LIBRARIAN:

i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks or an equivalent grade in a point scale as prescribed by these regulations and a consistently good academic record with knowledge of computerization of

library.

ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

iii. Notwithstanding anything contained in sub-clauses (i.) and (ii.) to this clause candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian in the University

Note:

(a) NET/SLET/SET shall remain the minimum eligibility condition for recruitment for the appointment of Assistant Professors/Assistant Librarians in the University.

Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or Assistant Librarian in the University.

(b) NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

(c) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks or an equivalent grade in a point scale prescribe by these regulations and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

(d) A relaxation of 5% may be provided, to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

(e) The Ph.D. Degree shall be a mandatory qualification for the direct appointment of Professors/Associate Professors as well as for promotion as Professors/Associate Professors.

(f) The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

(g) Percentage equivalence of grade points for a seven points scale:

The following mechanism shall be referred to ascertain equivalent marks in percentage of the respective grades:

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C' – Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

(6) RESERVATION IN APPOINTMENTS:

Subject to the provisions of Sub section (2) of section 17 of the Act, reservation shall be applicable to the posts of teachers as mentioned in clause (1) (a) above in different pay scales.

(7) MODE OF APPOINTMENT:

All the appointments to all the posts mentioned in clause 1.1 of these regulations shall be made by the Executive Council on the recommendation of the Selection Committee in accordance with the provisions of these Regulations after such posts have been duly advertised and the short-listed candidates have interacted with the Faculty and given a written test and have been interviewed by the Selection Committee. Except in cases, where the Selection Committee decides to consider the case of a candidate otherwise than by an interview or on the basis of the methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) score requirements for the above cadres as provided in Table II(c) appended herewith these Regulations for the Direct Recruitment of Teachers to different cadres of teachers.

Provided that the Executive Council shall have the power to decide on the recommendation of the Vice-Chancellor that a particular post of teacher be filled up by invitation or promotion from amongst the members of the teaching staff of the University.

(8) SELECTION COMMITTEE:

(a) The Executive Council shall constitute a Selection Committee for making recommendations to the Executive Council for appointment to the posts of teachers and other academic staff in the University. The Selection Committee shall consist of the following Members, namely:

(i) The Vice Chancellor shall be the Chairperson of the Selection Committee.

(ii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names drawn through committee(s) of subject experts and ISBN/ISSN experts recommended by the Academic Council, and

approved by the Executive Council of the University.

(iii) The Head of the Department concerned, who is not lower in rank than that of the posts for which selection is to be made.

(iv) An academician/eminent person representing SC/ST/OBC categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category.

(b) At least four members, including two subject experts shall constitute the quorum.

(c) (i) The Selection Committee shall meet as and when required.

(ii) The Selection Committee shall not consider the name of a person for appointment in the University unless he applies for it.

Provided that in the case of appointments of Professor, the Selection Committee may with the approval of the Vice-Chancellor, consider the names of persons who have not applied and before making any recommendation in such case record reasons thereof.

(iii) A member of the Selection Committee or of the Executive Council, as the case may be, shall withdraw from a meeting of the Committee, if the question of his appointment of any orthe relatives of such member is being or is likely to be considered at such meeting.

(iv) If the Selection Committee recommends more than one candidate for appointment, it may in its discretion arrange their names in order of preference. Where the Committee decides to arrange the members in order of preference, it shall be deemed to have signified that in the event of the first being not available, the second may be appointed, and in the event of the second also being not available, the Executive Council after due deliberation may consider the third name for appointment.

(v) In case the Selection Committee recommends that no suitable candidate for appointment is available, the post shall be re-advertised.

(vi) The recommendations of the Selection Committee and proceedings of the Executive Council pertaining thereto shall be treated as strictly confidential.

(viii) In case of appointment of teacher, if the Executive Council does not agree with the recommendation made by the Selection Committee, the Executive Council shall refer the matter to the Chairman of the General Council along with the reasons of such disagreement whose decision in the matter shall be final.

Provided that if the Executive Council does not take a decision on the recommendation of the Selection Committee within a period of four months from the date of the meeting of such Committee, then also the matter shall stand referred to the Chairman of the General Council whose decision in the matter shall be final.

Where the failure of the Executive Council to take a decision within the period specified in the first proviso of this clause is not attribute able to any fault of the Executive Council, the Chairman of the General Council, may require the Executive Council to take a decision within such time as the Chairman of the General Council may from time to time, allow and may direct the Director to call a meeting of the Executive Council for the purpose:-

Provided that-

(a) if the Executive Council does not agree with the recommendations made by the Selection Committee, the Executive Council shall refer the matter to the Chairman of the General Council along with the reasons of such disagreement and his decision in the matter shall be final.

(b) If the Executive Council does not take any decision within the time allowed by the Chairman, General Council, the Chairman, General Council shall decide the matter and his decision shall be final.

(x) The traveling and daily allowances of the members of the Selection Committee shall be paid by the University in accordance to the Regulations in this regard.

(9) SELECTION PROCEDURES:

(a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) appended in this chapter of the Regulations.

The University may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures may be followed for both direct recruitment and CAS promotions.

(b) (i) The indexed publications documented by various discipline-specific databases shall usually be the basis of determining the equivalence in quality of international/ national/regional journals of Foreign and Indian languages. Besides the Academic Council, the University shall draw through

committee(s) of subject experts and ISBN/ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals/periodicals/official publication volumes of language bodies and upload them on the University website which are to be updated periodically.

(ii) In respect of Indian language publications, equivalence in quality shall be as prescribed by the Academic Council.

(iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions processes, the Selection Committees shall have to be provided with the above two lists which could be considered by the Selection Committees along with the other discipline-specific databases.

(c) (i) The process of selection of Associate Professor shall involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the university in Appendix-II based on the API criteria provided in these Regulations for both the direct recruitment as well as the Career Advancement Promotions. Without prejudice, to the requirements provided for selection of Associate Professor under these Regulations the teachers of the University are required to submit three publications for promotion from Assistant Professor to Associate Professor.

Provided that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the Selection Committee.

(ii) The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) in the proforma in Appendix-II provided in these Regulations and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall be those published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the Selection Committee.

(iii) In the case of selection of Professors who are from outside the academic stream and are considered under the category of outstanding professional with established reputation in the relevant field as given under A(6)(A)(iv) above, the Selection Committee shall lay down clear and transparent criteria and procedures so that only outstanding professionals who can

contribute substantially to the University knowledge system are selected as Professors as per the requirements of the University.

(d) (1) There shall be an Internal Quality Assurance Cell (IQAC) in the University. The IQAC shall act as the documentation and record-keeping Cell for the University. It shall also verify the API criteria based PBAS proforma of the candidates, who applied for the direct recruitment/promotions for teaching and other academic staff positions. It may also introduce the students' feed back system as per NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

(2) The IQAC shall comprise the following:-

(i)	The Vice-Chancellor of the University	Chairman
(ii)	The Head of the Department concerned/Director of the Centre	Member
(iii)	One Professor of the concerned department/in the absence of a Professor, the senior most faculty of the department	Member
(iv)	One subject experts for each department/subject to be nominated by the Vice-Chancellor from the panel of the experts approved by the Executive Council	Member
(v)	The Vice-Chancellor of any Law Universities or a Professor of Law to be nominated by the Vice-Chancellor	External Member

(3) The term of the nominated members shall be one year.

(e) The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(b) appended with these Regulations provides norms for direct recruitment of teachers to different cadres, while Tables II (a) provides for CAS promotions of teachers in University, which accommodate these differences.

(f) In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 31-12-2008 in the CAS Promotion, the API based PBAS may be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables appended with these Regulations is to be implemented, initially for one year only with the minimum annual scores as depicted in Table II (a) and Table III for university teachers, or by other academic staff of Library as depicted in Tables V(a) and V(b), respectively. This annualized API scores can then be compounded progressively as and when the teacher/other academic staff of Library becomes eligible for CAS promotion to the next cadre. For example a

teacher who is considered for CAS promotion in 2012, one year of his/her API scores for 2011-12 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2013, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.

(g) (i) A teacher who wishes to be considered for promotion under CAS may submit in writing to the University, within three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the University the Performance Based Appraisal System proforma as evolved by the University duly supported by all credentials as per the API guidelines set out in these Regulations.

(ii) Candidates who fulfill all other criteria mentioned in these Regulations, in between 31 December, 2008 and 30.06.2010, may be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

(iii) After the candidates make their submissions for promotions under CAS, the University shall initiate the process of screening/selection in accordance with these Regulations, and the process may be completed as far as possible within six months from the date of application.

(h) Candidates who do not fulfill the minimum score requirement under the API Scoring system proposed in these Regulations as per Tables II(a) appended herewith or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a lapse of minimum one year period. In such cases, the date of promotion shall be the date on which he/she has got successfully re-assessed.

(i) The Selection Committee specifications as delineated in Clause (9)(a) above mentioned are applicable to all direct recruitments as well as the Career Advancement promotions of Faculty and other academic staff positions.

(j) CAS promotions from a lower grade to a higher grade of Faculty and other academic staff shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS in the Tables appended herewith.

(k) The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors/Assistant Librarians from one AGP to the other higher AGP shall consist of:

a. The Vice Chancellor as the Chairperson of the Selection Committee;

b. The Head of the Department/Director of the Centre; and

c. One subject expert in the concerned subject nominated by the Vice Chancellor from the panel of experts approved by the Executive Council.

(l) Three Members including the one subject expert shall form the quorum for Screening cum Evaluation Committee.

(m) The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the University based on these Regulations and as per the minimum requirement specified:

(a) in Tables II(a) and III for each of the cadre of Assistant Professor;

(b) in Tables V(a) and VI for each of the cadre of Librarians shall recommend to the Selection Committee of the University about the suitability for the promotion of the candidate(s) under CAS.

(n) All the selection procedures outlined above, shall be completed on the day of the Selection Committee meeting. The Minutes of the Meeting shall be recorded. The PBAS scoring proforma and recommendation made on the basis of merit shall be duly signed by all Members of the Selection Committee.

(o) CAS promotion is a personal promotion to the incumbent, holding a substantive sanctioned post. Hence, on superannuation of the individual incumbent such post shall revert back to its original cadre.

(p) The incumbent teacher must be on the role of the University and must be in the active service of the University on the date of consideration by the Selection Committee for selection under CAS Promotion.

(q) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

(r) In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

(s) The date of promotion shall be determined in accordance to the following norms:-

(a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in selection, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful in selection, his/her promotion will be effected from the date of fulfilling the criteria.

(c) If the eligible candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

(10) HIGHER START IN PAY:

In very special circumstances and on the recommendation of the Selection Committee the Executive Council may allow, up to five advance increments at the time of initial appointments to those who enter the profession as Associate Professors or Professors with higher merit, high number of Research Publications and experience at the appropriate level. However, those entering in service as Assistant Professor/Assistant Librarian with post-doctoral teaching/research experience after Ph.D. Degree and have proven credentials, may be considered eligible for discretionary award of advanced increments by the Executive Council on the recorded reasons in the Minutes of the Selection Committee.

(11) PAY PROTECTION, INCREMENTS AND OTHER ALLOWANCES:

(1) In the case of appointees, who were in service of other Universities/Institutions (National or State and recognized by the University Grant Commission) the University may protect their pay on the approval of the Executive Council.

(2) (a) Increments in the time scale shall normally be drawn as a matter of course unless otherwise decided upon before hand by the appropriate authority as a disciplinary measure. All orders regarding withholding of an increment of any employee shall indicate the period for which it is withheld and also whether the withholding shall have the effect of postponing future increments.

(b) The increments of the employees may be admitted from first of the month in which it would fall due under the operation of the normal Rules and Orders regulating increments for the time being the following normal rules are set for the grant of increments:-

(i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.

(ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

(iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes /Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000.

(3) Such allowances will be available to the employees including

teachers and officers and other employees as may be decided by the Executive Council from time to time.

(12) INCENTIVES FOR PH.D. DEGREE/M.PHIL. AND OTHER HIGHER QUALIFICATION:

The incentives for Ph.D. Degree/M.Phil. and other higher qualification shall be such as may be approved by the Govt. of Uttar Pradesh from time to time and adopted by the Executive Council.

(13) WORKLOAD OF TEACHERS:

(a) The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure shall be provided. Direct teaching-learning process hours shall be as follows:

Assistant Professor	16 hours
Associate Professor and Professor	14 hours

(b) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

(c) A teacher shall devote a minimum of 6 hours per week for research activities.

(14) PROMOTIONS UNDER CAREER ADVANCEMENT SCHEME:

(A) Stages of promotion under Career Advancement Scheme of incumbent and newly appointed Assistant Professors/Associate Professors/ Professors:

(i) Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in these Regulations.

(ii) An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.

(iii) An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

(iv) An entry level Assistant Professor who does not have Ph.D. Degree or M.Phil, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.

(v) The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in these Regulation.

(vi) Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to the next higher grade (stage 3).

(vii) Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

(viii) Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be promoted and designated as Professor and he shall be placed in the next higher grade (stage 5).

(ix) Ten percent of the positions of Professors in the university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

(a) post-doctoral research outputs of high standard;
(b) awards / honours /and recognitions;
(c) additional research degrees like D.Litt., LLD, etc.; patents and IPR on products and processes developed/technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II(A) of Appendix for teachers in University departments. No separate interview need to be conducted for this category.

(x) The pay scales, designations and stages of promotions under CAS of incumbent and newly appointed teachers and equivalent positions in the Library shall be as given in the Schedule-1 annexed to these Regulations.

(B) Stages of promotion under the Career Advancement Scheme for Assistant Librarian/Deputy Librarian/Librarian:

(i) Assistant University Librarian in the entry level grade, possessing Ph.D. Degree in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system based PBAS methodology shall be eligible for the higher grade (Stage 2).

(ii) Assistant Librarian in the entry level grade, not possessing Ph.D.

Degree but only Master's Degree or M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system based PBAS methodology shall become eligible for the next higher grade (Stage 2).

(iii) Assistant Librarian in the entry level grade, without the relevant Ph.D. Degree or Master's Degree or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system based PBAS methodology shall become eligible for the next higher grade (Stage 2).

(iv) On completion of service of five years, Assistant Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian and will be placed in the next higher grade (Stage 3), subject to their fulfilling other conditions of eligibility. They shall be designated as Deputy Librarian/Assistant Librarian (Selection Grade), as the case may be.

(v) After completing three years in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (Stage 4), subject to fulfilling other conditions of eligibility laid down by the University for CAS promotion in these Regulations.

(15) COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS):

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Table No. II of the Appendix in this chapter provided that:

(a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) The candidate for direct recruitment has applied through proper channel only.

(d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

(e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.

(f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:

(i) the period of service was of more than one year duration;

(ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

(iii) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.

(g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

(16) SENIORITY:

(A) TEACHERS:

(1) The Regulations contained below under this head shall not affect the *inter-se seniority* of teachers appointed in the University before the commencement of these Regulations.

(2) It shall be the duty of the Registrar to prepare and maintain, in respect of each category of teachers of the University a complete and up to date seniority list in accordance with the provisions hereinafter mentioned.

(3) The seniority among Heads of Departments shall be determined by the length of the total period of service they have put in as the Heads of Department.

Provided that when two or more Heads of Department have held the said office for equal length of time, the Head of Department who is senior in age shall be considered to be the senior.

(4) The following rules shall be followed in determining the seniority of teachers of the University:

(a) A Professor shall be deemed to be senior to every Associate Professor and every Associate Professor shall be deemed to be senior to an Assistant Professor.

(b) In the same cadre, inter-se seniority of teachers, appointed by promotion under Career Advancement Scheme or by direct recruitment, shall be determined according to the length of continuous service in such cadre or date of eligibility as the case may be.

Provided that where more than one appointment have been made by direct recruitment at the same time and

an order of preference of merit was indicated by the Selection Committee, the inter-se seniority of persons so appointed shall be governed by the order so indicated.

Provided further that where more than one appointment have been made by promotion at the same time, the inter-se seniority of the teachers so appointed shall be the same as it was in the post held by them at the time of Promotion.

(c) When any teacher holding substantive post in any other Central/State University or in any constituent college or in any Institute whether in the State of Uttar Pradesh or outside, is appointed to a post of corresponding rank or grade in the University, the period of service rendered by such teacher in that grade or rank in such University shall be added to his length of service, but it shall not be considered for the inter-se seniority of the teachers of this University.

(d) Service against an administrative appointment in any University or Institution shall not count for the purposes of seniority of teachers.

(e) Continuous service in a temporary post to which a teacher is appointed after reference to a Selection Committee, if followed by his appointment in a substantive capacity to that post shall count towards seniority.

(5) Where more than one teacher are entitled to count the same length of continuous service in the cadre to which they belong, the relative seniority of such teachers shall be determined as below:

(i) in the case of Professor/Associate Professor the length of substantive services as Reader/Assistant Professor shall be taken into consideration;

(ii) in the case of Assistant Professors, the length of substantive service as Lecturer Grade-II and Grade-I shall be taken into consideration;

(iii) in the case of Professor/Associate Professor, whose length of service as Readers is also identical the length of service as Lecturer Grade-II and Grade-I shall be taken into consideration.

(6) Where more than one teacher are entitled to count the same length of continuous service and their relative seniority cannot be determined in accordance with any of the foregoing provisions, then the seniority of such teachers shall be determined on the basis of seniority in age.

(7) (a) Notwithstanding anything contained in these Regulations, if the Executive Council;

(i) agrees with the recommendation of the Selection Committee, and approves two or more persons for appointment as teachers in the same Department it shall, while recording such approval, determine the order of merit of such teachers;

(ii) does not agree with the recommendations of the Selection Committee and refers the matter to the Visitor of the University, the Visitor of the University shall, in cases where appointment of two or more teachers in the same Department is involved, determine the order of merit of such teachers at the time of deciding such reference:

(b) The order of merit in which two or more teachers are placed shall be communicated to the teachers concerned before their appointment.

(8) (i) The Vice-Chancellor shall from time to time constitute one or more Seniority Committees consisting of the Registrar as a Chairperson and two members nominated by the Vice-Chancellor from amongst Professors/Associate Professors/ Asstt. Professors of the University as the case may be:

Provided that the Professors/Associate Professors/Asstt. Professors, whose seniority is in dispute shall not be a Member of the Seniority Committee.

(ii) Every dispute about the seniority of a teacher of the University shall be referred to the Seniority Committee which shall recommend the same to the Vice-Chancellor who will decide the matter by giving reasons for the decision.

(iii) Any teacher aggrieved with the decision of the Vice-Chancellor may prefer an appeal to the Executive Council within sixty days from the

date of communication of such decision to the teacher concerned. If the Executive Council disagrees with the decision of the Vice-Chancellor, it shall give reasons for such disagreement.

(B) OTHER ACADEMIC STAFF:

The principles laid down for determining the seniority of the teaches above shall apply *mutatis mutandis* in determining the *inter se seniority* amongst the Librarian, Deputy Librarian and the Assistant Librarian cadre in the University.

SCHEDULE-1

(A) PAY SCALES, DESIGNATIONS AND STAGES OF PROMOTION UNDER CAS OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS):

(1) Persons entering the teaching profession in the University shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8,000 – Rs.13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000. Their CAS promotions would be subject to the API criteria based PBAS system norms laid out in these Regulations.

(2). An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7,000.

[105]Clarification:

"An Assistant Professor who completes Ph.D. or M.Phil. Degree within 4 or 5 years from the date of his/her appointment shall also be eligible for moving from AGP of Rs. 6,000/- to AGP of Rs. 7,000/- after completion of 4 and 5 years of his/her service respectively. Further if the incumbent acquires Ph.D./M.Phil. after completion of 4 years of service/5 years of service and before 6 years of service respectively, he/she shall be eligible to move to Stage II (AGP Rs. 7,000) from the date of award of Ph.D./M.Phil. Degree subject to the fulfilment of other conditions stipulated in UGC Regulations, 2010."

(3) An Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant statutory body, such as LL.M. / M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.

(4) An Assistant Professors who do not have Ph.D. Degree or M.Phil. or a Master Degree in the relevant course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.

(5) The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down in these Regulations.

(6) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 – Rs.15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15,600 – Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.

(7) Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other API requirements laid down by these UGC Regulations, to move up to the AGP of Rs. 8,000.

(8) Posts of Associate Professor shall be in the Pay Band IV of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors under these Regulations shall be placed in the Pay Band IV of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

(9) Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.

(10) Incumbent Readers and Lecturers (Selection Grade) who have been appointed in the pay scale of Rs.12,000 – Rs.18,300 on or after 01.01.2006 till 30.06.2010 shall be fixed as Rs. 23,890/- in the Pay Band of Rs.15,600–Rs. 39,100 with AGP of Rs. 8,000. Such Readers/Lecturers (Selection Grade) after completing three years shall be placed in the higher Pay Band IV of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.

[105] inserted vide resolution (UGC vide their D.O. No. F.12-1/2010(PS) dated 17.08.2015) passed by the Executive Council meeting held on 22.09.2015

(11) Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 – Rs. 67,000 and re-designated as Associate Professor in the manner described in (9) and (10) above.

(12) The eligible Assistant Professors completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to the qualifying conditions prescribed by these Regulations, to move to the Pay Band IV of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.

(13) The eligible Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology as developed by the University and assessment by a duly constituted Selection Committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D. Degree shall be promoted or appointed as Professor. The Pay Band IV for the post of Professors shall be Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000.

(14) The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000 in the Pay Band IV of Rs. 37,400 – Rs. 67,000, with the applicable AGP of Rs.10,000.

(15) Ten percent of the positions of Professors in the University shall be eligible to be placed in the higher AGP of Rs.12,000. However, teachers promoted to the posts with higher AGP of Rs.12,000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12,000, shall be a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's Pay of Rs.16,400 – Rs. 22,400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000 on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee.

(B) PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR ASSISTANT LIBRARIAN/DEPUTY LIBRARIAN/LIBRARIAN:

(1) ASSISTANT LIBRARIAN:

(i) Assistant Librarian in the pre-revised scale of pay of Rs. 8,000 – Rs.13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.

(ii) All conditions of eligibility and academic qualifications laid down by the UGC as per these Regulations, shall be applicable for direct recruitment of Assistant Librarian.

(2) ASSISTANT LIBRARIAN (SR. SCALE):

(i) Assistant Librarian (Sr. Scale) in the pre- revised scale of pay of Rs.10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000.

(ii) Assistant Librarian possessing Ph.D. Degree in Library Science, after completing service of four years in the AGP of

Rs. 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down under these Regulations, shall be eligible for the higher AGP of Rs. 7,000 with the Pay Band of Rs.15,600 – Rs. 39,100.

(iii) Assistant Librarian not possessing Ph.D. Degree but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the higher AGP of Rs. 7,000.

(iv) After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian without the relevant Ph.D. Degree and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down in these Regulations, move to the higher AGP of Rs. 7,000.

(v) The pay of the existing Assistant Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs.15,200 shall be fixed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000 at an appropriate stage based on their present pay.

(3) DEPUTY LIBRARIAN/ASSISTANT LIBRARIAN (SELECTION GRADE):

(i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000. The conditions of eligibility and academic qualifications shall be such as prescribed in these Regulations.

(ii) On completion of service of five years, Assistant Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian in Pay Band of Rs.15,600 – Rs. 39,100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the University for CAS promotion in these Regulations. They shall be designated as Deputy Librarian/Assistant Librarian (Selection Grade), as the case may be.

(iii) After completing three years in the Pay Band of Rs.15,600 – Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the University for CAS promotion in these Regulations.

(iv) Assistant Librarians (Sr. Scale) in University in the AGP of Rs. 7,000 not possessing Ph.D. Degree in Library Science but who fulfill other criteria prescribed in these Regulations, shall also be eligible for being placed in the AGP of Rs. 8,000.

(v) Incumbents to the posts of Deputy Librarian/Assistant Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000.

They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade).

(vi) Incumbents to the posts of Deputy Librarian/Assistant Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12,000 – Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian/Assistant Librarian (Selection Grade)

(vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.

(4) LIBRARIAN:

(i) The post of Librarian shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with the Academic Grade Pay of Rs.10,000.

(ii) The conditions of eligibility and academic qualifications shall be such as prescribed in these Regulations for appointment to the post of Librarian.

(iii) Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a Ph.D. Degree qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

(iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.

APPENDIX-I

TABLE – I

[106]ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF

[106] Replaced vide Executive Council resolution dated 17.12.2016 in light of UGC notification dated 11.07.2016

ASSOCIATE PROFESSOR AND PROFESSOR IN THE UNIVERSITY

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
I	a. Direct Teaching	70	Actual hours spent per academic year ÷7.5	60	Actual hours spent per academic year ÷7.75	60	Actual hours spent per academic year ÷7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, cocurricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

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

Category II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean/Principal/Chairperson/Convener/Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other	15	Actual hours spent per academic

	contribution)		year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List	20 per Book for Single Author

		UGC.	will be intimated to UGC.	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State	30 for each International / 20 for each national level output or patent. Major policy document of

			Govt./Local Bodies	International bodies - 30 Central Government – 20, State Govt.- 10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships / Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal /

corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

TABLE - II (A)
MINIMUM APIS AS PROVIDED IN APPENDIX - I TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period

	and III*					
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

TABLE - II(B)

Minimum Scores for APIs for direct recruitment of teachers in university departments and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)

Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance:(20%)

TABLE: III
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITY

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher /

	Stage 2	service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage 4) to Professor	Associate Professor with three years of completed service in Stage 4.	(i)Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two

	(Stage 5)		assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii)A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A).

TABLE VII
ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITY

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

***Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

Nature of Activity	Univ.Assistant Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points) Development, organization and management of e-resources including	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20

their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)						
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10

c).Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

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

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

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

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ 10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10
c) Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher

grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max. score*
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5

III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 /10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship
	Award / Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III(E) (iii)	Development of e-delivery process/material		10 per module

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - VIII (A)
MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITY

Category	Activity	Assistant Librarian (Stage 1 to	Assistant Librarian (Stage 2 to	Assistant Librarian (Stage 3) to	Deputy Librarian (Stage 4)

		Stage 2)	Stage 3)	Deputy Librarian (Stage 4)	to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% Interview performance

* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

TABLE – VIII (B)

Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Minimum Norm / Criteria	Assistant University Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)

Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance(30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%). b) Library automation skills and Organizational Plans (20%). c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

TABLE IX
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITY

Sl. No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria

1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian(Selection Grade)(Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical

			tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

[107]APPENDIX-II (a)

API SCORE CARD FOR TEACHING POSITIONS WITH A.G.P.

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) SELF ASSESSMENT PROFORMA FOR DIRECT RECRUITMENT/CAS PROMOTION BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API)

SECTION - A : GENERAL **POST APPLIED FOR :**

1	Name of the Applicant	
2	Name of the Department	
3	Present Pay-band with Academic Grade Pay	
4	Post/ Pay Band with Academic Grade Pay applied for	
5	Period/Years of Performance Appraisal	

SECTION - B :

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.N.	Nature of Activity	Maximum Score	API: Self-Appraisal Score											Supporting document with Annexure No.	Verified API Score*
			Yr I	Yr II	Yr III	Yr IV	Yr V	Yr VI	Yr VII	Yr VIII	Yr IX	Yr X	TOTAL SCORE		
1.1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50													
1.2	Lectures or other teaching duties in excess of the UGC norms	10													
1.3	Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20													
1.4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20													
1.5	Examination duties (Invigilation;	25													

[107] Replaced vide Executive Council resolution dated 15.11.2014 on the recommendation of Academic Council meeting dated 28.06.2014 in light of UGC notification dated 13.06.2013

	question paper setting, evaluation/assessment of answer scripts) as per allotment.														
	Total Score	125													
	Minimum API Score Required in the Category	75													

***Column on verified API score is to be filled by the IQAC/Screening Committee**

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

S.N.	Nature of Activity	Maximum Score	API: Self-Appraisal Score											Supporting document with Annexure No.	Verified API Score*
			Yr I	Yr II	Yr III	Yr IV	Yr V	Yr VI	Yr VII	Yr VIII	Yr IX	Yr X	TOTAL SCORE		
2.1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20													
2.2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15													
2.3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15													
	Total Score	50													
	Minimum API Score Required in the Category	15													

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

S.N.	Nature of Activity	Maximum Score	API: Self-Appraisal Score											Supporting document with Annexure No.	Verified API Score*
			Yr I	Yr II	Yr III	Yr IV	Yr V	Yr VI	Yr VII	Yr VIII	Yr IX	Yr X	TOTAL SCORE		
III.A	**Research Papers Publication**														
	i. Refereed Journals	15													
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10													
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included)	10													
III.B	**Research Publications (books, chapters in books, other than refereed journal articles)**														
	i. Text or Reference Books Published by International Publishers with an established peer review system														
	Sole Author	50													
	Chapter in edited Book	10													
	ii. Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers														
	Sole Author	25													
	Chapter in edited Book	5													
	iii. Text or Reference Books by other local publishers with ISBN/ISSN numbers														
	Sole Author	15													
	Chapter in edited Book	3													
	iv. Chapters contributed to edited knowledge based volumes published by International Publishers	10													

	v. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers	5													
III. C	**RESEARCH PROJECTS**														
	i. Sponsored Projects carried out/ongoing														
	(a) Major Project with Grant >Rs. 30 Lakhs for Sciences and Rs. 5 Lakhs for Others	20													
	(b) Major Project with Grant > Rs.5 Lakhs for Sciences and Rs. 3 Lakhs for Others	15													
	(c) Minor Project with Grants > Rs. 50,000 for Sciences and Rs. 25,000 for Others	10													
	ii. Consultancy Projects carried out/ongoing														
	Amount mobilized with minimum of Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Other	10 per every Rs. 10 lakhs and Rs. 2 lakhs respectively													
	iii. Completed projects: Quality evaluation														
	Completed project report (accepted by the funding agency)	20 each major project and 10 each minor project													
	iv. Projects outcome and output														
	Patent/technology transfer/product/process or major policy document of govt. bodies of central and state level	30 each national level output or patent 50 each for													

		internatio nal level.													
III D	**RESEARCH GUIDANCE (In case of joint supervision points are to be shared in 70: 30 ratio)**														
	i M. Phil./LL.M. (Degree awarded only)	3 per candidate													
	ii Ph. D. (Degree awarded only)	10 per candidate													
	iii Ph. D. Thesis submitted	7 per candidate													
III.E	**PARTICIPATION IN TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS**														
	i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Max. 30 point)														
	Duration two weeks or more	20													
	Duration one week	10													
	ii Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))														
	a) International conference	10 per participati on/present ation													
	b) National	7.5 per participati on/present ation													
	c) Regional/State level	5 per participati on/present ation													
	d) Local - University/college level	3 per participati on/present ation													
	iii. Invited lectures or presentations for conferences/Symposia														
	a) International Level	10 each													
	b) National Level	5 each													
	TOTAL API SCORE FOR CATEGORY III														

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

* The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/ Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors. .

Explanation -1: The parameters listed in table of Category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:

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

Explanation -2: The above capping shall be subject to the extent that the incumbent may choose either of the two options – a) adopt the existing %age cap for API claim of each of the sub-categories in Category III (Research and Publications and Academic contribution) or b) adopt %age API in any three of the five sub-categories with a cap of 35% in each sub-category when calculating the total API score for CAS. However, this option shall be available only up to the stage of Associate Professor.

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

Signature of the Applicant with designation

Countersigned by

Place :

Date :

Place :

Date :

APPENDIX-II (b)

API SCORE CARD FOR OTHER ACADEMIC STAFF POSITIONS WITH A.G.P.

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) SELF ASSESSMENT PROFORMA FOR DIRECT RECRUITMENT/CAS PROMOTION BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API)

SECTION - A : GENERAL

POST APPLIED FOR :

1	Name of the Applicant	
2	Father's/Husband's Name	
3	Date of Birth	
2	Name of the Department	
3	Present Pay-band with A.G.P.	
4	Post/ Pay Band with A.G.P. applied for	
5	Period/Years of Performance Appraisal	

SECTION - B :

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

S. N.	Nature of Activity	API: Self-Appraisal Score											Verified API Score*
		Yr I	Yr II	Yr III	Yr IV	Yr V	Yr VI	Yr VII	Yr VIII	Yr IX	Yr X	TOTAL SCORE	
1.1	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (Maximum of 40 points)												
1.2	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. (Maximum of 30 points)												
1.3	Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (Maximum of 25 points)												
1.4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (Maximum of 20 points)												
1.5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms (Maximum of 10 points)												
	Total Score out of 125												

***Column on verified API score is to be filled by the IQAC/Screening Committee**

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

S.N.	Nature of Activity	API: Self-Appraisal Score											Verified API Score*
		Yr I	Yr II	Yr III	Yr IV	Yr V	Yr VI	Yr VII	Yr VIII	Yr IX	Yr X	TOTAL SCORE	
II.1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels, (Maximum of 20 points)												
II.2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. (Maximum of 15 points)												
II.3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (Maximum of 15 points)												
	Total Score out of 50												

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

S.N.	Particulars (enclose details of each item in support of your claim as annexure)	API: Self-Appraisal Score											Verified API Score*
III.A	**Research Papers Publication**	Yr I	Yr II	Yr III	Yr IV	Yr V	Yr VI	Yr VII	Yr VIII	Yr IX	Yr X	TOTAL SCORE	
	i. Refereed Journals (15 per publication)												
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 per publication)												
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (10 per publication)												
III.B	**Other Research Publications (books, chapters in books, other than refereed journal articles)**												
	i. Text or Reference Books Published by International Publishers with an established peer review system												
	Sole Author (50 per publication)												
	Sole Editor (30 per publication)												
	Chapter in edited Book (10 per publication)												
	ii. Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers												
	Sole Author (30 per publication)												
	Sole Editor (20 per publication)												
	Chapter in edited Book (5 per publication)												
	iii. Text or Reference Books by other local publishers with ISBN/ISSN numbers												
	Sole Author (15 per publication)												
	Sole Editor (10 per publication)												
	Chapter in edited Book (3 per publication)												

	iv. Text or Reference Books by other local publishers without ISBN/ISSN number												
	Sole Author (5 per publication)												
	v. Chapters contributed to edited knowledge based volumes published by International Publishers (10 per chapter).												
	vi. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers (5 per Chapter).												
	vii. Editing of the Proceedings of Seminar/ Symposia/Conference/ Workshops												
	International Level (Sole Editor- 30 per publication)												
	National Level (Sole Editor- 21 per publication)												
	Regional Level: (Sole Editor- 15 per publication)												
	State Level: (Sole Editor- 10 per publication)												
III. C	**RESEARCH PROJECTS**												
	i. Completed/Ongoing Sponsored Projects. (In case of Co-PI points are to be shared in 70:30 ratio)												
	Major Project with Grant >Rs. 30 Lakhs for Sciences and Rs. 5 Lakhs for Others (20 per Project)												
	Major Project with Grant > Rs.5 Lakhs for Sciences and Rs. 3 Lakhs for Others (15 per Project)												
	Minor Project with Grants > Rs. 50,000 for Sciences and Rs. 25,000 for Others (10 per Project).												
	ii. Completed/Ongoing Consultancy Projects												
	Grant > Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per Project). In case of Jt. venture points are to be shared in 70: 30 ratio.												
	iii. Projects Outcome/Output:Patent/Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies at Central/State level (for Others). In case of Joint output points are to be shared in 70: 30 ratio												

	International Level (50 per outcome/output)												
	National Level (30 per outcome/output)												
III D	**RESEARCH GUIDANCE (**In case of joint supervision points are to be shared in 70: 30 ratio)												
	M. Phil. (Degree awarded only) (3 per candidate).												
	Ph. D. (Degree awarded only) (10 per candidate).												
	Ph. D. Thesis submitted (7 per candidate).												
III.E	**POST DOCTORAL DEGREE:** D. Sc/D/Litt. from an university based on postdoctoral thesis (30 points)												
III.F	**PARTICIPATION IN TRAINING COURSES/CONFERENCE/SEMINAR/WORKSHOP**												
	i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes												
	Duration two weeks or more (20 per course/conference/seminar/workshop)												
	Duration one week (10 per course/conference/seminar/workshop)												
	ii. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))												
	a) International conference (10 per participation/presentation).												
	b) National (7.5 per participation/presentation).												
	c) Regional/State level (5 per participation/presentation).												
	d) Local - University/college level (3 per participation/presentation)												
	iii. Invited lectures or presentations for conferences/Seminar/Training Course/Refresher Course/Orientation Course												
	a) International Level (10 per lecture)												

	b) National Level (5 per lecture)												
	c) Regional Level (3 per lecture)												
	d) Local- University/College Level (2 per lecture)												
III. G	**TRAINING COURSES / CONFERENCE /SEMINAR/WORKSHOP ORGANISED**												
	I. Refresher courses, Methodology workshops, Training Course, Summer/Winter School/Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes												
	Duration two weeks or more (30 per course). In case of Cocoordinator points are to be shared in 70: 30 ratio												
	Duration one week (20 per course). In case of Co-coordinator points are to be shared in 70: 30 ratio												
	II. Seminar/symposia/conference/workshop organized. In case of Co-convener/Jt. Organizing Secretary points are to be shared in 70: 30 ratio												
	International (30 per event)												
	National (20 per event)												
	Regional (10 per event)												
	State level (5 per event)												
III. H	**AWARD/HONOURS/RECOGNITIONS**												
	International level honour/recognition/award (30 per award)												
	National level honour/recognition/award (25 per award)												
	State level honour/recognition/award (15 per award)												

III.I	PEER REVIEWING OF PAPERS/PROJECT PROPOSAL/EVALUATION OF PROJECT COMPLETION REPORT												
	For Refereed Journals (7 per paper)												
	For Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (4 per paper)												
	Conference proceedings as full papers, etc. (3 per paper)												
	Evaluation of Project Completion Report (10 per report for major project and 5 for minor project)												
	Evaluation of Project Proposals (5 per report for major project and 3 for minor project)												
	TOTAL API SCORE												

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

Signature of the Applicant with designation
Place :
Date :

Countersigned by HOD/Principal/Dean/Director
Place :
Date :

Note: 1. Candidates are required to provide complete list of publications (in refereed journals, recognized and reputable journals and periodicals mentioning names of all authors, ISSN/ISBN numbers of journals and year of publications), list of seminar/symposia/conference/workshop/refresher course/faculty/skill development programmes etc organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/Process/Major Policy document of Govt. Bodies at Central/State level, list of M. Phil and PhD supervised, list of honours/awards/recognitions . Information given in the form need not be repeated.

2. Candidates are required enclose documentary evidence in favour of items mentioned at Note 1 above.

3. The API for joint publications will have to be calculated in the following manner: Of the total score of the relevant category by the concerned teacher, the first /Principal and the corresponding author / Supervisor/ mentors the teacher would share equally 60% of the total points and the remaining 405 would be shared equally by all other authors

(B) RECRUITMENT AND APPOINTMENTS TO THE ADMINISTRATIVE, TECHNICAL AND MINISTERIAL POSTS IN THE UNIVERSITY:

(i) The Administrative, Technical and Ministerial posts in the University shall be filled up by the Executive Council on the recommendations of the Selection Committee in accordance with the provisions of section 25(2)(b) of the Act. The said posts shall be duly advertised and the short-listed candidates whose applications have been screened on the basis of merit or who have been screened through a Written Test, if required, and shall be interviewed by the Selection Committee.

Provided that the University may request any Govt./semi Govt./autonomous organization to sent an officer on deputation on any administrative, technical post that carries the grade pay of or above Rs. 4,600/-.

Provided that on the post of technical nature, the Vice-Chancellor with the approval of the Executive Council may appoint on contractual basis, a person who fulfills the requisite qualifications for the post for a period not exceeding one year.

Provided further that for the posts carrying an initial basic pay of not more than Rs. 5,200 per month as on this date or its equivalent after revision, the Vice-Chancellor may appoint on the basis of the recommendation of a Selection Committee consisting of the Registrar as the Chairperson and three experts nominated by the Vice-Chancellor from amongst the Panel of Experts approved by the Executive Council.

Provided further that the Executive Council on the recommendation of the Vice-Chancellor may appoint or appoint by deputation persons of proven ability and experience to administrative posts or posts of technical nature on contract basis on such terms and conditions as may be mutually agreed upon and approved by the Executive Council without going through the selection process.

(ii) The minimum qualifications for such Administrative, Technical and Ministerial posts may be such as are determined by the Executive Council from time to time. The category and number of posts shall be such as may be created by the Executive Council with the prior approval of the State Government or by the Executive Council under certain exigencies and intimation thereof the Government. For the direct recruitment on the posts created at present, the qualifications and the age limit shall be as under:-

S. N.	Post & Pay scale	Minimum Qualifications
1	Deputy Registrar (Rs. 15600-39100) GP 7600	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with i. Nine years' of experience as Assistant Professor in the AGP of Rs. 6,000 and above with experience in educational administration, or ii. Comparable experience in research establishment

		and/or other institutions of higher education, or iii. 5 years' of administrative experience as Assistant Registrar or in an equivalent post
2	Assistant Registrar (Rs. 15600-39100) GP 5400	Good Academic record with at least 55% of the marks or, an equivalent grade of B in the seven point scale with letter grade O, A, B, C, D, E & F at the Master's Degree level, from an Indian University, or an equivalent degree from a Foreign University. **Desirable:** □ □ LL.B. Degree. □ □ Three years experience in Administration/Teaching in a University. □ □ Proficiency in the use of computers.
3	Assistant Accounts Officer (Rs. 9300-34800) GP 4600	Passed M.Com. and having 10 years of working experience in the post of accountant in a University/Institute/ Government department
4	Administrative Officer (Rs. 9300-34800) GP 4200	Either on deputation from amongst the Office Superintendent from the government departments or a person working in a University/Institute/ Government department having minimum experience of five years in the post of Office Superintendent
5	Accountant (Rs. 9300-34800) GP 4200	Passed B.Com and having five years of working experience in the posts of Assistant Accountant in a University/Institute/Government department
6	Assistant Accountants (Rs. 5200-20200) GP 2800	Passed B.Com/ PG Diploma in Accountancy and having 'O' Level pass certificate of D.O.E.A.C. or B.Com/PG Diploma in Accountancy with five years of working experience in the post of Routine Clerk in a University/ Institute/Government department
7	Computer Operator Grade 'B' (Rs. 5200-20200) GP 2800	Passed graduate examination with Computer Science with 'O' Level certificate of D.O.E.A.C.
8	Cataloguer (Rs. 5200-20200) GP 2800	Passed graduation examination with Diploma in Library Science
9	Computer Operator Grade 'A' (Rs. 5200-20200) GP 2400	Passed Intermediate or equivalent examination and 'O' Level Certificate from D.O.E.A.C./ experience of data entry in different softwares.
10	Stenographer (Rs. 5200-20200) GP 2400	Passed Intermediate or equivalent examination and bilingual typing in computer with a minimum speed of 25w.p.m. and bilingual shorthand writing with a minimum speed of 80w.p.m. and 'CCC' Certificate from D.O.E.A.C.
11	[108]Junior Assistant	Passed Intermediate examination, in computer typing

[108] Inserted vide resolution of the Executive Council meeting held on dated 15.11.2014 pursuant to G.O. No. 1121/Sattar-4-2013 dated 31.10.2013.

	(Rs. 5200-20200) GP 2000	with a minimum speed of 25w.p.m. in Hindi and 30w.p.m. in English with DOEACC 'CCC' certificate Routine Grade Clerks appointed prior to the issue of G.O. No. 1121/Sattar-4-2013 dated 31.10.2013 shall be re-designated as Junior Assistant subject to fulfilment of the conditions laid down in the G.O.
12	Driver (Rs. 5200-20200) GP 1900	Passed High School or equivalent having driving license to drive heavy and light vehicle
13	Book Lifter (Rs. 4440-7440) GP 1400	Passed High School or equivalent
14	Peon (Rs. 4440-7440) GP 1400	Passed Junior High School. Knowing cycling in the case of male candidate

(iii) The Regulations relating to the reservation in appointments, mode of appointment and procedure for the meetings of the Selection Committee and general conditions of the service for teachers shall apply *mutatis mutandis* to the appointment in the Administrative, Technical and Ministerial posts.

(iv) In very special circumstances and on the recommendation of the Selection Committee the Executive Council may allow, up to five advance increments at the time of initial appointment, to those who enter the profession as the Deputy Registrar or an equivalent post with exceptionally higher academic attainment and administrative experience.

(v) In the case of appointees, who were in service of other Universities/Institutions (National or State and recognized by the University Grant Commission) the University may protect their pay on the approval of the Executive Council.

(vi) Where an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled in to the prejudice of such person until the appeal, if any, is finally disposed off.

(vii) Nothing in these Regulations shall be construed to limit or abridge the power of the Executive Council to re-employ any persons in the service of the University who have reached the date of compulsory retirement prescribed by the Executive Council, provided that:

(i) the following pre-requisite conditions are satisfied:

(a) such re-employment is certified to be in the interest of the University;

(b) no suitable person is available from the lower cadre on promotion or there is shortage in that cadre; and

(c) special circumstances exist for the re-employment of such employee.

(ii) such re-employment shall be initially for one year with the approval of the Executive Council on such terms and conditions as may be decided by the Executive Council from time to time.

(C) GENERAL CONDITIONS OF SERVICE OF THE EMPLOYEES APPOINTED AGAINST TEACHING/ADMINISTRATIVE/ TECHNICAL/MINISTERIAL POSTS:

The following general conditions of service shall apply to all the employees including teachers and officers and other employees unless provided otherwise:-

(1) [109]AGE:

The age of a person at the time of appointment to the service of the University shall ordinarily be not less than 18 years and not more than 40 years (45 years in case of SC, ST & OBC) in respect of administrative and ministerial staff and maximum 60 years provided that the Executive Council shall have the discretion to relax or waive the upper age limit whenever it considers necessary.

(2) (i) PROOF OF DATE OF BIRTH:

A person who is offered an appointment in the University, shall, produce the original of the date of birth certificate at the time of joining his duties. In the case of those who have not obtained such a Certificate, an authenticated copy of the extract from the Registrar of Births or a declaration made before a magistrate be produced. On the acceptance of the date of birth, it shall be entered in the service records of the concerned employee and shall not be later on altered under any circumstances.

(ii) **FITNESS:**

(a) Appointment of persons by direct recruitment for period for more than 12 months shall be subject to their being found medically fit by the Medical Officer of the University or any other Medical Authority authorized for the purpose by the University.

(b) No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

(3) METHODS OF RECRUITMENT: Recruitment to the posts may be made:

(i) by direct recruitment;

(ii) by promotion; and

(iii) by appointment of employees on deputation from Government Departments and other institutions.

[109] substituted vide resolution passed by the Executive Council in its meeting held on 22.06.2013 under agenda item no. 5.

(4) DIRECT RECRUITMENT:

Subject to the provision of section 17(2) of the Act all the appointments to the posts earmarked for direct recruitment shall be made by the Executive Council on the recommendation of the Selection Committee constituted for the purpose in accordance with the provisions of these Regulations after such posts have been duly advertised and the short-listed candidates have given a Written Test, if required, and have been interviewed by the Selection Committee.

(5) RECRUITMENT BY PROMOTION:

(i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in accordance with the decision taken by the Executive Council from time to time.

(ii) Every appointment by promotion shall be on the basis of eligibility as determined by the UGC/the State Govt./the Regulations of the University and due regard being paid to seniority.

(6) MODE OF APPOINTMENT:

The Executive Council shall constitute a Selection Committee u/s 25 for making recommendations to the Executive Council for appointment to the posts of teachers and other employees of the University. The general guidelines for selections for teachers given earlier in these Regulations shall apply *mutatis mutandis* in other posts in the University.

(7) CONTRACT/AGREEMENT OF SERVICE:

(a) Every employee of the University, other than the Vice-Chancellor, the Registrar, the Finance Officer and any other officer appointed on specific terms and conditions by the Executive Council to a post the minimum grade pay attached to which is not less than Rs. 2,400/- p.m. or to such other posts as may be determined by the Executive Council from time to time, shall sign a contract/agreement of service in the prescribed form given in **Annexure - I** accepting in writing the terms and conditions of appointment before joining duty and shall observe the Professional Ethics as set out in **Annexure - II** or/and the Code of Conduct as set out in **Annexure - III**, which shall form part of the agreement to be signed by the employee at the time of joining the service besides the nomination form as set out in **Annexure - IV** for the payment of funds/gratuity, if any, from the University.

(b) Any breach of the provisions of the Act, these Regulations and the Code of Conduct and Professional Ethics as set out in Annexures - II & III shall be deemed to be a violation of the contract and will be subject to the imposition of the penalties under clause 1.17 of these Regulations.

(c) Any contract of appointment between a teacher and the University entered into before the commencement of these

Regulations shall be subject to the above provisions and shall be deemed to be modified in accordance with the above provisions and in accordance with the terms and conditions contained in **Annexures - II & III** of these Regulations.

(d) In addition to the teaching, research and guidance, the teachers of the University shall also carry out such other academic, administrative or project work duties as may be assigned to them by the Vice-Chancellor from time to time. Similarly, the Administrative, Technical and Ministerial Staff may be assigned such other responsibility as may be decided by the Registrar/the Vice-Chancellor from time to time.

(8) COMMENCEMENT OF SERVICE:

All appointments shall take effect from the dates on which the appointee reports himself for duty at the University or the place prescribed in his order and the University accepts the joining of such appointee.

(9) PROBATION:

(a) Every person appointed in the University against the approved posts except the posts of the Vice-Chancellor, the Registrar, the Finance Officer and any other officer appointed by the Executive Council and those appointed by invitation on specific terms and conditions or on contract for a limited term, shall be on probation for a period of one year. In computing the period of probation extraordinary leave, if any, granted to an employee on probation shall be omitted.

(b) The period of probation being a period of testing the worth and ability, competence and moral stature of the employee concerned shall be crucial period of service and shall therefore, have to be watched carefully for the performance and suitability of an employee.

(c) Any teacher, appointed in a substantive capacity under clause 1.3 of The Recruitment to the Post of Teachers and other Academic Staff who had served, before such appointment, continuously for a period of less than two years, shall be on probation for one year which may be extended for a period not exceeding one year, and the provisions of appointment in clause 1.3 shall apply accordingly.

(d) Well before the termination of the period of probation, the Registrar shall call for the report of work and conduct from the immediate superior of the employee. If, at the end of the period of probation the work and conduct of the employee continues to be unsatisfactory, a report to the Vice-Chancellor shall be made by the immediate superior of the employee as certifying officer as to whether the services of the employee should be terminated or the period of probation be extended.

(e) Any extension of the period of probation shall not be longer than one year and there shall ordinarily be only one such extension.

(f) The following shall be the officers empowered to certify satisfactory completion of the period of probation:

i) Heads of Department in respect of all teachers and service personnel, if any, working in their respective disciplines or departments;

ii) Librarian in respect of all employees working in the Library.

In case there is no Librarian the Deputy Librarian/Assistant Librarian as the case may be.

iii) Registrar in respect of all other administrative/technical and ministerial staff working in the rest of the office;

iv) The Vice-Chancellor in respect of all officers.

(g) As soon as possible after completion of the prescribed period of probation, orders of confirmation shall be issued by the Registrar based on the report of the certifying officer and approved by the Vice-Chancellor. The certifying officers shall base their decisions on the evaluation reports and such other additional evidence as may be available to them.

(h) If the work of an employee is found to be unsatisfactory even after the extended period of probation, the Executive Council shall have the right to terminate the services of the employee on the recommendation of the Vice-Chancellor and discharge him from the service of the University. No appeal shall lie against the order of discharge of a probationer.

(i) Decision either to confirm or to extend probation period shall be taken within six weeks before the probationary period ends and should be communicated immediately to the person concerned, provided that any delay in the issue of an order either extending the period of probation or discharging a probationer shall not entitle an employee to claim that he has satisfactorily completed such probation.

(j) An employee appointed in a time scale shall be eligible for the grant of first increment in the time scale after completion of one year of probation, unless otherwise decided upon before hand by the appropriate authority to withhold the increment.

(k) Notwithstanding anything contained in the foregoing sub clauses [f] to [i] if the work and conduct of a probationer is found to be grossly unsatisfactory, the services of the probationer can be terminated at any time during the period of probation by the appropriate authority.

(10) WORKING DAYS:

The University shall remain open throughout the year except on Sundays & the holidays declared by the University between 10.00a.m. to 5.00p.m. and the University Library shall remain open between 9.00a.m. to 9.00p.m. on teaching days and between 10.00a.m. to 5.00p.m. on all other days except on Sundays and the gazetted holidays. Books will be circulated on all working days only between 10.00a.m. to 7.00p.m.

(11) WORKLOAD OF OTHER ACADEMIC/ADMINISTRATIVE/ TECHNICAL STAFF:

The Workload of other Academic/Administrative/Technical Staff shall not be less than 42 hours a week. It shall be necessary for the other Academic/Administrative/Technical Staff to be available for at least seven hours daily in the University on every working day.

(12) SENIORITY OF OTHER ACADEMIC, ADMINISTRATIVE, TECHNICAL AND MINISTERIAL EMPLOYEES OF THE UNIVERSITY:

The seniority of employees in a particular grade shall be determined with reference to the date of completion of probation satisfactorily, provided that the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointments, persons appointed as a result of earliest selection shall be senior to those appointed as a result of a subsequent selection.

(13) EMPLOYEES ABSENT FROM DUTY:

The absence of an employee of the University from duty, whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible on his return.

(a) for re-appointment to a permanent or officiating vacancy in the cadre of post on which he may be on probation;

(b) for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

(c) (i) No permanent employee shall be granted leave of any kind for a continuous period exceeding three years;

(ii) When an employee does not resume duty after remaining on leave for continuous period of three years, or where an employee after the expiry of his leave remains absent from duty, otherwise, than on foreign service or on account of suspension, or for any period which together with the period of the leave granted to him exceeds three years, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned and shall accordingly cease to be in the University services.

(14) SERVICE ON DEPUTATION:

(i) A teacher or an employee of the University may be granted leave under the relevant Leave Rules as provided under the Regulations to join any other institution on deputation for a

period not exceeding three years from the date of his joining such institution.

Provided that the Vice-Chancellor, with the concurrence of the Executive Council of the University may extend the period of such leave for a further period of two years. But in no case, the total period of leave granted by the University to join any other institution on deputation shall exceed five years from the date of initial appointment.

(ii) A teacher or an employee of any other recognized University/Department/Institution may be appointed on deputation against any sanctioned post in the University, for a period not exceeding three years from the date of his joining this University.

Provided that the Vice-Chancellor, with the concurrence of the Executive Council of the University may extend the period of such appointment on deputation for a further period of two years. But in no case, the total period of such appointment on deputation shall exceed five years from the date of initial appointment.

(15) INCREMENTS AND SERVICE COUNTING FOR INCREMENTS:

(A) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant pay band and the A.G.P. as applicable for the respective stage in the pay band. Advance increment if any, shall be non-compoundable.

The following periods shall count for earning increments of an employee:

i) All periods of duty in a post on a time scale;

ii) All periods of leave including extraordinary leave for proceeding for higher studies;

iii) All periods spent on Foreign Service;

iv) All periods of joining time on transfer.

(B) [110]For the matters relating to pay fixation and pay protection of the employees of the University provisions of Financial Hand Book-2 (Vol. 2-4) and State Government orders endorsed to the University shall apply. Financial incentives for promoting small family norms shall also be made applicable to the University employees in accordance with G.O. No. 1020(1)/15-11-81-51/80 dated 06.06.1981.

(16) PROMOTIONS IN THE ADMINISTRATIVE, TECHNICAL AND MINISTERIAL POSTS:

(a) Seventy-five percent of the posts of Deputy Registrar shall be filled by direct recruitment and twenty-five percent of the posts of Deputy Registrar shall be filled by promotion from amongst eligible Assistant Registrars.

[110] Inserted vide Executive Council resolution dated 15.11.2014 as recommended by the Finance Committee in its meeting dated 15.11.2014.

(b) On appointment as Deputy Registar the pay shall be fixed in the Pay Band of Rs. 15,600-39,100 with a Grade Pay of Rs. 7,600. They shall move to the Pay Band of Rs. 37,400-67,000 with a Grade Pay of Rs. 8,700/- after completing 5 years of service as Deputy Registrar.

[111](b-1) In accordance with the proviso (i) of UGC order no. F.N. 6-7/97(JCRC)Vol. IV dated 01.10.2014 read with MHRD order no. I-32/2006-U.II/U(II) dated 31.12.2008 as endorsed by the State Government G.O. No. 1484(1)/Sattar-2-2010 dated 15.07.2010, Deputy Registrars after the completion of five years of service shall be re-designated as Joint Registrar. However, this will be done with the stipulation that the post will revert as Deputy Registrar when it falls vacant.

(c) There shall be no change in the designation of Deputy Registrar on movement to the higher pay band from the Pay Band of Rs. 15,600-39,100 with GP of Rs. 7,600.

(d) Assistant Registrar shall be eligible for the higher grade pay of Rs. 6,600/- with in the Pay Band of Rs. 15,600-39,100 after 8 years of service provided, they have participated in two training programmes in Education Administration, each of approximately four weeks duration and their performance appraisal reports are consistently satisfactory. The higher Grade Pay of Rs. 6,600/- shall be restricted in the case of promotion to senior scale of these posts, to fifty-percent of total strength of Assistant Registrars.

(e) Fifty-percent of the posts at the level of Assistant Registrar may be filled through promotions from the lower grades. The minimum educational qualifications mentioned above for direct recruitment on these posts shall not apply in the case of promotion from the lower cadre.

(f) Notwithstanding anything to the contrary contained in any other provisions in these Regulations, the Executive Council on the recommendation of the Committee constituted for this purpose by the Vice-Chancellor may promote/grant the next time scale of pay to employees other than the Deputy Registrar and the Assistant Registrar of the University, after such period of continuous service and on fulfillment of such conditions as may be laid down by the Govt. of Uttar Pradesh from time to time for the non-teaching staff of the State Universities under Assured Career Promotion (ACP) Scheme. For the time being the ACP Scheme shall be regulated in accordance to the orders issued by the Finance Department of Uttar Pradesh vide G.O. No.: Vetan Aayog-2-3282/dus-62(M)/2008 dated 23.12.2010 which is endorsed by the Higher Education Department, Govt. of Uttar Pradesh vide order no. 1804/sattar-4-2011 dated 14.09.2011 along with the explanatory annexures issued by the

[111] Inserted vide resolution of the Executive Council meeting dated 15.11.2014.

Finance Department of Uttar Pradesh regarding ACP from time to time.

(17) TERMINATION OF SERVICES:

(i) The appointing authority shall have the power to terminate the services of any employee by giving three month's notice or on payment of three month's salary in lieu thereof.

(ii) The Executive Council shall have the power to terminate the services of any employee on grounds of abolition of the post by giving to the persons concerned six months notice in writing or on payment of six month's salary in lieu thereof.

(iii) An employee of the University may terminate his engagement by giving to the appointing authority one month notice provided that the appointing authority may for sufficient reasons either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.

(18) RULE FOR RESIGNATION:

Any teacher, officer or employee, against whom no disciplinary proceeding is pending, can resign from the services of the University by submitting a resignation letter to that effect with a notice of one month or in lieu there of one month's salary. It shall become effective from the date of approval by the appropriate authority.

(19) PENALTIES AND PROCEDURES FOR DISCIPLINARY ACTION:

(i) The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on an employee of the University namely:-

(a) Minor Penalties

(i) Censure;

(ii) Withholding of promotions;

(iii) Recovery from pay of the whole or part of any pecuniary loss to the University caused by the official's negligence or breach of any duty;

(iv) Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension, if any;

(vi) Withholding of future increments of pay.

(b) Major Penalties

(i) Reduction to a lower stage in the time-scale of pay other than specified in sub clause A(iv);

(ii) Reduction to a lower time-scale of pay, grade, post or service;

(iii) Compulsory retirement;

(iv) Removal from service;

(v) Dismissal from service

(ii) (a) The employee of the University shall be given a copy of the Charge Sheet with a statement of imputations of misconduct.

(b) The employee shall be given a reasonable time and opportunity to submit his defence. In the receipt of the defence, the Disciplinary Authority may pass appropriate orders, or may hold an Inquiry if,

(i) it is of the opinion that such inquiry is necessary; or

(ii) the inquiry is mandatory in view of the major punishment proposed.

(iii) In minor penalty proceedings, after representation, if it is proposed:-

(a) to withhold increment for a period exceeding three years; or

(b) to withhold increment with cumulative effect for any period; or

(c) to withhold increment which is likely to affect adversely the pension admissible to the official.

(20) GROUNDS FOR IMPOSING PENALTIES:

(i) An employee of the University may be subjected to appropriate penalty (censure, withholding of increments, suspension, termination, dismissal or removal etc.) on one or more of the following grounds:

(a) lack of integrity;

(b) willful neglect of duty;

(c) misconduct;

(d) breach of any of the terms of contract/agreement of service as mentioned in **Annexure - I** of these Regulations;

(e) breach of any code of conduct as mentioned in **Annexures - II & III** of these Regulations.

(f) dishonesty connected with University Examination or other work;

(g) scandalous conduct or conviction for an offence involving moral turpitude;

(h) physical or mental unfitness;

(i) incompetence;

(j) abolition of the post;

(k) convicted under any law of the land;

(l) any other conduct, which lowers down the prestige of the University.

(ii) No order dismissing, removing or terminating the services of an employee of the University on any ground mentioned clause in (1) above except in the case of a conviction under the law of land or for an offence involving moral turpitude or of abolition of post, shall be passed unless a charge has been framed against the employee and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity to represent his case.

(iii) The Executive Council may after detailed examination of the case, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution suspending dismissing, removing or terminating the services of the employee concerned.

(iv) The resolution shall forthwith be communicated to the employee concerned.

(v) The Executive Council may, instead of dismissing removing or terminating the services of the employee, pass a resolution inflicting a lesser punishment by reducing the pay of the employee for a specified period not exceeding three years and/or by stopping specified number of increments of his salary for a specified period.

(vi) The 'Appointing Authority' or any authority to which it is subordinate or any other authority empowered by the University in that behalf may place any employee under suspension:

(a) where a disciplinary proceeding against him is contemplated or

(b) where a case against him in respect of criminal offence is under investigation/enquiry or trial; provided that where an order of suspension is made by an authority nuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

(vii) An employee of the University shall be deemed to have been placed under suspension:

(a) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed consequent to such conviction;

(b) in any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or other wise.

Explanation:-

The period of 48 hours referred to in sub clause (a) of this clause, shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(viii) Where the order of dismissal, removal or termination from service of an employee of University is set aside or declared or rendered void by any court of law in consequence of any proceedings under the Act or the Regulations or otherwise, and the appropriate officer, authority or body of the University decides to hold a further inquiry against him, then if the employee was under suspension immediately before such dismissal or removal, the suspension order shall be deemed to have continued in force on and from the date of the original or dismissal or removal.

(ix) (a) Suspension may be resorted to:-

(i) When disciplinary proceedings are contemplated /pending or when a case in respect of any criminal offence is under investigation, inquiry or trial or when an employee is involved in a case of "dowry death";

(ii) When his continuance in offence will prejudice investigation, trial or enquiry, or is likely to seriously subvert discipline or be against wider interest of the University;

(iii) When he is suspected to have engaged himself in activities prejudicial to the security of the University;

(iv) When he is charged for offence or conduct involving moral turpitude, corruption, embezzlement or misappropriation of University money, possession of disproportionate assets, misuse of official powers for personal gain, serious negligence and dereliction of duty resulting in considerable loss to the University and refusal or deliberate failure to carry out written orders of superior officers.

(b) An employee detained in custody on a criminal charge or otherwise, for a period exceeding forty-eight hours or sentenced to a term of imprisonment exceeding forty-eight hours is deemed to have been placed under suspension. However, issuance of formal order of suspension shall be made by the competent authority.

(c) Suspension shall not ordinarily exceed six months from the date of suspension. A Review Committee, if needed, be constituted after six months to review the case of suspended employee. The suspension may be revoked or extended on the

recommendation of the committee. The extension shall not be more than 180 days at a time. If the suspension is not extended within 90 days, it will not be valid after a period of 90 days.

(d) During the period of his suspension, an employee of the University shall be entitled to get Subsistence. The allowance of an amount will be equal to half pay salary, with appropriate Dearness and Compensatory Allowances. The suspending authority shall review and pass necessary orders in sufficient time before expiry of the first three months. The allowance may be increased by a suitable amount not exceeding 50% of the initial sum, if the suspension is prolonged due to reasons not directly attributable to the employee of the University. It may be decreased in the same manner, if the employee is held to be responsible for the prolongation. If it is not varied either way, the circumstances under which such a decision was taken shall be recorded in accordance with the University Regulations framed from time to time.

(e) Subsistence Allowance can be paid only if the suspended employee furnishes a certificate every month to the effect that he was not engaged in any other employment, business, profession or vocation.

(f) If a suspended employee is not held responsible for delay in the termination of the proceedings against him and is fully exonerated or when a minor penalty is awarded or if his detention or arrest under any law of the land or a law providing for preventive detention is held by the competent authority to be unjustified or if in case of deemed suspension on grounds of detention found to be erroneous and no prosecution is launched or in case of debt, if the liability is proved to be due to circumstances beyond the officials control or the official's death while under suspension, full pay and allowances shall be made admissible in such cases and the period of suspension will be treated as on duty.

(g) In cases of departmental proceedings, where the employee is not fully exonerated, the employee shall be given an option to get the period converted into leave of any kind due and admissible under the order of the competent authority and such order shall be absolute.

(h) Where it is held that the termination of the proceedings instituted against an employee had been delayed for reasons directly attributable to him, or the official is not fully exonerated of the charges for such period of suspension and/or dismissal or where the suspension is not held to be wholly unjustified, proportionate (less than whole) pay and allowances for that period shall be made admissible to the concerned employee. The amount so determined shall not be less than what was paid as Subsistence Allowance.

(h) In all cases of payment for the period of suspension - payment of pay and allowances - either in full or in part - for past period, certificate of non-employment, as in the case of payment of subsistence allowance is essential.

(x) In computing the maximum period of service of an employee the period during which a stay order from any court of law in operation shall be excluded.

(21) PENSION SCHEME:

(a) The University shall implement Pension Scheme for the benefit of its officers, teachers, and other employees, in accordance to the directions given by the State Govt. from time to time.

(b) An officer, a teacher or an employee appointed with reference to the Selection Committee in the grade of salary against the sanctioned post shall be covered under the new pension scheme in accordance to the directions given by the State Govt. from time to time.

Provided such an officer, teacher or employee who prior to his joining the University was covered under the old pension scheme and whose service would be of less than ten years on 1st April, 2005 may be given an option to retained the old pension scheme under rules framed by the State Government of Uttar Pradesh from time to time.

(22) GROUP INSURANCE SCHEME:

An officer, teacher or an employee appointed on a regular post shall be covered under the Group Insurance Scheme on such terms and conditions as may be determined by the State Government of Uttar Pradesh from time to time.

(23) GRATUITY:

(1) (a) Gratuity (service gratuity, retirement gratuity, death gratuity) shall be granted for good, efficient and faithful service to all the employees appointed in the time scale in the University and shall exclude the following:-

(i) Casual and non regular employees;

(ii) Employees on deputation;

(iii) Employees on contract basis for a specified period; and

(iv) Reemployed persons.

(b) It shall be granted in the following circumstances;

i on discharge or on abolition of post;

ii on retirement;

iii on superannuation;

iv on death.

Provided that,

(i) gratuity shall not be admissible to

an employee who resigns from service or whose services are terminated for misconduct, insolvency or inefficiency;

(ii) except in case of death, gratuity will be admissible only after 5 years' qualifying service;

(iii) qualifying services shall mean all service rendered in the University after completion of 18 years of age, except the period(s) of extraordinary leave and leave without salary.

(2) There shall be the following kinds of gratuity:-

(i) **RETIREMENT GRATUITY** is admissible to all the permanent employees who retire after completion of 5 years of qualifying service at the rate of 'one-fourth' of emoluments for each completed six-monthly period of qualifying service subject to a maximum of 16½ times 'the emoluments' or Rs. 10.0 lacs, whichever is less. Emoluments include DA on the date of retirement.

(ii) **SERVICE GRATUITY** is applicable in case of employees covered under G.P.F. cum Pension scheme. No pension is admissible to a permanent employee who retires before completion of 10 years' qualifying service. Instead, a lump sum payment known as Service Gratuity at the rate of half-month's emoluments for every completed six-monthly period of qualifying service is admitted.

This gratuity is in addition to retirement gratuity admissible to those who have opted for retirement after completion of five years' service.

(iii) **DEATH GRATUITY** is admissible to all the permanent employees in case of their death during the course of their service in the University at the following rates:-

S.N.	Length of Service	Death Gratuity payable to family
(i)	Less than one year	2 times of 'emoluments'
(ii)	One year or more, but less than 5 years	6 times of 'emoluments'
(iii)	5 years or more, but less than 20 years	12 times of 'emoluments'
(iv)	20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times 'emoluments' or Rs. 10.0 lacs, whichever is less.

Explanation:

For the purpose of this paragraph 'Emoluments' means basic pay, stagnation increment, dearness pay, non-practicing allowance, if any and includes dearness allowance admissible on the date of retirement. When there is reduction in the 'emoluments' during the last ten months of service, otherwise than as a penalty, gratuity may be based on 'average emoluments' for the last ten months instead of 'emoluments.'

(3) Every permanent employee shall make nomination in the form as set out in **Annexure - IV** of these Regulations conferring on one or more persons of his family the right to receive the gratuity in the event of his death while in service or after quitting service but before payment of gratuity is made, indicating the shares payable to each member. In case an employee has no family, the nomination may be made in favour of a person, or persons, or a body of persons, corporate or incorporate.

(4) In the event of there being no nomination, the gratuity on death, may be paid in the manner indicated below:-

(i) If there are one or more surviving members of the family as in (i) to (iv) below, it may be paid to all such members other than any such member who is widowed daughter, in equal shares.

(ii) If there are no such surviving members of the family but there are one or more surviving widowed daughters and/or more surviving members of the family as in (v) to (ix) below the

gratuity may be paid to all such members, in equal shares.

Explanation:

For the purpose of this paragraph, "Family" shall include the following:-

(i) wife in the case of a male employee;

(ii) husband in the case of female employee;

(iii) sons including step children and adopted children;

(iv) unmarried and widowed daughters;

(v) brothers below the age of 18 years and unmarried and widowed sisters; (including step brothers and step sisters);

(vi) Father;

(vii) Mother;

(viii) Married daughters; and

(ix) Children of a predeceased son.

(5) When the Vice-Chancellor is satisfied that the operation of any of the provisions laid down above under clause 1.22 causes or is likely to cause undue hardship to an employee and it requires immediate attention of the Vice-Chancellor, he may, not withstanding anything contained in these Regulations, deal with the cases of such employees in such manner as may appear to be just and equitable. Such decision shall be reported by the Vice-Chancellor to the Executive Council in its next meeting.

(24) ISSUE OF RETIREMENT NOTICE:

Six months prior to an employee's attaining the age of superannuation in the University, a notice shall be sent to him about his impending retirement.

(25) AGE OF SUPERANNUATION:

The age of retirement of the Administrative, Technical and Ministerial Staff shall be the age of 60 years. In the case of teachers and other academic staff the age of retirement shall be the age of 62 years.

Provided further that in respect of an employee attaining the age of 60 years, where the date of such age falls on a day other than the first day of the month, he shall retire on the last day of that month.

Provided further that in respect of a teacher attaining the age of 62 years of age, where the date of such age falls on a day other than the first day of the month of July, he shall retire on the last day of the month of June in the existing Academic year.

(26) **[112]TRIBUNAL OF ARBITRATION:**

(1) Any dispute arising out of a Contract of Appointment referred to in section 31(2) of the Act shall at the request of the officer, teacher or employee at the instance of the university be referred to a Tribunal of Arbitration consisting of three members appointed by the Executive Council in the following manner:-

(i) One Member nominated by the Visitor of the University who will act as Chairperson.

(ii) One Member nominated by the Executive Council.

(iii) One Member nominated by the officer, teacher or employee concerned.

(2) If for any reason, a vacancy occurs in the office of a member of the Tribunal, the appropriate person or body concerned shall nominate another person in accordance with provisions of subsection (1) to fill the vacancy and the proceedings may be continued before the Tribunal from the stage at which the vacancy is filled.

(3) The decision of the Tribunal shall be final and binding on the parties.

(4) The Tribunal of Arbitration shall have the power —

(i) to regulate its own procedure;

(ii) to order reinstatement of the officer or teacher or employee concerned; and;

(iii) to award salary to the officer, teacher or employee concerned, after deducting there from such income which such officer, teacher or employee might have otherwise derived during his suspension, removal, dismissal or termination from service.

(27) **REMOVAL OF DIFFICULTIES:**

The Vice-Chancellor, on the recommendations of a Committee to be constituted by the Vice-Chancellor, shall have the power to make such modifications, alterations, or amendments in Executive Regulations as may be necessary to remove any difficulty arising during a period of first five years from the date of commencement of all the aforesaid Regulations. The changes made by the Vice-Chancellor shall be reported to the Executive Council in the next meeting.

[112] substituted vide resolution passed by the Executive Council in its meeting held on 22.06.2013 under agenda item no. 6.

ANNEXURE-I

CONTRACT/FORM OF AGREEMENT WITH MEMBERS OF TEACHING STAFF /EMPLOYEES OF THE UNIVERSITY

Agreement made this.....day of.....20 between Sri.....of first part (hereinafter called "the appointee") and the Dr. Ram Manohar Lohiya National Law University, Lucknow (hereinafter called "the University") of the other part:

It is hereby agreed as follows:;

1. That the University hereby appoints Shri/Shrimati/Km..... to the posts of..... in the University with effect from the date the party of the first part takes charge of the duties of his/her office, and the party of the first part, hereby accepts the engagement, and undertakes to take such part, and perform such duties in the University as may be required of him/her, including the management and protection of the University property or funds, the organization of instruction, the teaching formal or informal and the examination of students, the maintenance of discipline and the promotion of student's welfare in connection with any curricular duties of the University as me be entrusted to him/her and to submit himself/herself to the officers under whom he/she is for the time being placed by the authorities of the University and shall abide by the Service Regulations framed from time to time. conditions of Service and conform to the Code of Conduct for the appointees laid down by the University in its Regulations as amended from time to time:

   Provided that the teacher shall be on probation for a period of one year in the first instance and the Executive Council may in its discretion extend the period of probation further by one year.

2. That, the party of first part shall retire in accordance with the provisions of the Regulations of the University.
3. The scale of pay attached to the post of the appointee to which the party of the first part is appointed shall be..... The party of the first part shall from the date he/she takes charge of his/her said duties be granted pay at the rate of Rs.....per men sum in the aforesaid scale and

shall receive pay in the succeeding stages in the scale unless the annual increment is withheld in pursuance of the provisions of the Regulations:

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be given to the party of the first part without the specific sanction of the authority empowered to withhold increment.

4. That the party of the first part shall obey, and to the best of his/her ability carry out the lawful directions of any officer, authority or body of the University, to whose authority he/she may while this agreement is in force, is subject under the Provisions of the Act, or under any Regulations or Rules made there under.

5. That on the termination of this agreement for whatever cause, the party of the first part shall deliver up to the University all books, apparatus, record and other articles belonging to the University that may be in his possession.

6. In all matters, the mutual rights and obligations of the parties hereto shall be governed by the Regulations and Rules of the University, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein and by the provisions of Doctor Ram Manohar Lohiya National Law University, Uttar Pradesh Act, 2005.

In witness whereof the parties hereto affix their hands and seal on the day and year first above written.

Signed & delivered by the said appointee in the presence of signature of witnesses with address

Signed & delivered for Dr. Ram Manohar Lohiya National Law University by Finance Officer In the presence of signature of witnesses with address

ANNEXURE - II

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whereas a teacher, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed.

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

TEACHERS SHOULD:

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession;

(iii) Seek to make professional growth continuous through study and research;

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

(v) Maintain active membership of professional organizations and strive to improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS:

TEACHERS SHOULD:

(i) Respect the right and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrainfrom inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES:

TEACHERS SHOULD:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

TEACHERS SHOULD:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; and

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

V. TEACHERS AND NON-TEACHING STAFF:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should try to see through teachers' bodies and organizations, that the university maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

TEACHERS SHOULD:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

ANNEXURE - III

CODE OF CONDUCT FOR UNIVERSITY EMPLOYEES

1. APPLICATION:

The provisions contained in this Schedule shall apply to all employees except the teacher of the University.

2. DEFINITIONS:

In this Schedule unless the context otherwise requires:-

(a) "Competent authority" means:-

(i) "The General Council" in the case of the Vice-Chancellor.

(ii) "The Vice-Chancellor" in the case of all other employees.

(b) "Members of the family" in relation to an employee includes:-

(i) the wife, child or stepchild of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such University employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived, of by law.

(c) "Service" means service under the University.

3. GENERAL:

(a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c) Unless otherwise stated specifically in the terms of appointment, every employee is a contractual employee of the University, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on holidays and Sundays. These duties shall *inter-alia* include attendance at meetings of committees to which he may be appointed by the University.

(d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

(e) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission of the appropriate authority.

(f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

(g) Whenever leaving the station, an employee shall inform appropriate authority, the address where he would be available during the period of his absence from station.

4. TAKING PART IN POLITICS AND ELECTION:

(a) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe an aid or assist in any manner any political movement or activity.

(b) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the University qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

5. CONNECTION WITH PRESS OR RADIO OR PATENTS:

(a) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.

(b) No employee shall, except with the previous sanction of the competent authority or any other authority empowered in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Note:-Subject to the restrictions noted below, members of the staff are at liberty, without any sanction as contemplated in paragraph 5(2) above, to publish their original academic works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely academic subjects and should not touch upon administrative matters. They shall be free from all political tinge.

Publications of articles relating to India boundary areas and the tribal population in such areas is prohibited without previous permission of the competent authority.

6. CRITICISM OF THE UNIVERSITY:

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion without prior information in writing at least 15 days before such radio broadcast or publication to the Registrar:-

(i) which has the effect of adverse criticism of any current or recent policy or action of the University, or

(ii) which is capable of embarrassing the relations between the University and of the Central Government or any State Government or any other University or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duty assigned to him.

7. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

(1) Save as provided in subparagraph (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under subparagraph (1) no employee giving such evidence shall criticize the policy of the Central or State Government.

(3) Nothing in this paragraph shall apply to:-

(a) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature, or by the State Government; or

(b) Evidence given in any judicial inquiry; or

(c) Evidence given in any departmental inquiry ordered by the University authorities.

8. UNAUTHORIZED COMMUNICATION OF INFORMATION:

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

9. GIFTS:

No employee shall, except with the previous sanction of the competent authority, accept himself or permit his wife or any other member of his family to accept from any person other than relations any gift of more than 'trifling value.' The interpretation of the term 'trifling value' shall be the same as laid, down in the Government Servants Conduct Rules.

10. PRIVATE TRADE OR EMPLOYMENT:

No employee shall engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such conditions as regards acceptance of remuneration as may be laid down by the University.

11. INVESTMENTS, LENDING AND BORROWING:

(1) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

12. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS:

(1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that money of his salary is continuously being attached, he may he liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

(2) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of Department /Faculty in-charge or the Officers under whom he is working, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University unless he has obtained written permission to that effect from the Head of University.

13. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

Every employee shall, on first appointment in the University service and thereafter at the interval of every five years shall submit details of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

14. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES:

No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

15. MARRIAGE:

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the competent authority.

Not withstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules lead to immediate dismissal from the University service.

16. REPRESENTATIONS:

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

17. PUNISHMENT, APPEALS, ETC.:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

18. INTERPRETATION:

The decision of the competent authority on all questions relating to the interpretation of these provisions shall be final.

ANNEXURE-IV

FORM OF NOMINATION

I hereby nominate the persons mentioned below, who are members of my family as defined in Service Regulations of Dr. RML National Law University, Lucknow to receive the amount that may stand to my credit in the Pension Fund - cum - gratuity scheme in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and address of the nominee	Relationship with subscriber	Age	*Amount of share of accumulations to be paid to each	⊗Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated this.....day of .....200.....
Lucknow

Two witnesses for signature
1.....
2.....

Signature of employee/subscriber

Note: *This column should be filled in so as to cover the whole amount that may stand to the credit of the employer/subscriber in the Pension Fund/Gratuity at any time.

Note: ⊗Where an employee/subscriber who has no family makes a nomination shall become invalid in the event of his subsequently acquiring a family.

CHAPTER - IX

COMPASSIONATE APPOINTMENT OF DEPENDENT OF A FAMILY MEMBER OF THE UNIVERSITY EMPLOYEE/FACULTY MEMBER DYING DURING THE SERVICE

Uttar Pradesh State Govt. through its notification no. 2215/15-19-95-1/92 dated 21.11.1995 directed all state Universities of Uttar Pradesh to incorporate necessary provision for compassionate appointment to one of the dependent family members of University employee dying during service. In pursuance of the direction University has made regulations which are as under:-

1. Title and commencement:-
   (a) These regulations may be called 'Recruitment of Dependents of Dr. Ram Manohar Lohiya National Law University Employees Dying in Service'.
   (b) They shall come into force from the date of approval of these regulations by the Executive Council of the University.
2. In these regulations context otherwise requires:-
   (a) university employee means, 'the employee of Dr. Ram Manohar Lohiya National Law University, Lucknow', who:-
      i. was permanent employee of the University;
      ii. though temporary had been regularly appointed on such appointment;
      iii. though not regularly appointed, had put in three years continuous service in regular vacancy in such employment.

      Explanation:-

      Regularly appointment means, 'appointment in accordance with the procedure laid down for recruitment to the post or service as the case may be.
   (b) deceased University employee means, 'an University employee who dies while in service'.
   (c) family shall include the following relations of the deceased University employee:-
      i. wife or husband;
      ii. sons;
      iii. unmarried and widowed daughters.
3. These regulation shall apply to recruitment of dependents of the deceased University employees to the post of Group 'C' & Group 'D' in connection with the affairs of the University.

Other terms and conditions of these regulations shall be similar to that laid down in the rules of 'the Uttar Pradesh Recruitment of Dependents of Government Servants Dying in Harness Rules, 1974' and amended from time to time.

CHAPTER - X

[113]UNIFORM FOR THE STAFF CAR DRIVERS AND PEONS ATTACHED WITH THE SENIOR OFFICERS OF THE UNIVERSITY

Staff car drivers and peons appointed in the University are employed either by University or under the outsourcing agreement basis and no definite uniform have been defined for them. Hence, the University has decided to maintain a dress code as under:-

S. N.	Name of office	Items covered in the Uniform
1.	Vice-Chancellor's office	**For Peons:** **Summer -** 2 Khaki Pants, 2 Khaki Shirts or 2 Khaki Safari Suits and 2 pairs leather shoes - Black **Winter -** 2 Khaki woolen Pants, 2 Khaki woolen Shirts or 2 Khaki Safari Suits woolen, 1 woolen blue blazer and 2 pairs leather shoes- Black **For Drivers:** **Summer -** 2 White Pants, 2 White Shirts or 2 White Safari Suits and 2 pairs leather shoes - Black and one Driver Cap (white) **Winter -** 2 White woolen Pants, 2 White woolen Shirts or 1 woolen blue blazer and 2 pairs leather shoes - Black and one Driver cap (white)
2.	Registrar's office*****	
3.	Finance Officer's office	
4.	HOD's office	

***** This includes the persons attached with Joint Registrar, Deputy Registrar and Assistant Registrar also.

In above Uniforms, the winters Uniform shall be issued once in three years and the summers uniform shall be issued once in two years. Further, ites & t-shirts with University logo engraved/embossed on them be also procured and kept in the University stock which can be used as memento to be presented to the visiting dignitaries. The expenditure incurred on uniforms shall be borne by the University from its own resources.

[113] inserted vide resolution passed by the Executive Council agenda matters considered under other item no. 2 in its meeting held on 27.08.2016.

[114]CHAPTER-XI

LEAVE OF THE EMPLOYEES OF THE UNIVERSITY

The following are the general conditions about availing the leave by any permanent employee including teachers and officers unless provided otherwise:

1. GENERAL:

a. Leave cannot be claimed as a matter of right and when the exigencies so demand leave of any description may be refused or revoked by the competent authority empowered to sanction the leave.

b. Leave shall always be applied in advance except in cases of emergency and for satisfactory reasons.

c. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

2. AUTHORITY EMPOWERED TO SANCTION LEAVE:

a. Applications for leave shall be addressed to the Vice-Chancellor in case of the officers and teachers and to the Registrar in case of other employees of the University.

b. Leave may be sanctioned by the Vice-Chancellor or Registrar/a member of the staff to whom the power has been delegated by the Vice-Chancellor.

c. The Vice-Chancellor may avail himself of leave on his own authority under intimation to the office of the Chairperson of the General Council.

3. COMMENCEMENT AND TERMINATION OF LEAVE:

a. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.

b. Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave subject to any limit of absence on leave prescribed under category of leave.

4. CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND:

a. At the request of the concerned employee, the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the date on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.

b. If one kind of leave is converted into another the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amounts overdrawn recovered, as the case may be.

5. REJOINING OF DUTY ON RETURN FROM LEAVE ON MEDICAL GROUNDS:

The employee who has been granted leave on medical certificate shall be required to produce a medical certificate of fitness before resuming duty.

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[114] Substituted vide the decision taken by the Academic Council (in pursuance of G.O. No. 2840/Sattar-1-2010 dated 31.12.2010) under agenda no. 5 in its meeting held on dated 21.07.2012 & ratified/approved by the Executive Council in its meeting held on dated 21.07.2012 under agenda no. 4 and 5.

6. (A) LEAVE ADMISSIBLE TO THE TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY:

The following kinds of leave shall be admissible to the permanent teachers and others academic staff:

(1) DUTY LEAVE:

i. Duty leave of the maximum of 30 days in an academic year 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 any other academic body; and

(e) For performing any other duty for the University.

ii. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.

iii. 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.

iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

(2) STUDY LEAVE:

(i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian after a minimum of three years of continuous service, 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.

(ii) Subject to the terms contained in this Clause, in respect of granting study leave with pay for acquiring Ph.D. Degree 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 statutes concerned, keeping in mind the availability of vacant positions for

teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. Degree 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.

(iii) 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. Care shall be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any Department, provided that the Executive Council 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. Degree research work.

(iv) Study leave shall be granted by the Executive Council on the recommendation of the Vice-Chancellor. The leave shall not be granted for more than three years in one spell, save in very 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.

(v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(vi) 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 shall not exceed five years.

(vii) 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.

(viii) Subject to the provisions of sub-clauses

(ix) Below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.

(ix) 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 from time to time, on the basis of the cost of living for a family in the country in which the study is to be undertaken. In case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(x) 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 shall be 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 get the higher scale only after joining the post.

(xi) 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.

(xii) Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.

(xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xiv) 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.

(xv) 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-clauses 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.

(xvi) 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.

(3) SABBATICAL LEAVE:

(i) Permanent, whole-time teachers of the University who have completed seven years of service as Reader/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.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the 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.

(iv) A teacher shall, during the period of 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.

(v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another 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.

(vi) 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 purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

(4) OTHER KINDS OF LEAVE:

(a) The following kinds of leave would be admissible to permanent teachers/employees:

(i) Leave treated as duty, *viz*. Casual leave, Special casual leave, and Duty leave;

(ii) Leave earned by duty, *viz*. Earned leave, Half Pay leave, and Commuted leave;

(iii) Leave not earned by duty, *viz*. Extraordinary leave; and Leave not due;

(iv) Leave not debited to leave account –

(v) Leave on grounds of health, *viz*. Maternity leave and Quarantine leave.

(b) 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.

(5) CASUAL LEAVE:

(i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year. In the case of other employees it shall not exceed 14 in a calendar year.

(ii) 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.

(6) SPECIAL CASUAL LEAVE:

(i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a 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.

(ii) In computing the 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.

(iii) 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 6 working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

(iv) Special casual leave cannot be accumulated, nor can 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;

(7) EARNED LEAVE:

(i) Earned leave admissible to a permanent teacher shall be:

(a) 1/30th of actual service including vacation; *plus*

(b) 1/3rd 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.

(ii) 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 60 days. Earned leave exceeding 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.

For avoidance of doubt, it may be noted:

1. 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.
2. 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.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of the State Governments.

(iii) In the case of other officers and employees 1/12th of actual service rendered in a calendar year.

(8) HALF-PAY LEAVE:

Half-pay leave admissible to a permanent teacher shall be 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 academic purposes.

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

(9) COMMUTED LEAVE:

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

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

(iii) 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 rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(10) EXTRAORDINARY LEAVE:

(i) A permanent teachers 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.

(ii) 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/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided 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.

(iii) 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.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(11) LEAVE NOT DUE:

(i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, 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 otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal 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.

(iii) 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, incapacitating 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 exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

(12) MATERNITY LEAVE:

(i) Maternity leave on full pay may be granted to a woman teachers 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.

(ii) 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.

(13) CHILD CARE LEAVE:

Women 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. Child care leave shall be made admissible in accordance to the provisions laid down in Office Memorandum No. G-2-2017/dus-2008-216-79 dated 08.12.2008, No. G-2-573/dus-2009-216-79 dated 24.03.2009 & G.O. No. G-2-176/dus-2011-216-79 dated 11.04.2011 or the orders issued by the Govt. of Uttar Pradesh from time to time in this respect.

In the cases, where the child care leave is granted for more than 45 days, the Vice-Chancellor may appoint a part time/guest substitute teacher and the matter shall be reported to the Executive Council in its next meeting.

(14) ADOPTION LEAVE:

Adoption Leave may be provided as per the rules of the Central Government.

6. (B) LEAVE ADMISSIBLE TO THE TEACHERS APPOINTED ON CONTRACT BASIS:

The Teachers appointed on contract basis shall avail of 8 days of casual leave in one Academic Calendar Year.

6. (C) LEAVE ADMISSIBLE TO THE PERMANENT ADMINISTRATIVE, TECHNICAL & MINISTERIAL STAFF OF THE UNIVERSITY:

The permanent Administrative, Technical & Ministerial Staff of the University may be granted the following kinds of leave:-

(i)	Duty Leave	On full pay for performing any duty assigned by the University from time to time for such duration as may be considered necessary by the sanctioning authority on each occasion.
(ii)	Casual Leave	Not exceeding 14 days in a Calendar Year
(iii)	Special Casual Leave	Not exceeding 04 days in a Calendar Year
(iv)	Earned Leave	Every employee shall earn the leave of one month in a Calendar Year. This leave shall be credited to his Earned Leave account every year in the following manner:- (a) From 01st January to 30th June - 15 days (b) From 01st July to 31st December - 16 days
(v)	Half Pay Leave Commuted Leave Extra Ordinary Leave Leave Not Due Maternity Leave Child Care Leave Adoption Leave	As admissible for teachers of the University

6. (D) LEAVE ADMISSIBLE TO THE ADMINISTRATIVE, TECHNICAL & MINISTERIAL STAFF ON CONTRACTUAL APPOINTMENT:

The Administrative, Technical & Ministerial Staff employed on contractual basis may avail of 14 days of casual leave in one Calendar Year.

[115]6.(E)MATERNITY LEAVE ADMISSIBLE TO SUCH WOMEN TEACHERS/EMPLOYEES, WHO ARE APPOINTED ON CONTRACTUAL BASIS

(1) Every woman teacher/employee who has actually worked in the University for a period of not less than 80 days in the 12 months immediately preceding the date of her expected delivery may be entitled to maternity leave provided she gives notice in writing about the date of expected delivery and gives in writing that she will not work in any establishment during the period for which she receive maternity benefit.

(2) The maximum period for which any woman teacher/employee shall be entitled to maternity benefit shall be of 12 weeks of which not more than 06 weeks shall precede the date of her expected delivery.

(3) During the maternity benefit period the woman teacher/ employee shall be entitled to receive the average of the monthly salary she has been paid during the period of three calendar months immediately preceding the date from which she absents herself on account of her leave."

[115] inserted vide resolution passed by the Executive Council in its meeting held on 15.04.2013 under agenda item no. 6

PART - III
FINANCIAL REGULATIONS

CHAPTER - I

FINANCIAL MATTERS

(A) DEFINITIONS:

(a) "Act" means the Dr. Ram Manohar Lohiya National Law University Act-2005

(b) "Vice-Chancellor" means the Vice-Chancellor of Dr. RMLNLU

(c) "Dr. RMLNLU" means the Dr. Ram Manohar Lohiya National Law University, Lucknow

(d) "Executive Council" means the Executive Council of the Dr. RMLNLU

(e) "Finance Committee" means the Finance Committee of the Dr. RMLNLU

(f) "Finance Officer" means the Finance Officer of the Dr. RMLNLU

(f) "Registrar" means the Registrar of the Dr. RMLNLU

(g) "University" means the Dr. RMLNLU

(B) FINANCIAL DIRECTIVES:

1. (A) FUNDS TO BE SPENT ON THE BASIS OF THE APPROVED BUDGET ONLY:

(i) The Financial year of the University will be from 1st April to 31st March of the subsequent year.

(ii) The funds of the University shall be utilized only in furtherance of the objectives and functions of the University as stipulated in the Act and in accordance with the provisions made in the budget recommended by the Finance Committee and duly approved by the Executive Council from time to time.

(B) RESTRICTIONS AND CONDITIONS ON THE EXPENDITURE IN EXCESS OF BUDGET:

(i) The University shall, as far as possible, restrict itself to the budget allocation in each financial year.

(ii) The Vice-Chancellor shall have the authority to spend or incur expenditure of an emergent nature not provided for in the budget not exceeding Rs. 50,000/- at a time for the purpose of the University subject, however, that the total amount so spent during one year does not exceed Rs. 5,00,000/-. The expenditure so incurred shall be got ratified from the Executive Council in its earliest meeting following the period during which such expenditure was incurred.

(iii) In case the expenditure under any head of budget is in excess of the amount provided in any financial year, the provisions provided under Section 24 (3)(iii) of the Act shall be followed. However, in case of emergency, the Vice-Chancellor under Section 27 (11) of the Act shall be empowered to re-appropriate funds under relevant heads of account within the limit of the budgeted amount of the University in that financial year after recording reasons in writing thereof and shall report the matter to the Finance Committee in its next meeting.

2. MANAGEMENT OF FUNDS AND EXPENDITURE:

1. (a) All moneys received by or on behalf of the University shall be brought into account and the amount so received shall be credited into the account of the University in the bank the same day or on the next working day following at the latest subject, however, that an imprest amount of [116]Rs. 20,000/- is allowed to be maintained with the officers of the University authorized by the Vice-Chancellor.

(b) The money received shall be acknowledged by a receipt signed by a duly authorized person.

(c) The amounts received for specific purpose from any source shall be invested separately.

[116] Limit increased from Rs. 10,000/- to Rs. 20,000/- vide the resolution of the Executive Council meeting dated 22.09.2015.

2. No expenditure shall be incurred unless such expenditure has been sanctioned by the authority competent to do so under the Act and the Regulations framed there under.

3. Refund of deposit on any account shall be made with the sanction of the Vice-Chancellor or any other officer specially authorized by the Vice-Chancellor for this purpose.

4. Capital expenditure shall not be incurred without the previous recommendation of the Finance Committee and approval of the Executive Council thereon

5. The Vice-Chancellor shall be entitled to incur expenditure sanctioned in the budget save as otherwise directed by the Executive Council.

6. The Executive Council may authorize the Registrar to incur an expenditure within the limits prescribed by the Executive Council.

7. All payments should ordinarily be made by cheque only. However, payment up to Rs. 2,000/- may be made in cash for meeting petty expenditures.

8. The Vice-Chancellor shall have the authority to spend or incur expenditure of an emergent nature not provided for in the budget not exceeding Rs. 10,000/- at a time for the purpose of the University subject to, however, that the total amount so spent during one year does not exceed Rs. 50,000/-. The expenditure so incurred shall be got ratified from the Executive Council in its earliest meeting following the period during which such expenditure was incurred.

3. FUNDS OF THE UNIVERSITY:

The funds of the University shall be invested in bank deposits in a Scheduled Bank as defined in the Reserve Bank of India Act, 1934, or in a corresponding in Bank constituted under the Banking Companies Acts 1970 and 1980 and/or in such securities as authorized by Indian Trust Act 1882 as may be determined by the Executive Council from time to time.

4. TA/DA OF OFFICIALS:

The non official members, teachers, officers and the employees of the University shall be eligible for travelling and other allowances as per TA Regulations *en-force* from time to time. The Vice-Chancellor shall be the authority to sanction travelling allowance and daily allowance bills of the non

official members, officers and teachers and employees will act as Controlling Officer.

5. BUDGET/FINANCIAL ESTIMATES:

The Finance Officer shall compile the data for the Financial Estimates of income and expenditure for the ensuing financial year and present the draft proposal of the said estimates before the Finance Committee. The Finance Committee after due deliberation shall make recommendations on the said draft of financial estimates to the Executive Council. The Executive Council shall consider the said draft before 30th of September every year and finally prepare the financial estimates for the ensuing financial year and place the same before the General Council as far possible before the 31st of December every year for its consideration.

The General Council may pass resolutions with reference to the annual accounts and the financial estimates. The Executive Council shall consider the suggestions made by the General Council and take such actions as it deems fit and report the action taken to the General Council at its next meeting on all action taken by it or the reasons for not taking action.

(C) ACCOUNTING RESPONSIBILITIES AND PROCEDURES:

1. SUBJECT TO THE PROVISION OF SECTION 35 OF THE ACT THE FINANCE OFFICER SHALL ENSURE COMPLIANCE OF THE ACCOUNTING REGULATIONS:

(1.) The Finance Officer shall be responsible for the proper maintenance of all the accounts of the University. The Cash Book shall be balanced at the close of every working day and signed by the Finance Officer.

(2.) The University shall keep and maintain such books of accounts, registers, receipt books and files as may be required under these Regulations.

(3.) Postage stamp account shall be maintained separately and expenditure on postage incurred in a day shall be posted in the book and signed by the Finance Officer or an officer duly authorized by the Finance Officer.

(4.) The books of accounts and all other books and documents connected with them shall remain under the custody of the Finance Officer or any person duly authorized by the Finance Officer.

(5.) The annual audit of accounts shall, be conducted by the Vice-Chancellor, Local Fund Accounts,

Uttar Pradesh at least once in a year or by such person or persons as the State Government may authorize on this behalf and the accounts so audited shall be laid before the Finance Committee and the Executive Council not later than 31st October of each year.

(6.) At the end of each financial year, but not later than 31st December of the year, the Audited report shall be published by the Executive Council and a copy of the Balance Sheet along with the Audit Report shall be placed before the General Council and shall also be submitted to the State Govt.

(7.) All the property, building, assets, money and securities belonging to the University shall stand in the name of the Dr. RMLNLU, Lucknow.

2. CREATION OF FUNDS:

The Executive Council may constitute one or more Funds or Trusts, calculated to the benefit of the students and staff of the University for such identified purposes as scholarships, aid to establish and support the associations, pension, insurance, gratuity, medical reimbursement, conveyance and such other purposes by transferring such sums as it may deem fit out of the amount of the receipts in the funds of the University or any amount received as donation or bequest, if any, for a specific purpose conducive or incidental to for the attainment or enlargement of the objective of the University.

3. STOCK REGISTER:

[117]The Finance Officer shall maintain a Stock Register in which entries shall be made of all pieces of duly labeled and numbered furniture and fixtures, equipments and other articles owned/purchased by the University. The said Register shall be maintained and updated under the supervision of the Finance Officer or an officer designated by him. The Finance Officer shall be responsible for their upkeep, custody and accounting.

4. PENSION FUND UNDER NEW PENSION SCHEME AND GRATUITY FUND:

The Finance Officer shall maintain a Pension Fund under new Pension Scheme account of each of the eligible employees and shall provide for payment of gratuity in accordance to the directives issued by the State Government for the maintenance of such Pension Fund with the approval of the Executive Council.

[117] proposed by the Finance Committee in its meeting held on 25.03.2011 under agenda no. 10 (1) and subsequently approved by the Executive Council on the same date.

5. SUPPLEMENTARY DEMANDS:

The Finance Committee may present not before six months from 1st April and not more than two times in one financial year, to the Executive Council supplementary demands for grant at any time during the course of a financial year.

6. MAINTENANCE OF REGISTERS AND ACCOUNTS:

(a) The Finance Officer shall, *inter alia*, maintain the following books of accounts in English:

[1] Cash Book/Bill Register

[2] Ledger

[3] Register of Investment

[4] Separate Stock Registers for Consumable/Non-Consumable items.

[5] Fixed Assets Register

[6] Register of Books and Periodicals

[7] Contributory Pension Fund Register

[8] Salary Register

[9] Attendance Register

[10] Receipt of Mail Register

[11] Dispatch Register

[12] The Register of Registers

[13] Postage Stamp Register

[14] Service Books of the Employees

[15] Such other books as may be prescribed from time to time.

(b) The Books of Accounts and Registers shall be strongly bound and paged. On the first page of the book or register the paging of the book or the register shall be certified by the Finance Officer or an officer duly authorized for this purpose. Correction in the entries shall be made in red ink and attested. Erasing or over writing shall be avoided under all circumstances.

(c) Receipt forms shall be numbered consecutively and bound into books of 100 forms each. On the front page of each book shall be entered first and last number of the receipts in that book. Receipts shall be in duplicate. The first part shall remain in the books and the carbon copy can be given to the payer. Receipt shall be signed by the Finance

Officer or such other person duly authorized for this purpose.

(d) Property Register should be completed by incorporating details regarding additions sales and depreciation. Similarly the Accession Register in respect of books be kept and necessary entries made in respect of loss/damage etc. at periodic intervals. Identification marks be provided on the books purchased and other fixed assets of the University.

(e) Bills presented for payment shall be forwarded to the Finance Officer. The bills shall be examined by the Assistant Accounts Officer/Accountant and upon his being satisfied that the claim is admissible, the Finance Officer shall make the payment after obtaining the approval of the Vice-Chancellor on such payments. The entry in the Cash Book shall show whether the payment is made in cash or by cheque. The bills and the relevant receipts shall be tagged together and shall be numbered consecutively for the year as payment vouchers.

(f) Salary Bill/Salary Register shall contain the following items or such other items as the authorities may direct:

[1] Serial. No.
[2] Name and Designation
[3] Pay & Scale of Pay
[4] Dearness Pay
[5] D.A.
[6] H.R.A.
[7] C.C.A.
[8] Other Allowances, if any
[9] Total Gross Salary
[10] Contributory Pension of the University
[11] Deduction of Contributory Pension from the salary of the employee
[12] Recoveries (others)
[13] Income Tax
[14] Total Recoveries
[15] Net Salary

(g) All money received and spent shall be immediately brought into account in the cash book and the ledger.

7. PURCHASE COMMITTEE:

(1) There shall be a Purchase Committee consisting of at least three persons to be nominated by the Vice-Chancellor for a period of two years. The

Purchase Committee shall have the power to co-opt any person from the relevant field. The Finance Officer shall be the Member Secretary of the Purchase Committee. There shall also be a Chairperson to be nominated by the Vice-Chancellor.

(2) The Purchase Committee shall meet as and when required to recommend purchase of items for the University.

Provided that in emergent cases the Chairperson of the Purchase Committee with the approval of the Vice-Chancellor may purchase not exceeding Rs. 25,000/- recording the reasons thereof. Such purchases shall be reported to the Purchase Committee in its next meeting. The term of reference of the Committee shall be as follows:

a) The Committee shall draw specifications and standardization of furniture, equipment, stationery items normally required.

b) The Committee shall scrutinize rate contracts, tenders and quotations of articles to be purchased.

c) The Committee shall approve rates, select the articles for purchases

(3) The purchases shall be made in the most economic manner in accordance with the definite requirements of the University.

(4) Purchase of stores shall be made in such a way as to encourage development of the industries in the country to the utmost possible extent, consistent with efficiency and economy.

(5) Purchase items up to the value of [118]Rs. 20,000/- (Rupees twenty thousand only) may be purchased without quotation. In case the value of the store purchase items is up to Rs. 1,00,000/- (Rupees one lakh) quotations shall be invited from the Registered firms. And in all cases in which the estimated value of the store is above Rs. 1,00,000/- (Rupees one lakh), stores

[118] Revised in accordance with G.O. No. A-1-864/dus-08-15(1)/86 dated 23.09.2008

may be purchased either through Advertisement (open tenders)

Note:

(a) When sufficient reasons exist to indicate that it is not likely to be advantageous to call for tenders by advertisement, sealed quotations may be called for. In every such case the reasons must be recorded by the Purchase Committee or its Chairperson.

(b) When the Purchase Committee certifies that the demand is urgent, the calling of competitive rates be dispensed with in all such cases, the Purchase Committee must place on record the nature of urgency.

(c) The Vice-Chancellor may on the recommendation of the Purchase Committee order for Purchase of Articles directly from an authorized dealer in emergent situation, but details of such purchases will be put for the approval of the Finance Committee and the Executive Council, if the amount of such purchase exceeds Rs. One lakh.

(6) In the case of articles frequently required throughout the year such as stationery and other consumable articles it will be desirable to enter into running contracts for a year or such smaller period as may be considered necessary to avoid calling for quotations/tenders every now and then.

(7) Subject to the provisions of Section 38 of the Act, all contracts relating to the management and administration of the University shall be expressed as made by the Executive Council.

(8) The Vice-Chancellor shall execute all contracts of the value of above ten lakhs of rupees and the Registrar shall execute a contract when the value of contract does not exceed ten lakhs of rupees.

(9) The Finance Officer shall maintain a supplier's Register wherein all bills for supplies received from the suppliers will be entered to their Credit

and all payments will be entered as soon as they are made. This register will be closed monthly and balance will be worked out to enable the Finance & Accounts Department to see whether the payments or adjustment of advance are being delayed and if so for what reason. A page may be allotted to each supplier and advance paid shall be entered in red ink.

(10) The supplier's bill for stores supplied shall on receipt be subjected to the rough check with reference to the records and correspondence on the subject. The bill in proper form duly numbered and entered in a bill register shall than be processed by the Finance & Accounts Department and then issue a cheque in the name of supplier.

(11) Except in special case which shall be decided on merit of each case in consultation with the Finance & Accounts Department, full payment of stores shall not be made except after the delivery of the stores has been made and have been found to be satisfactory in every respect and it has been recorded in the bill that goods purchased are entered in the concerned page of the Stock Register.

(12) Purchase of books and journals shall be in accordance with UGC guidelines. Orders shall be placed with the approval of the Vice-Chancellor for supply of books and journals.

[119](D) TRAVELING & DAILY ALLOWANCES RULES:

1 FOR NON-OFFICIAL MEMBERS:

(a) **Traveling Allowance:** Members of the General Council, the Executive Council, the Academic Council, the Finance Committee, the Selection Committees, External Examiners or any member of other subcommittees shall be paid travelling allowance as follows:

I. Where the journeys are made by Air: Return air fare by the economy class.

II. Travel by Train: A.C. First Class or 2nd Class A.C. 2-tier return fare or the actual fare paid, whichever is less, together with the reservation charges and the agency charges paid to an approved travel agency by Railway.

[119] Traveling and daily allowance rules are amended in accordance to the decision taken by the Finance Committee in its meeting held on dated 22.10.2012 and ratified by the Executive Council in its meeting held on 01.11.2012

III. Travel by Taxi/own Car: When the journeys are made by taxi/own car, either fully or partly, the T.A. shall be limited to the 1st A.C. rail fare between places connected by rail if two stations are connected by Rail. When they are not connected by rail, road mileage for such travel or portion thereof will be paid as per the rates fixed by the Govt. of Uttar Pradesh for its officers with the grade pay of Rs. 10,000/- from time to time. However, for the time being the rates as given in G.O. No. G-2-175/dus-2011-601/2011 dated 31.03.2011 shall be applicable.

However, the Vice-Chancellor shall have power to sanction such T.A. to those non-official members, who by virtue of their office are entitled for the executive class fare of aeroplane or on the basis of actual expenses on self verification of receipt, if any.

IV. In case a member of the Selection Committee from a foreign country visits the University to attend the meeting, the University shall reimburse the actual expenses incurred by such members.

(b) **DAILY ALLOWANCE:**

Payment of daily allowance shall be as follows:

1. [120]Meeting days - Sitting fee Rs. 1,000/- per day
2. Journey period Rs. 100/- per day provided the Journey is of more than four hours duration.

Notes:

(i) Local experts/members will be entitled to the reimbursement of actual conveyance charges in addition to the sitting fee/Honorarium of Rs. 1,000/- per day, when the University has not provided its conveyance.

(ii) Travel to/from airport/railway stations: Conveyance hire charges incurred by the member/expert for travel from/to residence/Head Quarters to/from the airport/railway station as the case may be and from airport/railway station to the place of meeting/stay and back at the Station of meeting will be reimbursed actual charges.

2 FOR OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY:

The officers, the teachers and the other employees shall be entitled for T.A./D.A. at the rates admissible from time to time to the government employees of the Uttar Pradesh. However, for the time being the rates

[120] F.C. 22.10.2012

as given in G.O. No. G-2-175/dus-2011-601/2011 dated 31.03.2011 shall be applicable.

3 FOR STUDENTS WHO UNDERTAKE TOURS ON ACADEMIC PURPOSES:

Students who are on authorized official tours outside the University shall be paid [121]third AC fare on production of ticket and dearness allowance of [122]Rs. 360/- per day besides the Registration fee, if any.

4. GENERAL:

(a) The Air/Train Fares payable shall be by the shortest route.

(b) The daily allowance for journey periods shall be restricted for the minimum possible time absolutely required to complete the journeys to and fro by the shortest route.

(c) Those who take casual leave while on tour on University work or extend stay for non-availability of accommodation in train etc. are not entitled for any daily allowance for such extended stay.

(d) In case of teachers who on the recommendation of the Head of the Department and in case of other employees who on the recommendation of the Registrar, travel, the Vice-Chancellor may allow such teacher or employee journey by Air in emergency.

(e) No journey will be undertaken without the prior permission of the Vice-Chancellor or any other officer authorized by the Vice-Chancellor.

(f) Except the T.A. bills of the members of the authorities/committees and other invitees for the scheduled meetings called by the University, each T.A. bill will be entertained after it is countersigned by the competent officer as stated below:-

The Vice-Chancellor	Vice-Chancellor
Registrar/Finance Officer/ Head of the Deptt./ Professors	Vice-Chancellor
Others	Registrar

5. POWER OF THE VICE-CHANCELLOR:

Notwithstanding anything contained in the above Regulations the Vice-Chancellor shall have power to authorize Air-travel/AC-travel and other expenses incurred by any employee/student to such extent as he deems fit and necessary.

6. T.A. AND D.A. FOR ATTENDING CONFERENCE, SEMINARS, WORKSHOPS ETC.:

Notwithstanding anything contained above, teachers and other employees sponsored by the University to attend Conferences, Seminars, Workshops, etc. shall be entitled for T.A. and Dearness

[121] F.C. 22.10.2012
[122] F.C. 22.10.2012

allowance as per these Regulations besides the Registration fee, if any.

[123](E) REFUND OF FEE:

1. Fee deposited against the admission in any course in any academic year shall not be refunded to the students. Provided that the fee deposited by such candidates, who have been admitted through Common Law Admission Test (CLAT) may be transferred to such other National Law Universities wherein they have been upgraded/shifted by the CLAT in accordance with the procedure laid down by the CLAT, after the deduction of Rs. 1,000/- (Rupees one thousand only) or any such amount which is prescribed by the CLAT to be deducted in case of up-gradation to other Universities. Any other due from the student shall also be deducted while transferring the fee to other NLUs from the amount of fee deposited by them.
2. The fee deposited by such a student, who leaves the University on his own will either on account of his illness or absence in the classes or failure in the examination or any other reason, shall not be refunded. The caution money will be refunded to such student after deducting the dues, if any. However, the first semester students (new entrants) who withdraw their admission on their own volition before the closure of admission process shall be eligible for refund of their fee after deduction of admission fee.
3. The fee deposited by any student for appearing in one or more subjects/papers of the repeat examination or late submission of one or more project/project presentation shall not be refunded in any case.
4. The caution money may be released/transferred to the bank account of the passed out students of the University provided they submit the certificate to the effect that there are no dues against them from the University Library, Hostel, Mess & General Administration.
5. Notwithstanding anything contained in the above regulation regarding refund of fee, the University may require a student to deposit such fee in lieu of any loss, waste or misapplication of books/equipments or any other property of the University as a direct consequence of his/her neglect or misconduct before attaining his/her degree.

[123] inserted vide the resolution passed by the Executive Council in its meeting held on 15.02.2014

CHAPTER - II

SURCHARGE

1. In these Regulations unless there is any thing repugnant in the subject or context.

   (1) "Examiner" means the Director, Local Fund Account, U.P.

   (2) "Government" means the Government of Uttar Pradesh.

   (3) "Officer of the University" means an officer mentioned in any of the clause (i) to (v) of Section 26 of the Act.

2. (1) In case where the Examiner is of the opinion that there has been a loss, waste of misapplication, which includes misappropriation or unjustifiable expenditure, of any money or property of the University as a direct consequence of neglect or misconduct of an officer he may call upon the officer to explain in writing why such officer should not be surcharged with the amount of such loss, waste or misapplication of money or the amount which represents the loss, waste or misapplication of property and such explanation will be furnished within a period not exceeding two months from the date such requisition is communicated to the person concerned:

   Provided that explanation from any of the officers other than the Vice-Chancellor shall be called for through the Vice-Chancellor.

   Note - Any information required by the Examiner, or by a person appointed by him for the purpose, for preliminary inquiry shall be furnished and all connected papers and records shown to him by the officer (or if such information, papers or records are in possession of a person other than the said officer, by such person) within a reasonable time not exceeding two weeks in any case.

   (2) Without prejudice to the generality of the provision contained in clause (1) the Examiner may call for the explanation in the following cases:

   (a) Where expenditure has been incurred in contravention of the provisions of the Act or the Regulations made there under;

   (b) Where loss has been caused by acceptance of a higher tender without recording sufficient reasons;

   (c) Where any sum due to the University has been remitted in contravention of the provisions of the Act or the Regulations made there under;

   (d) Where loss has been caused to the University by neglect in realizing its dues;

   (e) Where loss has been caused to the funds or property of the University on account of want of reasonable care for the custody of such money or property.

   (3) On the written requisition of the officer from whom an explanation has been called the University shall give him necessary facilities for inspection of the connected records. The Examiner may, on an application from the officers concerned, allow a reasonable extension

of time for submission of his explanation if he is satisfied that the officer charged has been unable for reasons beyond his control to inspect the connected records for the purpose of furnishing his explanation.

3. After the expiry of the period prescribed and after considering the explanation, if received within time, the Examiner may surcharge the officer with the whole or a part of the sum for which such officer may in his opinion be liable:

Provided that in the case of loss, waste or misapplication occurring as a result of neglect or misconduct of two or more officers each such officer shall be jointly and severally liable:

Provided also that no officer shall be liable for any loss waste or misapplication after the expiry of ten years from the occurrence of such loss, waste or misapplication or after the expiry of six years from the date of his ceasing to be such officer whichever is later.

4. An officer aggrieved by an order of surcharge passed by the Examiner may prefer an appeal to the Executive Council within thirty days from the date on which such order is communicated to him. The Executive Council may confirm, rescind or vary the order passed by the Examiner or may pass such order as it may deem fit. The order so passed shall be final, and no appeal shall lie against it.

5. (1) The officer who has been surcharged shall pay the amount of surcharge within sixty days from the date on which such order is communicated to him or within such further time as may be permitted by the Examiner;

Provided that where an appeal has been preferred under Regulation 4 against the order of surcharge passed by the Examiner all proceedings for recovery of the amount from the person who has preferred the appeal may be stayed by the Commissioner until the appeal has been finally decided.

(2) If the amount of surcharge is not paid within the period specified in clause (1) it shall recoverable as arrears of land revenue.

6. Where a suit is instituted in a court to question an order or surcharge and the Examiner or the State Government is a defendant in such a suit, all costs incurred in defending the suit shall be paid by the University and it shall be the duty of the University to make such payment without any delay.

CHAPTER - III

REIMBURSEMENT OF MEDICAL EXPENSES TO THE EMPLOYEES OF THE UNIVERSITY

The officers, teachers and other employees of the University shall be eligible for the reimbursement of the medical expenses incurred by them for any ailment to themselves and to their family members, subject to the following conditions:-

1. For the purpose of these Regulations the word:-
   [124](a) 'family' means:-
      (i) Husband or wife as the case may be, of the member of the service, and
      (ii) The parents, children, step-children, unmarried/divorced/ separated daughter, unmarried/divorced/ separated sisters, minor brother(s) and step mother, who are wholly dependent on the Government Servant and are normally residing with the Government Servant. The age limit for the dependents will be same as provided in 'The Uttar Pradesh Government Servants (Medical Attendance) (First Amendment) Rules, 2014' and amended from time to time.
   (b) Such members of a family will be considered 'wholly dependent' whose income from all sources does not exceed the sum of Rs. 3,500/- and the D.A. admissible on the basic pension of Rs. 3,500/- per month at the time of the commencement of the treatment. The financial limit for the 'wholly dependent' family members will keep changing as and when change take place in the government rules.
2. As and when the University establishes its own Health Centre, all the employees shall necessarily undergo treatment only in the Health Centre and the cost of medicines not available in the Health Centre and required to be purchased locally, is reimbursable to the extent of one month's salary (Pay in pay band + AGP/GP + DA) of the employee in a financial year subject to countersigning of such bills by the Medical Officer of the University Health Centre.
3. In case there is no medical officer appointed or authorized by the University, the reimbursement for medical expenses incurred on O.P.D. treatment of the employee or their family may be reimbursed subject to the maximum of one months salary (Pay in pay band + AGP/GP + DA) in one financial year. If any employee joins/quits in the middle of the year, the account of such reimbursement shall be in proportion to the service rendered in that financial year.
4. All employees shall take one Health Insurance Scheme of Rs. three lakhs health coverage per annum from any IRDA approved insurance company. The University shall reimburse the premium paid for such health insurance coverage on production of such receipt issued by the insurance company.

[124] substituted vide regulations passed by the Executive Council meeting in its meeting held on 27.08.2016 under agenda item no. 8

5. If the amount of medical expenses of an employee or his family exceeds the Health Insurance coverage of Rs. three lakhs per annum, the matter shall be put before the Executive Council for consideration of reimbursement of the amount which is in excess of the Health Insurance coverage of Rs. three lakhs of the concerned employee or his family. The decision of the Executive Council shall be final in this matter.

CHAPTER - IV

RULES FOR THE UTILIZATION OF THE AMOUNT RECEIVED IN SUCCEEDING YEARS AS SURPLUS SHARING FROM THE ORGANIZERS OF EXAMINATION OF COMMON LAW ADMISSION TEST (CLAT)

1. These regulations may be called the regulations regarding the utilization of amount received as surplus sharing in succeeding years by the organizers of the examinations of Common Law Admission Test (CLAT).
2. It shall come into force from 01.11.2012.
3. In these regulations unless the context otherwise requires:-
   (a) "Vice-Chancellor" means Vice-Chancellor of the University appointed under section 27 of the Act.
   (b) "Executive Council" means Executive Council of the University constituted under section 14 of the Act.
   (c) "Finance Committee" means Finance Committee of the University constituted under section 24 of the Act.
   (d) "Registrar" means Registrar of the University appointed under section 29 of the Act.
   (e) "Finance Officer" means Finance Officer of the University appointed under section 30 of the Act.
   (f) "Fund of the University" means funds received by the University as is mentioned in the section 34(1) of the Act.
4. A separate account in the name of the CLAT-Dr. Ram Manohar Lohiya National Law University for the above fund shall be opened in State Bank of India for the amount received as surplus sharing in succeeding years by the organizers of the examinations of CLAT.
5. The account CLAT-Dr. Ram Manohar Lohiya National Law University shall be operated by the Finance Officer of the University.
6. The amount deposited in the account CLAT-Dr. Ram Manohar Lohiya National Law University shall be spent only with the prior approval of the Vice-Chancellor as follows:-
   (a) The amount not exceeding Rs. 5.00 lacs may be spent as per table given below under intimation of the Executive Council for the conductance of guidance classes for students of Scheduled Caste/Scheduled Tribe & Other Backward Classes and poor students of General Category having rural background to inculcate in them competitive spirit and to make them proficient in communication:-

S.N.	Designation	Honorarium (Rs.)	Conveyance Charges (Rs.) (who are not the teachers of the University)
1	Assistant Professor/ Equivalent subject expert	500.00	350.00
2	Associate Professor	750.00	350.00
3	Professor	1000.00	350.00
4	Office Assistant	150.00	-
5	Peon	50.00	-

   (b) The Members of the Admission Committee and staff deputed to assist the Committee constituted by the University for the purpose of

admission of students in the University through CLAT, shall be paid honoraria as per table given below:-

S.N.	Designation	Honorarium (Rs.) per day
1	Member of the Committee	750.00
2	Office Assistant	250.00
3	Class-IVth employee	150.00

(c) The expenditure incurred on refreshment etc. on committee constituted for admission can be allowed.

7. All the aforesaid expenditures mentioned in clause-6 shall be made after the approval of the Vice-Chancellor.
8. Subject to regulations all the expenditures shall be ordinarily made by cheques but petty expenditures upto Rs. 2,000/- may be paid in cash.
9. Statement of income and expenditure for each year shall be submitted to the Finance Committee for perusal without fail.

CHAPTER - V

HOUSE ALLOTMENT RULES FOR THE EMPLOYEES OF THE UNIVERSITY

1. Residences/flats constructed within University premise may be allotted to the teachers/officers/employees having regular appointment on the basis of first come first serve in order of *inter-se* seniority.
2. Constructed residences/flats within the premise of the University can also be allotted to the Professors/Adjunct Professors appointed on contractual basis only on availability of surplus residences.
3. Subject to regulations eligibility criteria for allotment of residence of each category shall be as under:-

Type-V (32 Flats, Living Area 141.78 sq.mt. Per Flat)

Eligibility Criteria
Professors/Associate Professors, Registrar and Finance Officer. Incase of vacant residences in above category Deputy Registrar, Deputy Librarian and other officers serving in Pay Band-4 shall also be eligible for allotment.

Type-IV (42 Flats, Living Area 109.12 sq.mt. Per Flat)

Eligibility Criteria
Associate Professors, Assistant Professors and officers serving in Pay Band-3 and Pay Band-4. Incase of vacant residences the same can be allotted to Visiting Professors, Adjunct Professors, Associate Professors, other officers appointed on contractual basis and serving in fixed honoraria/pay.

Type-III (24 Flats, Living Area 71.59 sq.mt. Per Flat)

Eligibility Criteria
Officers & staff serving in Grade Pay Rs. 4,600/- in Pay Band-2 or grade pay even more and Assistant Professors/Teaching Associates appointed on contractual basis. Incase of vacant residences the staff serving in Grade Pay Rs. 4,200/- Pay Band-2 and service providers to the University appointed to discharge compulsory and specific services.

Type-II (18 Flats, Living Area 46.078 sq.mt. Per Flat)

Eligibility Criteria
Staff's serving in Grade Pay Rs. 1,900 Pay Band-2 or in grade pay even more. Incase of vacant residences persons supplied on contractual/outsourcing basis by service providers for the services meant for Pay Band-2.

Type-I (27 Flats, Living Area 19.30 sq.mt. Per Flat)

Eligibility Criteria
Staff serving in Pay Band-1. Incase of vacant residences persons supplied by service providers to serve in Pay Band-1 on contractual/outsourcing basis.

4. The licence fee (rental charges) to be paid for different categories of residences allotted to teachers/officers/employees appointed on regular basis shall be as under and subject to revision according to revised rates of the State Estate Department from time to time:-

Category	Licence Fee (Rental Charges) (Rs.)	Electricity Charges	Water Charges (Rs.)
Type-5	1560.00	Domestic rates for actual consumption of electric energy based on meter reading	30.00
Type-4	1260.00		30.00
Type-3	460.00		30.00
Type-2	300.00		30.00
Type-1	140.00		30.00

The revised rates shall come into force from dated 01.11.2014.

5. The permissible period to retain residences by regularly appointed teachers/officers/employees shall be as under:-

S.N.	Condition	Ordinarily	Additional period for stay subject to special permission by the Vice-Chancellor
1	Resignation, dismissal, removal or termination from the service	01 month	-
2	Retirement or terminal leave	03 months	03 months
3	Death of allottee	03 months	03 months
4	On deputation from the University	03 months	03 months
5	Study Leave or on deputation in India or abroad	Total period of the leave	-
6	Leave on medical ground	Total period of the leave	-
7	To proceed on training	Total period of the leave	-

6. Regularly appointed teacher/officer/employee, to whom a residence has been allotted, may request in writing to change the residence of same class from one block to another block.
7. Any teacher/officer/employee, to whom a residence has been allotted shall neither construct any unauthorized structure in or any part thereof nor shall be allowed to sublet any part of residence inclusive of external/garage to any other one.
8. Incase of violation of the rule mentioned in clause-7, the University after allowing an opportunity to show cause may cancel the allotment of residence or may order to charge four times of the standard rent or two times of market rate whichever is more.
9. Allotment of residence may be cancelled in case of allottee or any his family member's conduct is not found adjustable to his neighbours.
10. Where a residence to an allottee has been cancelled for misconduct to his neighbours, the residence of same class at another block in premise may be allotted subject to discretion of Vice-Chancellor only after on written assurance that such misconduct shall not be repeated in future.
11. If any allottee of a residence violates the rules of the University or instructions issued by the Vice-Chancellor/Registrar then he shall be declared ineligible for allotment of residence for a period not exceeding three years.
12. An officer/teacher/employee of the University who, at his own request, is supplied with a residence of the University exceeds that which is appropriate to the status of the post held by him shall be charged flat rent of the residence

plus difference of house rent allowance admissible to the employee of his respective status.

For example: An employee of Grade Pay Rs. 1,900/- entitled for Type-II residence drawing house rent allowance Rs. 1,160/- aspires for residence of Type-III of which admissibility Grade Pay is Rs. 4,600/- and admissible house rent allowance is Rs. 2,760/-. He shall be charged flat rent per month for Type-III residence Rs. 2,760-Rs. 1,160+licence fee for Type-III Rs. 460/-=Rs. 2,060/-.

13. **Rules regarding payment of House Rent Allowance:-**

A residence within the premise of the University shall be allotted to a teacher/officer/employee having regular appointment only on his request. Incase of allotment of residence the license fee, cost of water and electric energy shall be borne by the incumbent and the same shall be recovered from the salary of the allottee as per aforesaid policy adopted by the University.

The teachers/officers/employees of the University, who have not be allotted a residence in the University premise shall be paid House Rent Allowance by the University at the rate admissible to them as per pay scale being drawn by them.

CHAPTER - VI

[125]MAINTENANCE/UTILIZATION OF CORPUS FUND PROVIDED BY THE STATE GOVERNMENT FOR DR. BHIM RAO AMBEDKAR AUDITORIUM, LUCKNOW

1. These regulations shall be called regulations regarding maintenance/utilization of corpus fund provided by the State Government for auditorium of Dr. Ram Manohar Lohiya National Law University, Lucknow.
2. Whatever sum provided by Department of Higher Education, Govt. of Uttar Pradesh to establish corpus fund for maintenance/operation of auditorium, shall be deposited in a nationalized bank by opening an account in the name of 'Corpus Fund-Maintenance and Operation of Auditorium'. The account shall be operated by the Finance Officer of the University.
3. The income accrued as interest from corpus fund shall only be spent on maintenance and operation of the auditorium. The income received under this head shall not be spent in any other purposes.
4. Estimated annual expenditure to be incurred on maintenance and operation of auditorium shall be got approved by the Finance Committee of the University and this estimation of expenditure shall be incorporated in annual budget of the University.
5. Authority to sanction expenditure for utilization of income accrued as interest from the corpus fund shall be the Vice-Chancellor of the University and drawing and disbursing officer shall be the Finance Officer of the University.
6. Subject to financial regulations of the University, procedure for selection of executive agency/firm for maintenance and operation of the auditorium shall be such as being adopted by the University, for other expenditure from government grant.
7. The regularization of expenditure for maintenance and operation of auditorium shall be subject to the financial rules of the government/financial regulations of the University.
8. The fund received for corpus shall be invested in such a way by the University that maximum rate of return may be ascertained.
9. The investment of the fund received for corpus shall be invested in the form of government bonds, bonds and fixed deposits of the public sector undertaking companies barring fixed deposits in banks subject to the approval of the Finance Committee.
10. Use of auditorium shall be done for academic programme of the University and when the auditorium shall be not in use of University, it shall be hired to other educational, commercial and governmental institutions to organize their programmes. The institutions concerned shall be charged the rent fixed by the Finance Committee of the University.
11. The revenue received as a result of hiring of auditorium in favour of other educational, commercial and governmental institutions shall also be utilized for maintenance and operation of the auditorium.

[125] inserted vide resolution passed by the Finance Committee in its meeting held on 27.08.2016 and rectified by the Executive Council in its meeting held on 27.08.2016

12. Consolidated sum of income from corpus fund and revenue received from hiring of the auditorium exceeds over expenditure in maintenance and operation of the auditorium in any particular year, then the residue sum shall be invested in corpus fund.
13. Corpus fund on attaining the threshold limit, the further receipts of corpus fund shall be spent for the development and maintenance of the University. Threshold limit of corpus fund shall be ascertained by the Finance Committee of the University.
14. In case, the expenditure on maintenance and operation of the auditorium in any particular year exceeds over consolidated income from the corpus fund and revenue received in respect of hiring of the auditorium, then the excess expenditure shall be borne by the University from its own resources.
15. In no case, principal amount of corpus fund shall be used to reimburse other revenue expenditure incurred on maintenance/operation of the auditorium. It shall be ensured that anywise there may not be depletion of corpus fund.

CHAPTER - VII

[126]MAINTENANCE OF CORPUS FUND RECEIVED FROM THE STATE GOVERNMENT FOR FREE LEGAL AID AND UTILIZATION OF INCOME ACCRUED THEREOF

1. These regulations shall be called the regulations regarding maintenance of corpus fund provided by State Government for Dr. Ram Manohar Lohiya National Law University 'Free Legal Aid' and utilization of income accrued thereof.
2. Main activities which shall be conducted by Legal Aid Committee of the University for Free Legal Aid, in order to fulfil the objectives laid down in section 39-A of Constitution of India, include the organization of activities such as operation of Legal Aid Clinics, Mediation Competition, Symposium, Seminar, Legal Aid Camps, Internship Programmes and adoption of educationally backward villages etc.
3. To organize lectures on topics such as free legal aid, mediation & arbitration and to invite National/International specialists of eminence on these topics for lectures and related expenses incurred, shall be borne by the revenue accrued from this corpus fund.
4. Whatever sum provided by the Department of Higher Education, Govt. of Uttar Pradesh, to establish corpus fund for free legal aid, shall be deposited in bank account in the name of 'Corpus Fund-Free Legal Aid'. The account shall be operated by the Finance Officer of the University.
5. Income accrued as interest from the corpus fund shall only be spent on activities proposed to be organized by Legal Aid Committee for free legal aid. The income received under this head shall not be spent on any other purposes.
6. Estimated annual expenditure to be incurred on conductance of annual activities for free legal aid by Legal Aid Committee of the University, shall be got approved by the Finance Committee of the University and this estimate shall be incorporated in annual budget of the University.
7. Authority competent to sanction expenditure for utilization of income accrued as interest from corpus fund shall be the Vice-Chancellor of University and drawing and disbursing authority shall be the Finance Officer of the University.
8. Regularization of expenditure incurred on conductance of activities for free legal aid by Legal Aid Committee of the University shall be subject to financial rules of the government/financial regulations of the University.
9. Fund received for corpus shall be invested in such a way that maximum rate of return may be ascertained.
10. Subject to approval of the Finance Committee of the University, investment of corpus fund shall be made in government bonds, bonds and fixed deposits of public sector undertaking companies barring fixed deposits in banks.
11. Under special circumstances where Legal Aid Committee of the University is of the view that sufferer needs services of an advocate together with free legal aid but due to financial hardships he is unable to engage services of an

[126] inserted vide resolution passed by the Finance Committee in its meeting held on 27.08.2016 and rectified by the Executive Council in its meeting held on 27.08.2016

advocate, the Legal Aid Committee firstly may approach to an alumnus of the University to provide legal aid and such advocate may be reimbursed actual court expenses as legal charges from the income accrued as interest from the corpus fund. In the event of non-availability of alumnus legal aid committee may hire the services of any advocate and legal expenses shall be borne by the University on approved rates.

12. If journey is made by any member of the Legal Aid Committee of University in Uttar Pradesh or any particular place in the country to research on any criminal offence, to collect evidences and to be present to ensure that sufferer(s) is getting proper legal help during the course of hearing of the case or not, then expenditure caused on such journey shall be borne by the revenue accrued as interest from the corpus fund.
13. Expenditure on research and printing of compiled research result made by students and teachers of the University shall be reimbursed from the revenue accrued as interest from corpus fund.
14. If income from the corpus fund exceeds over expenditure incurred on free legal aid by Legal Aid Committee of the University in a particular year, then residue shall be invested in the corpus fund.
15. On attainment of threshold limit by corpus fund, the further receipts under this head shall be spent on such other educational programmes conducted by the University which may fulfil the objectives of the University in accordance with the Act.
16. If expenditure on activities conducted by Legal Aid Committee of the University exceeds over income accrued as interest from the corpus fund in any particular year, then excess expenditure shall be borne by the University from its own resources.
17. In no case, principal amount of corpus fund shall be used to reimburse the expenses incurred on programmes conducted by Legal Aid Committee of the University so that question of depletion of corpus fund may not arise.

[127]विश्वविद्यालय के अतिथिगृह के कक्षों हेतु चार्ज की जाने वाली दरों एवं आवंटन नियम

विश्वविद्यालय के अतिथिगृह के कक्षों हेतु चार्ज की जाने वाली दरें निम्नवत् हैंः–

S.N.	Category of Room	No. of Rooms Available	General rates (Rs.) per day (for 24 hrs.) per room/suite	Concessional Rates for students' parents
1	V.V.I.P.	02	2500	Not to be allotted
2	V.I.P.	06	1500	1000
3	AC-Standard	12	750	500
Total no. of Rooms		20		

आवंटन से सम्बन्धित नियमः–

1. विश्वविद्यालय के शैक्षणिक हित में आमंत्रित विशिष्ट अतिथियों/विजिटिंग फैकेल्टी इत्यादि को अतिथि गृह में निःशुल्क आवासीय सुविधा उपलब्ध कराने हेतु कुलपति एवं कुलसचिव अधिकृत होंगें।
2. ए0सी0 स्टैण्डर्ड टाइप कक्ष तथा वी0आई0पी0 सूट्स लिखित/मौखिक अनुरोध प्राप्त होने पर कुलसचिव या उप कुलसचिव के स्तर से आवंटित किए जा सकेंगें।
3. वी0वी0आई0पी0 सूट्स का आवंटन कुलपति महोदय के अनुमोदन के उपरांत ही किया जा सकेगा।
4. विश्वविद्यालय में कार्यरत शिक्षकों/अधिकारियों/कार्मिकों के अनुरोध पर उनके निकट रिश्तेदारों हेतु ए0सी0 स्टैण्डर्ड टाइप के कक्ष रू0 100/– प्रतिदिन की concessional दर पर उपलब्ध कराए जा सकेंगें।
5. उपरोक्त दरों में जलपान एवं भोजन के चार्जेज सम्मिलित नहीं है। इस हेतु अतिथियों को वास्तविक व्यय का भुगतान सेवाप्रदाता को सीधे करना होगा। अतिथि गृह को एक पृथक इकाई के रूप में व्यवहृत किया जाएगा और प्राप्त चार्जेज को पृथक रूप से लेखाबद्ध किया जाएगा।

[127] Inserted vide resolution passed by the Executive Council in its meeting held on 27.06.2011 under other agenda item no. 6