

PART - I

ACADEMIC REGULATIONS

CHAPTER-I

¹ORGANIZATION 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 the establishment of more Departments of Studies, the University will have the following Department of Studies:

- (i) Department of Legal Studies

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. ³Each 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.

⁴proviso deleted

- 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.

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 Academic Council under agenda item no. 6 in its meeting held on 20.10.2020.

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

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

- (2) The subject experts for the scheduled meeting of the Board of Studies shall be invited by the ⁷Head 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, ⁸shall 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.

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

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.

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.

¹¹B.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 ¹²PWD 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 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.

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 in the 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 held on 15.11.2014.

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 Days¹⁵:**
(14.1) The Universities/Colleges must have at least 180 teaching, i.e., there should be 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, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

	Number of weeks : 6-
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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.

¹⁵ substituted vide the resolution of the Academic Council under under agenda item no. 5 in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019

	days a week pattern
Categorisation	University
Teaching and Learning Process	30 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12
Vacations	8
Public Holidays (to increase and adjust teaching days accordingly)	2
Total	52

(14.2) In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

(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	Ist Semester	IInd 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	IIIrd Semester	IVth 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) ¹⁶ Law of Torts-II and Consumer Protection Law
Third	Vth Semester	VIth Semester
	(i) Law of Property-I (ii) Corporate Law-I (iii) Criminal Procedure Code (iv) Law of Evidence (v) Banking Law (vi) Interpretation of Statutes	(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	VIIth Semester	VIIIth Semester

¹⁶ 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

	(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	IXth Semester	Xth Semester
	(i) Investment & Security Law (ii) Labour Law (iii) Seminar Course (iv) Seminar Course (v) Seminar Course	(i) ¹⁷ International Humanitarian Law (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
VII th	(i) Consumer Protection Law (ii) Child Law (iii) Disability Law (iv) Law and Society (v) Feminist Jurisprudence (vi) Law and Education	IX th	(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
VIII th	(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	X th	(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 & onwards:

As per the decision of the Academic Council and ratified by the Executive Council, the scheme for the Academic Year 2015-2016 & onwards shall be as under¹⁸:-

Year	I st Semester		II nd 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	

¹⁷ Substituted vide the decision taken by the Academic Council on 01.11.2012.

¹⁸ substituted vide the resolution of the Academic Council under agenda item no. 12(4) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019

	(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 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	
Fourth	VIIth Semester		VIIIth Semester		
	(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		
Fifth	IXth Semester			Xth Semester	
	(i)	A4 Financial Market Regulation		(i)	Seminar Course
		B4 International Dispute Resolution Mechanism			
		C4 Citizenship and Emigration Law			
		D4 Offences Against Child & Juvenile Offence			
		E4 Intellectual Property Management			
(ii)	A5 Merger and Acquisition		(ii)	Seminar Course	

		B5 International Criminal Law and International Criminal Court			
		C5 Right to Information			
		D5 Comparative Criminal Procedure			
		E5 Farmers and Breeders Right			
	(iii)	A6 E-Commerce Law		(iii)	Optional 5
		B6 Humanitarian and Refugee Law			
		C6 Media and Law			
		D6 White Collar Crime			
		E6 IPR in Pharma Industry			
	(iv)	Optional 3		(iv)	Optional 6
					<p>*Seminar Courses:</p> <p>1. Law and Morality</p> <p>2. Legislative Drafting</p> <p>3. Air and Space Law</p> <p>4. Natural Resource and Energy Law</p> <p>5. Disaster Management Law</p> <p>*Optional Papers:</p> <p>1. Real Estate Law</p> <p>2. Law and Economics</p> <p>3. Sports Law</p> <p>4. Law and Education</p>
	(v)	Optional 4			
	(vi)	Professional Ethics			
		<p>*Optional Papers:</p> <p>1. Consumer Protection Law</p> <p>2. Law, Science and Technology</p> <p>3. Women and Law</p> <p>4. Land Law (UP)</p>			

(a) Each Honors Group consists of minimum of eight papers and shall be taught in different Semesters as per the scheduled given below:-

1. Business Law:

Contract Act-I	II nd Semester
Contract Act-II	III rd Semester
2. International Law:

Public International Law	I st Semester
World Legal System	IV th Semester
3. Constitutional Law:

Constitutional Law-I	III rd Semester
Constitutional Law-II	IV th Semester
4. Criminal Law:

Indian Penal Code-I	IV th Semester
Indian Penal Code-II	V th Semester
5. Intellectual Property Rights:

Intellectual Property Rights-I	VII th Semester
Intellectual Property Rights-II	VIII th Semester

(b) *Modus operandi* of Honors, Optional and Seminar Courses

Eighth Semester:

- a. Out of the prescribed Honors courses, the students shall select three papers.

- b. Out of the prescribed four Optional papers, the students shall opt any two papers.
- c. There will be one Compulsory Paper of the Intellectual Property Righ-II.

Ninth Semester:

- a. The Honors Groups prescribed in the Eighth Semester, shall continue in the Ninth Semester also.
- b. The students shall select three papers out of the prescribed Honors Groups.
- c. Out of the prescribed Optional Papers, the students shall select two Papers.
- d. There will one Compulsory Paper on Professional Ethics.

Tenth Semester:

- a. Out of the prescribed Seminar Courses, the students shall opted two Seminar Courses.
- b. Out of the prescribed Optional Papers, the students shall opt two papers.

General Conditions:

- a. Each student has to opt for any of the prescribed five Honors Groups.
- b. The pedagogy of the Honors will be: two theory classes: two classes for research project: and one tutorial class except the Optional & Compulsory Papers, where the Pedagogy will be same as in other Compulsory Papers.
- c. The theory in Honors Papers will have three Units in each Course.
- d. Each student shall submit one Research Project in each Honors, Optional and Compulsory paper which shall be conducted under the direction and guidance of the concerned teacher.
- e. No interchange of any Honors and Optional Group shall be allowed other than once selected.
- f. There shall not be more than 60 students in each class of Honors Course, and 90 students in the Optional & Seminar Courses. The allotment of Courses will be done on the basis of Choice-Cum-Merit based on CGPA of the students.
- g. Apart from the aforesaid provision in the present Regulations, the other provision in the existing Regulations Governing B.A. LL.B. (Hons.) Programme will apply.

(H) ¹⁹ 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.

¹⁹ 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.

- (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.

- (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:²⁰

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

²⁰ 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

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.²¹
- (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

²¹ Inserted vide resolution as passed by the Academic Council in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council in its meeting held on 22.09.2015.

- (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				UNIT-2			
A)	Introduction to German Language	B)	Basic Grammer Structure	A)	Nouns (singular and plural)	B)	Gender
C)	Articles (definite and indefinite)	D)	Verbs (haben and sein)	C)	Pronouns	D)	Numbers, Days, Months
UNIT-3				UNIT-4			
A)	Pronouns (continued)	B)	Interrogative words	A)	Adjectives (with articles)	B)	Prepositions
C)	Adjectives (without articles)	D)	Ja, Nein, Doch	C)	Verbs-kennen and wissen	D)	Model verbs
UNIT-3				UNIT-4			
A)	Verbs (schwach and stark)	B)	Time	A)	Sentences construction in different tenses	B)	Letter writing
C)	Comprehension	D)	Applied vocabulary	C)	Listening and comprehending	D)	Conversation
BOOKS SUGGESTED:							

- (I) **Fee Structure for the B.A. LL.B. (Hons.):** (²² Effective from Academic Year 2016-2017 onwards)

The fee will be charged by the University in such a manner as it determined by the University authority from time to time. Existing fee deatils are available at University website as well as in the University Admission Brochure.

- (J) ²³**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) ²⁴Any 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 ²⁵ 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

²² Revised rates approved vide resolution of the Executive Council meeting dated 19.01.2016

²³ substituted vide the decision passed by the Academic Council in its meeting held on 22.06.2013

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 ibid

- 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,²⁶duly 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) ²⁷For 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.
- (5) ²⁸A student, deputed or nominated by the University to represent the University in any academic activity or sports, will be given the benefit of marks allotted for his/her class attendance for the period of his/her travel and actual participation in the aforesaid activities.

²⁶ 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

²⁷ 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

²⁸ inserted vide the resolution of the Academic Council under agenda item no. 12(1) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019

Provided that such student, submits along with his/her application for the aforesaid purpose the recommendation of the Chairperson of the concerned committee and also a certificate of actual participation in the aforesaid activity issued by the concerned University/Institution.

Such attendance shall not exceed more than 14 days including travel time in one academic year.

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 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) ²⁹Review 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

²⁹ 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

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:**

(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:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5 + \dots}{w_1 + w_2 + w_3 + w_4 + w_5 + \dots}$$

(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.

$$\text{CGPA} = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

VI MEDIUM AND DURATION OF EXAMINATIONS:

- (a) Except when otherwise directed by the Regulations or ³⁰specified 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 Marks³¹

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 ³²may award of grace marks as per the following guidelines ³³for the purpose of the award of Degree:

³⁰ 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

³¹ 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

³² ibid

³³ ibid

- (i) ³⁴A 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:

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. 500/- ³⁵
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 ³⁶REVIEW 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.

³⁴ 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.

³⁵ Amended vide resolution passed by the Finance Committee in its meeting held on 08.08.2019.

³⁶ 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

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:
 - (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 ³⁷5.0.
- (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.

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)	³⁸ 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

$$Y = \text{CGPA}$$

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:

³⁷ 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

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

- (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.

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, alternation or arrangement in this Regulation as may be necessary for removing any difficulty arising during a period of three years from the commencement of the present Regulations. However, the change so made will be reported to the Academic Council in its next meeting.

(K) ³⁹EXAMINATIONS AND EVALUATION REGULATIONS FOR THE STUDENTS OF B.A. LL.B. (HONS.) ADMITTED IN ACADEMIC YEAR 2014-15 AND ONWARD SESSIONS:

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) ⁴⁰Any 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 ⁴¹etc. duly supported by certificate and recommendation of the concerned Faculty in charge.
 - (iii) Participation in University Team Games or Interstate or Inter-

³⁹ substituted vide the decision passed by the Academic Council in its meeting held on 22.06.2013

⁴⁰ 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

⁴¹ ibid

- 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,⁴² 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) ⁴³ 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.
- (5) ⁴⁴ A student, deputed or nominated by the University to represent the University in any academic activity or sports, will be given the benefit of marks allotted for his/her class

⁴² 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

⁴³ 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

⁴⁴ inserted vide the resolution of the Academic Council under agenda item no. 12(1) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

attendance for the period of his/her travel and actual participation in the aforesaid activities.

Provided that such student, submits along with his/her application for the aforesaid purpose the recommendation of the Chairperson of the concerned committee and also a certificate of actual participation in the aforesaid activity issued by the concerned University/Institution.

Such attendance shall not exceed more than 14 days including travel time in one academic year.

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 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.
- (e) ⁴⁵**Modus Operandi of exam papers of Honors courses from January, 2018 onwards:**
 - (i) There will be maximum Five Questions in each Exam Paper of the Honors divided in two Parts. Part-A shall consists of 4 Questions and Part-B shall consist of One Question comprising of 3 short notes.
 - (ii) The Examinee will have the option to attempt any three questions in Part-A and any two short notes from Part-B.
 - (iii) The Question in Part-A will carry 20 marks each and in Part-B each short note shall carry 05 marks.
 - (iv) The duration of Exam in the Honors papers will be Three hours in each paper of maximum 70 marks.

(3) ⁴⁶**Review and Moderation of Marks:**

⁴⁵ Inserted vide the resolution of the Academic Council under agenda item no. 12(4) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

⁴⁶ 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

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:**

(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:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5 + \dots}{w_1 + w_2 + w_3 + w_4 + w_5 + \dots}$$

(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.

$$CGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

VI. MEDIUM AND DURATION OF EXAMINATIONS:

- (a) Except when otherwise directed by the Regulations or ⁴⁷specified 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

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

⁴⁷ 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

abolished w.e.f. Academic Year 2015-16 for all batches.⁴⁸

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

After tabulation the University⁴⁹ may award of grace marks as per the following guidelines⁵⁰ for the purpose of the award of Degree:

- (i)⁵¹ 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:

⁵²The 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)	⁵³ Rs. 500/-
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 ⁵⁴REVIEW OF EXAMINATION SCRIPTS:

⁴⁸ Inserted vide resolution as passed by the Academic Council in its meeting held on 28.08.2015 and subsequently ratified by the Executive Council in its meeting held on 22.09.2015.

⁴⁹ ibid

⁵⁰ ibid

⁵¹ 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.

⁵² 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.

⁵³ Amended vide resolutions passed by the Finance Committee in its meeting held on 08.08.2019.

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

- (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:
 - (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)	⁵⁵ 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

$$Y = \text{CGPA}$$

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).

⁵⁵ 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

- (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 ⁵⁶except 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) ⁵⁷Declaration 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"

⁵⁸**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

⁵⁶ *ibid*
⁵⁷

⁵⁸ 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

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 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.

⁵⁹CHAPTER-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

⁵⁹ 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

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

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: ⁶⁰Effective from Academic Year 2016-2017 onwards**

The fee will be charged by the University in such a manner as it determined by the University authority from time to time. Existing fee deatils are available at University website as well as in the University Admission Brochure.

- (i) 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. ⁶¹ 500/-

5. **COURSE STRUCTURE:**

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

One Year	<p><u>Ist Semester</u> 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 IInd Semester)</p>
	<p><u>IInd Semester</u> Compulsory Paper 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)</p>

* 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	(i) Centre-State Relations
(ii) Media Law	(ii) Gender Justice Law
(iii) Administrative Law	(iii) Environmental Law

II. Corporate Law

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

⁶⁰ Revised rates approved vide resolution of the Executive Council meeting dated 19.01.2016

⁶¹ Amended vide resolution passed by the Finance Committee in its meeting held on 08.08.2019.

	(iii) Comparative Corporate Law
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III. Criminal and Security Law

I st Semester	II nd 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

I st Semester	II nd 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 effect 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.
- (vi) ⁶²A student, deputed or nominated by the University to represent the University in any academic activity or sports, will be given the benefit of marks allotted for his/her class attendance for the period of his/her travel and actual participation in the aforesaid activities.

Provided that such student, submits along with his/her application for the aforesaid purpose the recommendation of the Chairperson of the concerned committee and also a certificate of actual participation in the aforesaid activity issued by the concerned University/Institution.

Such attendance shall not exceed more than 14 days including travel time in one academic year.

- (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.

⁶² inserted vide the resolution of the Academic Council under agenda item no. 12(1) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

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) ⁶³**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) ⁶⁴Each 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. 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

⁶³ 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

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

(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 g_1, g_2, g_3, g_4, g_5 , and the weights of the courses by w_1, w_2, w_3, w_4, w_5 respectively, the SGPA will be computed as follows:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5 + \dots}{w_1 + w_2 + w_3 + w_4 + w_5 + \dots}$$

(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 n^{th} 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.

$$CGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

(iii) Evaluation Pattern:

Point Scale for grading Award of Grades Based on Absolute Marks shall be as follows:⁶⁵

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

⁶⁶ The grade to be awarded to a student shall depend on his performance in examinations in each course paper carrying 100 marks

⁶⁵ 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

⁶⁶ 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

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:	100 marks*
	Ist Semester	40%
	IInd Semester (Final Submission)	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.

⁶⁷(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.

⁶⁸(b) **Failed:**

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

⁶⁷ 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

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

- (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

$$Y = \text{CGPA}$$

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 proving 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 ⁶⁹Academic Council in its next meeting.

⁷⁰CHAPTER-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 ⁷¹Diploma may be conferred on such candidates who, being eligible for admission to PG Diploma, have received

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 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

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

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.
- (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 belonging 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:

The fee will be charged by the University in such a manner as it determined by the University authority from time to time. Existing fee deatils are available at University website as well as in the University Admission Brochure.

(H) Course of Study:

A candidate for the PG ⁷²Diploma 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.
- (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 LAW⁷³

First Semester

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

⁷³ inserted vide resolution passed by the Academic Council vide its meeting held on 28.06.2014 under agenda item no. 4 and ratified by the Executive Council in its meeting held on 15.11.2014

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

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 Fund 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) ⁷⁴ **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: Media Practices-Production Organization and Production Techniques;

Paper V: Media and IPR;

Paper VI: Dissertation;

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: Media Practices-Production Organization and Production Techniques

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

⁷⁴ 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

5. Case Studies;

Paper V: Media and IPR

1. Introduction;
2. Copy Rights;
3. Data Bases;
4. Passing Off and Personality Rights;
5. Trademarks;

Paper VI:

Dissertation

(B) ⁷⁵Intellectual 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

⁷⁵ 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

Exceptions, Statutory License, Copyright societies, and Digital rights management.

3. **Trademarks:** Right, Term and restoration, ownership, honest and concurrent use, removal for non-use.

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 PG⁷⁶ Diploma shall comprise of Two Semester Examinations. In each Semester a candidate shall be examined in the

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

courses prescribed for that Semester in accordance with the scheme prescribed by the University.

- (ii) The examinations for PG ⁷⁷Diploma 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) ⁷⁸-deleted-
- (iv) The End - Term Examination will ordinarily be held in the last week of November and April for the Ist Semester and IInd Semester respectively.
- (iv-a) ⁷⁹The *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 ⁸⁰ Vice-Chancellor.

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

⁷⁹ 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

⁸⁰ 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) ⁸¹The 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 ⁸²diploma.
 - (v) Credits of a course shall be assigned in the following manner:
 - (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

⁸¹ 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

⁸² 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

- (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:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5 + \dots}{w_1 + w_2 + w_3 + w_4 + w_5 + \dots}$$

(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.

$$CGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

(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 Marks⁸³

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

⁸³ 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

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) ⁸⁴Repeat 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

- (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

⁸⁴ 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

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) ⁸⁵Promotion:

(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:

⁸⁶The 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.

(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.

⁸⁵ 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

⁸⁶ 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 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.

⁸⁷ 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.

⁸⁷ 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) 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.
- (iv) The course work and other required work in the Ph.D. programme, including the Ph.D. thesis, shall be in the English language.
- (v) 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 COMMITTEE⁸⁸:

- (i) There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee which will also consist of (a) Co-supervisor (if any), and (b) One subject expert nominated by the Vice-Chancellor.
- (ii) This Committee shall have the following responsibilities:
 - (a) To review the research proposal and finalize the topic of research;
 - (b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/ she may have to do.
 - (c) To periodically review and assist in the progress of the research work of the research scholar.
- (iii) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Research Degree Committee with a copy to the research scholar.
- (iv) In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Research Degree Committee with specific reasons for cancellation of the registration of the research scholar.

⁸⁸ Substituted vide resolution of the Academic Council under Agenda Item No. 8 in its meeting held on 15.02.2021 and subsequently ratified by the Executive Council on 27.02.2021.

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.

6. PROCEDURE FOR ADMISSION:

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) ⁸⁹The Written Test shall consist of 70 marks. The Question Paper will consist of objective type questions 50% on Research Methodology and 50% shall be on main subject specific. The interview shall carry 30 marks. The qualifying marks shall be 50% for the written test and the interview taken together.

Provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers) of U.P./Differently-abled category in the written entrance examination.

Provided further that, if in spite of the above relaxation, the seats allotted for SCT/ST/OBC (Non Creamy layer)/Differently-abled categories remain unfilled, the University shall launch a special admission drive as per rules.

- (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) ⁹⁰The candidates obtaining 50% or above marks in the written test 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:

⁸⁹ Substituted vide resolution of the Academic Council under Agenda Item No. 20(6) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

⁹⁰ Substituted vide the resolution of the Academic Council under Agenda Item No. 20(5) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

- 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) ⁹¹The maximum number of seats may be decided by the Academic Council on the recommendation of the Research Degree Committee 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 from time to time.

9. FEES AND OTHER CHARGES:

The fee will be charged by the University in such a manner as it determined by the University authority from time to time. Existing fee deatils are available at University website as well as in the University Admission Brochure.

10. COURSE WORK⁹²:

- (i) The Course Curriculum shall consist of 12 credit points. Additionally, there will be 02 credit course entitled "Research and Publication Ethics (RPE)" as per 10(A) below.
- (ii) That the first component of 6 credits is allocated to the Research Methodology class room teaching (Max. 100 Marks).
- (iii) The second component shall comprise of 3 credits and will consist of (Max. 50 Marks)
 - (i) University Seminar/Conference/Presentation : Max. 15 Marks
 - (ii) Book Review : Max. 10 Marks
 - (iii) Article writing under guidance of respective supervisors : Max. 25 Marks

This component shall be supervised and evaluated by the concerned supervisor.
- (iv) The third component shall comprise of a pilot tentative work plan and its presentation. This will carry a credit score of 3 to be evaluated by an external expert nominated by the Vice-Chancellor (Max. 50 Marks).
 - (i) Work Plan Report : Max. 25 Marks
 - (ii) Presentation and Viva-Voce : Max. 25 Marks

10 -A. PRE-REGISTRATION COURSE WORK⁹³:

⁹¹ Substituted vide the resolution of the Academic Council under Agenda Item No. 20(6) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

⁹² Substituted vide the resolution of the Academic Council under Agenda Item No. 11(A) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

⁹³ Inserted vide the resolution of the Academic Council under Agenda Item No. 3 in its meeting held on 20.10.2020 and subsequently ratified by the Executive Council on 27.02.2021.

There shall be a two credit courses of 30 hours duration entitled "Research and Publication Ethics (RPE)" for awareness about publication ethics and publication misconducts which will be compulsory for all Ph.D. Scholars for pre-registration course work.

Course structure:

The course comprises of six modules listed in table below: Each module has 4-5 units.

Modules	Unit title	Teaching hours
Theory		
RPE 01	Philosophy and Ethics	4
RPE 02	Scientific conduct	4
RPE 03	Publication of Ethics	7
Practice		
RPE 04	Open Access Publishing	4
RPE 05	Publication Misconduct	4
RPE 06	Databases and Research Metrics	7
Total		30 hrs.

Detailed syllabus will be provided later.

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 with the approval of the Research Degree Committee.
- (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 with Ph.D. degree 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 with the reasons recorded in writing.

- (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, the research interests of the research scholars as indicated in the Admission Application Form and also the number of scholars per research supervisor.
- (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 refereed 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 may be from outside the Country 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 viva-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-voce 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.
- (iii) If the Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the Vice-Chancellor for the purpose of determining the equivalence of the degree awarded by the foreign University.

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 ⁹⁴	Rs. 50.00 per project or 1500.00 whichever is more
(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) ⁹⁵	LL.M. Viva-Voce per examiner (internal & external) per day	Rs. 1,500.00
(14) ⁹⁶	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) ⁹⁷	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/-

⁹⁴ Amended vide resolution passed by the Finance Committee in its meeting held on 14.10.2020

⁹⁵ 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.

⁹⁶ inserted vide the resolution dated 15.11.2014 on the instance of the resolution of Finance Committee meeting dated 15.11.2014.

⁹⁷ *ibid.*

(4)	Persons invited for judging Moot Court Competition Preliminary Rounds	500/-	350/-
(5)	Assistant Professor/Ex-Lecturer	500/-	350/-
(6)	Yogacharya	350/-	Nil

(III) ⁹⁸ 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/-p/m
Chief Proctor	2,500/- p/m
⁹⁹ Controller of Examinations	2,500/- p/m
Wardens	1,500/- p/m
Proctor	1,500/- p/m
Associate Wardens	1,000/- p/m

⁹⁸ inserted vide the resolution passed by the Executive Council in its meeting held on 15.02.2014

⁹⁹ inserted vide resolution passed by the Finance Committee in its meeting held on 27.08.2016

(VI) RATES FOR OBTAINING VARIOUS EDUCATIONAL DOCUMENTS FROM THE UNIVERSITY AND FOR VERIFICATION OF THE SAME ON THE REQUEST OF OUTER AGENCIES/INSTITUTIONS¹⁰⁰:

S.N.	Document	Fee
1	Fee for issue of Provisional/ Migration Certificate	500/-
2	Fee for issue of Degree Diploma	1500/-
3	Fee for obtaining Duplicate Degree	2000/-
4	Fee for obtaining Duplicate Grade Sheet	500/-
5	Fee for obtaining Duplicate Character	200/-
6	Fee for issue of Provisional Statements of Grades	200/-
7	Fee for issue Transcript (Per Copy)	800/-
8	Fee for obtaining CPI/CGPA to Percentage Conversion Certificate	200/-
9	Fee for Review/Security/Repeat Exam (Per Paper)	500/-
10	Fee for the Verification of Testimonials	1000/-

¹⁰⁰ inserted vide the resolution passed by the Finance Committee in its meeting held on 08.08.2019

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. Anti Ragging Bodies:

- (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. Supervision of the Ragging Activities:

- (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 victimized 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 outsiders 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. Procedure for Action:

- (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. Punishment:

- (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. Disciplinary Action:

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. Procedure:

- (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) **MAINTENANCE & THE MANAGEMENT OF THE UNIVERSITY HOSTELS:**

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. Hostel Regulations:

- (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. Hostel Mess and Room Discipline:

- (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.

Note: 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. Visitors:

- (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. Security:

- (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 poisoning 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. Extra-curricular Activities:

- (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. Disciplinary control:

- (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:

- 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:**

¹⁰¹**Regulations Governing Proctorial Board**

1. There shall be a Proctorial Board of the University, consisting of the following members:-
 - i. The Chief Proctor
 - ii. Chief Warden
 - iii. At least three proctors (One shall be a female teacher). However, the Vice-Chancellor may nominate more proctors as and when necessary.
 - iv. Warden/Associate Warden (One from each hostel).
 - v. Members from the teaching faculty, which may be nominated by Vice-Chancellor. However, the Vice-Chancellor may nominate more members as and when it is necessary.

¹⁰¹ Substituted vide the resolution of the Executive Council in its meeting under agenda item no. 14.

2. Wherever the expressional 'Additional Proctor' is used it in the University Regulation, it shall be deemed to have been omitted.
3. The Chief Proctor, being the officer of the University as per section 26(v), shall be appointed by the Chairperson, Executive Council shall be reported to the Executive Council in its next meeting. The other members of the Proctorial Board will be appointed by the Vice-Chancellor. They shall be appointed for a term of 2 years from the date he/she enters upon his/her office.
4. The Members of the Proctorial Board shall get honorarium as per the University Regulations.
5. A Member of the Proctorial Board may, by writing under his hand addressed to the Vice-Chancellor, resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor.
6. In case of the Vice-Chancellor is satisfied that a member of the Proctorial Board willfully omits or refuses to carry out the orders or directions of the University Authorities or violates the provisions of the University Act, Regulations or Rules or abuse the powers vested in him or his continuance is detrimental to the University interest, the Vice-Chancellor after giving him due opportunity, may remove him/her by an order from the office.
7. The duties of the Proctorial Board shall include:-
 - i. To maintain due order and peace in the University. It shall look after the security of the students, staff on the campus and the property of the University with the help of the security staff engaged by the University.
 - ii. The Members of the Proctorial Board shall visit from time to time the University Hostel, the Administrative and Academic Block, the Library and take a round of University Campus to maintain discipline peace and due order in the University from time to time.
 - iii. The Security Officer and all the security staff shall work under the direction of the Chief Proctor.
 - iv. The Chief Proctor shall submit the report everyday to the Vice-Chancellor in case of any at of indiscipline of students or staff of the University or any other act affecting the security of the University.
 - v. The Chief Proctor shall provide help in the peaceful conduct of the University examination and functions organized by the University from time to time.
 - vi. The Proctorial Board may perform such other functions as may be assigned by the Vice-Chancellor from time to time.
8. The Vice-Chancellor on the recommendation of the Committee, constituted by the Vice-Chancellor, shall have power to make necessary modification, alteration or amendment in this Regulation to remove any difficulty arising in the implementing the provisions of this Regulations during a period of first five years from the date of commencement of this Regulation. The

amendment so made in the Regulation will be reported to the Executive Council in its next meeting.

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 assimilate or disseminate any unauthorized information or use thereof 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-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) ¹⁰²The 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.

¹⁰² 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 moot-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) ¹⁰³A Gold Medal may be instituted by an institution or individual upon the donation of a sum of not less than Rs. 2.0 lacs, a Silver Medal may be instituted by an institution or individual upon the donation of a sum of not less than Rs. 1.5 lacs. and a Bronze Medal may be instituted by an institution or individual upon the donation of a sum of not less than Rs. 1.0 lacs.
- (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 the recipient and the year for which the Medal is awarded.

¹⁰³ substituted vide the resolution of the Academic Council under agenda item no. 4 in its meeting held on 20.10.2020

- (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] ¹⁰⁴REGULATION FOR CONFERRING *HONORIS CAUSA* DEGREE OR OTHER DISTINCTIONS:

¹⁰⁴ 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

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 abroad.
2. The Vice-Chancellor shall propose the name of the person on whom 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.

CHAPTER-XII

¹⁰⁵REGULATIONS 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
- (iii) Graduate Candidates

¹⁰⁵ 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

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.
- (v-A) ¹⁰⁶In case the University Convocation is not held on time and there exists further delay in holding the Convocation, any candidate who desires to get the concerned Degree Certificate before the Convocation, may apply on the proper form with a fee of Rs. 1,000/-, to be paid in favour of the University. The Vice-Chancellor, in exceptional case, if satisfied for the reason for such demand, may permit such candidate to get the concerned Degree Certificate before the Convocation is held.
- (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

¹⁰⁶ Inserted vide the resolution of the Academic Council under Agenda Item No. 12(5) in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019.

- (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 dais.
 - (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) ¹⁰⁷Format of Degrees

(1) Master of Laws

क्रम संख्या :

S.No. :

नामांकन संख्या :

Enrollment No.:

डा० 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 (एलएल०एम०)
की उपाधि
वर्षमें
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.
in the yearunder the seal of this University.*

कुलसचिव
Registrar

कुलपति
Vice-Chancellor

Dated:
Lucknow, (U.P.) INDIA

¹⁰⁷ 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

(2) ¹⁰⁸ Degree of B.A. LL.B. (Hons.)

क्रम संख्या :
S.No. :

नामांकन संख्या :
Enrollment No. :

डा० 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

बी०ए० एलएल०बी० (ऑनर्स)

की उपाधि

वर्षमें

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.

in the year 2013 under the seal of this University.

कुलसचिव
Registrar

कुलपति
Vice-Chancellor

Dated:
Lucknow, (U.P.) INDIA

(D) ¹⁰⁹ Format of Consent Form

¹⁰⁸ 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: _____
student

Signature of the

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.

¹⁰⁹ 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

CHAPTER-XIII

¹¹⁰STANDARD 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.

¹¹⁰ 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

- 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.
- 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
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For _____ University:

Title	Signature	Date
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CHAPTER-XIV

¹¹¹RULES 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) ORGANISING OF THE EVENT BY THE UNIVERSITY:

- (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.

¹¹¹ 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

(B) FINANCIAL ASSISTANCE & THE PROCEDURE FOR REIMBURSEMENT OF EXPENDITURE TO THE STUDENTS:

- (i) Participation in every moot, debate and other competitions/events shall be subject to availability of funds/budget and the University may 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

112 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.LL.B.(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.

¹¹² inserted vide resolution passed by the Executive Council under agenda item no. 8.

6. SELECTION COMMITTEE

The Selection Committee shall consist 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.¹¹³
- (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.

¹¹³ 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.

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. ¹¹⁴**THE HEAD OF THE DEPARTMENT:**

Subject to the provisions of the Dr. Ram Manohar Lohiya National Law University Uttar Pradesh Act, 2005 and notwithstanding 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) ¹¹⁵deleted.
- (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, ¹¹⁶till 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) ¹¹⁷In 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.

¹¹⁴ 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

¹¹⁵ 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

¹¹⁶ 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

¹¹⁷ 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

(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, 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) ¹¹⁸deleted.
- (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 ¹¹⁹and 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.

¹¹⁸ 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

¹¹⁹ 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

- (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 contract basis without any reference to the Selection Committee in the Department.
- (xvi) ¹²⁰The 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;

¹²⁰ 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

- (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 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) ¹²¹Deleted

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

¹²¹ 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

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.

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) The Assistant Registrar, Deputy/Joint Registrar and Assistant Accounts officer shall also be the officers of the University.
- (3) Terms and Conditions of appointment of such other officers shall be such as may be determined by the Executive Council from time to time.

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RECRUITMENT AND CONDITIONS OF THE SERVICE OF THE ACADEMIC, ADMINISTRATIVE, TECHNICAL & MINISTERIAL POSTS

**(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

¹²² 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.

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 PIOs 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 (UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018)¹²³:

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 in accordance with Minimum qualifications for the regular posts of teachers and other academic staff (UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018) which shall be effective from 28.06.2019¹²⁴ as per the directions of the Department of Higher Education Govt. of

¹²³ Substituted vide resolution passed in the Executive Council in its meeting held on 08.12.2018 under agenda item no. 5.

¹²⁴ Amendment in the effective date has been made vide resolution passed in the Executive Council in its meeting held on 09.11.2019 under agenda item no. 15.

Uttar Pradesh Vide G.O. No. 600/sattar-1-2019-16(114)/2010 dated 28.06.2019.

¹²⁵**UNIVERSITY GRANTS COMMISSION NOTIFICATION**

New Delhi, the 18th July, 2018

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010” (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

¹²⁵ Amended vide resolution passed in the Executive Council meeting in its meeting dated 08.12.2018 under Agenda Item No. 5.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

1.0 Coverage

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

- i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
- ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

1.2 Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

- 2.1** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- 2.2 The date of implementation of the revision of pay shall be 1st January, 2016.**

3.0 Recruitment and Qualifications

- 3.1** The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

- 3.2** The minimum qualifications required for the post of Assistant Professor, Associate Professor, **Professor**, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

3.3

- I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University

Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation,2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D.programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a)

to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- 3.5.** A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- 3.6** A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 3.7** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 3.8** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 3.9** The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 3.10** The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 3.11** The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

3.12 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

4.0 Direct Recruitment

4.1 For the Disciplines of Humanities & Law.

I. Assistant Professor: Eligibility (A or B) :

A.

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in

conferences/seminars

sponsored/funded/supported by the UGC /
ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- 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 with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) : A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-

listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)-Not related, therefore, deleted.

VI. Vice Principal-Not related, therefore, deleted.

4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.- -Not related, therefore, deleted.

- 4.3 **Drama Discipline:-Not related, therefore, deleted.**
- 4.4 **Yoga Discipline:-Not related, therefore, deleted.**
- 4.5 **QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS:-Not related, therefore, deleted.**
- 4.6 **QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS: - Not related, therefore, deleted.**
- 4.7 **MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN**

I. UNIVERSITY ASSISTANT LIBRARIAN:

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) 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 or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in

Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/Information science/Documentation Science/Archives and manuscript keeping/computerization of library.

III. UNIVERSITY LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an

equivalent grade in a point -scale wherever the grading system is followed.

- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES):-Not related, therefore, deleted.

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURE:

5.1 Selection Committee Composition

I. Assistant Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
 - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the Faculty concerned, wherever applicable.
 - v) Head/Chairperson of the Department/School concerned.
 - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if

any of the above members of the selection committee does not belong to that category.

- (b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
- iv) Dean of the faculty, wherever applicable.
- v) Head/Chairperson of the Department/School.
- vi) An academician representing SC/ST/OBC/Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

- (b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the University

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :

- i) Vice-Chancellor who shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- iii) Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- iv) Dean of the faculty, wherever applicable.
- v) Head/Chairperson of the Department/School.
- vi) An academician belonging to the SC/ST/OBC/Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice- Chancellor, if any of the

above members of the selection committee does not belong to that category.

- (b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:

- i) Vice Chancellor who shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
- iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
- iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
- v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
- vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:-Not related, therefore, deleted.

VI. Associate Professor in Colleges, including Private and Constituent Colleges: -Not related, therefore, deleted.

VII. Professor in Colleges, including Private and Constituent Colleges:-Not related, therefore, deleted.

VIII. College Principal and Professor: -Not related, therefore, deleted.

IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians: -Not related, therefore, deleted.

X. The “Screening-cum-Evaluation Committee” for CAS promotion of Assistant Professors/equivalent cadres in Librarians from one level to the other higher level shall consist of:

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers: -Not related, therefore, deleted.

C. For University Assistant Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian: -Not related, therefore, deleted.

E. For University Assistant Director, Physical Education and Sports: -Not related, therefore, deleted.

F. For College Director, Physical Education and Sports: -Not related, therefore, deleted.

5.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) **Not related, therefore, deleted.**

5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

5.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6.0 SELECTION PROCEDURE:

- I.** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5. In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.
- II.** The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government- aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.
- III.** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academican belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be

nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- IV.** The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V.** In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

- VI.** In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

- VII.** The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of

individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. **Assessment Process**

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

6.1 Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

6.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

- I.** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the

date, on or after the date, on which they fulfil these eligibility conditions.

- II.** The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in Table 1 of Appendix II.
- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under:

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and

Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S. No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B: (Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG): -Not related, therefore, deleted.

Table-C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D: (Minimum API requirement for the promotion of Library staff under CAS in Colleges): -Not related, therefore, deleted.

Table-E: (Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports): - Not related, therefore, deleted.

Table-F: (Minimum API requirement for the promotion of College Director, Physical Education and Sports): -Not related, therefore, deleted.

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/PROFESSORS

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.
- B. **Career Advancement Scheme (CAS) for Colleges teachers: -Not related, therefore, deleted.**
- C. **Career Advancement Scheme (CAS) for University teachers**
- I. **Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:**
- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
 - ii) Attended one Orientation course of 21 days duration on teaching methodology;
 - iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
 - iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at

least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per

Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.

- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians

Note:

- i) **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From University Assistant Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11): Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information

Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian to University Deputy Librarian shall be the following:

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports: -Not related, therefore, deleted.

6.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

7.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

7.3. VICE CHANCELLOR:

- i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum- Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.
- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE:- Substituted vide the decision taken by the Executive Council in its meeting on 08.12.2018 under Chaper -XI (Leave of the Employees of the University) in 6.(A)

9. Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

9.1 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant- teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 Counting of Past Services for Direct Recruitment and Promotion under 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 organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, 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 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.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) 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
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly

appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

- 11.1** The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2** The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 11.3** Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 11.4** The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 11.5** All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

- 12.1** Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 12.2** All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student- teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly- appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days: Incorporated under Chapter-II (Courses offered by the University) under (F) (ii).

15.0 Workload

15.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

16.2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub- clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0 Code of Professional Ethics: Substituted vide the decision taken by the Executive Council in its meeting held on 08.12.2018 under Annexure-II.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of

the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.

- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Incentives for Ph.D. and other Higher Qualification shall be allowed as per state government notification.
 - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
 - b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry

- level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
 - viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
 - ix.
 - (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
 - (b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
 - x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.
 - xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with

a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.
- xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay

arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - Not related, therefore, deleted.

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University-2 Section

Shastri Bhavan, New Delhi
Dated 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 3 may be read as "24,700" instead of "24,100"
- (b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 8 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy
(Dr. K.K. Tripathy) 2/11/17
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.)	57,700	88,500	78,800	1,31,400	1,44,200	1,82,300
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,38,400	1,52,000	1,92,300
4	63,000	75,200	87,200	1,41,500	1,57,000	1,98,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,600	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,600	2,11,600	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,600		

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Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,300	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

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Table 1

Assessment Criteria and Methodology for University/College Teachers

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

shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

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

S.N.	Academic/Research Activity	Faculty of Humanities & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper
2.	Publications (other than Research papers)	
	(a) Books authored which are published by ;	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	03
	Book	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
	(a) Development of Innovative pedagogy	05
	(b) Design of new curricula and courses	02 per curricula/course
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
	(d) E-Content	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
4	(a) Research guidance	
	Ph.D.	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded
	(b) Research Projects Completed	
	More than 10 lakhs	10
	Less than 10 lakhs	05
	(c) Research Projects Ongoing :	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	(d) Consultancy	03
5	(a) Patents	
	International	10
	National	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	10
	National	07
	State	04
	(c) Awards/Fellowship	
	International	07
	National	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also	

	published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02

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

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

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the

First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

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

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05

2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05	
4.	Ph.D.	30		
5.	NET with JRF	07		
	NET	05		
	SLET/SET	03		
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10		
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10		
8.	Awards			
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03		
	State-Level (Awards given by State Government)	02		

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.
- (C)
- | | | |
|-----------------------|---|----|
| Academic Score | - | 80 |
| Research Publications | - | 10 |

Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only.

Table: 3 B: Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges:-Not related, therefore, deleted.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <p>Library Resource and Organization and maintenance of books, journals and reports.</p> <p>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</p> <p>Assistance towards updating institutional website</p>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p>

		<p>Unsatisfactory – Not falling under good or satisfactory. OR</p> <p>Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing Books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two</p>	

	items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.
<p>Note :</p> <ol style="list-style-type: none"> (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. 	

Table 5: Assessment Criteria and Methodology for Directors of Physical Education and Sports:-Not related, therefore, deleted.

(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 send 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 (Level 12)	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 (Level 10)	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: <input type="checkbox"/> <input type="checkbox"/> LL.B. Degree. <input type="checkbox"/> <input type="checkbox"/> Three years experience in Administration/Teaching in a University. <input type="checkbox"/> <input type="checkbox"/> Proficiency in the use of computers.
3	Assistant Accounts Officer (Level 8)	Passed M.Com. and having 10 years of working experience in the post of accountant in a University/Institute/ Government department
4	Head Assistant (Level 6)	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 (Level 6)	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 (Level 5)	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' (Level 5)	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' (Level 4)	Passed Intermediate or equivalent examination and 'O' Level Certificate from D.O.E.A.C./ experience of data entry in different softwares.
10	¹²⁶ Stenographer (Level 5)	Intermediate with stenography speed of 80 w.p.m. and typing speed of 25 w.p.m. in Hindi (or English) CCC Certificate from DOEACC (now NIELIT)
11	¹²⁷ Junior Assistant (Level 3)	Passed Intermediate examination, in computer typing with a minimum speed of 25w.p.m. in Hindi and

¹²⁶ Substituted vide the resolution of the Executive Council meeting under agenda item no. 6(A) in its meeting held on 09.11.2019.

¹²⁷ 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.

		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 (Level 2)	Passed High School or equivalent having driving license to drive heavy and light vehicle
13	Book Lifter (Level 1)	Passed High School or equivalent
14	Peon (Level 1)	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) ¹²⁸AGE:

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.

(4) DIRECT RECRUITMENT:

¹²⁸ substituted vide resolution passed by the Executive Council in its meeting held on 22.06.2013 under agenda item no. 5.

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) ¹²⁹For 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.
- (b) On appointment as Deputy Registrar 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

¹²⁹ Inserted vide Executive Council resolution dated 15.11.2014 as recommended by the Finance Committee in its meeting dated 15.11.2014.

with a Grade Pay of Rs. 8,700/- after completing 5 years of service as Deputy Registrar.

- ¹³⁰(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 Finance Department of Uttar Pradesh regarding ACP from time to time.

(17) TERMINATION OF SERVICES:

¹³⁰ Inserted vide resolution of the Executive Council meeting dated 15.11.2014.

- (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 in pursuance 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 office 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 non teaching 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 non-teaching 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 non-teaching regular 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. 25.0 lacs, whichever is less. Emoluments include DA on the date of retirement.

(ii) **SERVICE GRATUITY** is applicable in case of non-teaching 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 regular non-teaching employees in case of their

death during 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. 25.0 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 non-teaching 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, notwithstanding 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) ¹³¹TRIBUNAL 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

¹³¹ substituted vide resolution passed by the Executive Council in its meeting held on 22.06.2013 under agenda item no. 6.

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.

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 TEACHERS¹³²

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor 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 organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

¹³² substituted vide the resolution of the Academic Council under agenda item no. 5 in its meeting held on 03.08.2019 and subsequently ratified by the Executive Council on 09.11.2019

- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity 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) Refrain from 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 making 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 organisations 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 organisations 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 the dignity of the profession;
- (vi) Adhere to the terms of contract;

- (vii) Give and expect due notice before a change of position takes place; 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 : Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain 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) Recognise 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.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

University Librarian should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

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 be 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.

Notwithstanding 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 of200.....
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

¹³³ 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.

¹³³ inserted vide resolution passed by the Executive Council agenda matters considered under other item no. 2 in its meeting held on 27.08.2016.

134 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.

¹³⁴ 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:

¹³⁵8.1 DUTY LEAVE:

- i. Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
 - (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/Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should 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, or Casual leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

8.2 STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's

¹³⁵ Amended vide resolution passed in the Executive Council meeting in its meeting dated 08.12.2018 under Agenda Item No. 5

pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) 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/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The 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. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. 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 permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the

teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short- fall as Extra-Ordinary leave has been obtained.

- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

8.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, 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 of one year or more.
- iii) 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.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation 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 the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) 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.

8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities

The following kinds of leave would be admissible to permanent teachers:

- (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 for academic pursuits, *viz.* study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, *viz.*, maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic 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.

II. 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 any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (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 shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the 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 period of 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 removal of doubt, it may be clarified:

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 members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300.

V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner 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 account; 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 Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an 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, and 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 the 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 the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. '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 a 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 yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher 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 any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children shall be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

Other terms and condition for sanctioning of Child Care Leave shall be in accordance with the government order no. G-2-176/Das-2011-216-79 dated 11.04.2011 and government order no. 3/G-2-100/Das-2014-216-79 dated 24.09.2014, some of which are given below: -

- (a) Childcare leave will be admissible despite of accrued earned leave available in the leave account of the concerned female employee.
- (b) Child Care Leave shall not be granted more than three times during a calendar year
- (c) Child Care Leave shall not be granted for less than fifteen days.
- (d) Child Care Leave will not ordinarily be granted during the period of probation, except in cases where the leave granting authority is fully satisfied as to the probationer's need for Child Care Leave. It will also be ensured that if leave is given during the probation period, the duration of this leave should be minimum.
- (e) Childcare leave will be treated at par with earned leave and will be sanctioned in the same manner
- (f) Childcare leave will be admissible only for the two eldest surviving children.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

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

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

(15) प्रतिकर अवकाश¹³⁶

- (1) जब कभी किसी सरकारी कर्मचारी को उसके उच्च अधिकारी द्वारा रविवार या अन्य छुट्टियों में कार्यालय में काम करने को बुलाया जाए तो उसके बदले में कर्मचारी को उसकी सुविधानुसार किसी अन्य कार्य दिवस में प्रतिकर अवकाश स्वीकार किया जाए।
- (2) यदि कर्मचारी आधे दिन अर्थात् लंच के समय तक छुट्टियों में काम करता है, तो ऐसे दो आधे दिनों को जोड़कर एक दिन का प्रतिकर अवकाश स्वीकार किया जाए।
- (3) यदि किसी कर्मचारी छुट्टियों में अपने बकाया काम के निस्तारण के लिए स्वेच्छा से कार्यालय आता है, तो उसको यह सुविधा उपलब्ध नहीं होगी।
- (4) प्रतिकर अवकाश देय होने की तिथि से एक महीने के अन्दर ही दे दिया जाय। यह भी सम्भव है कि कार्य की महत्ता तथा तुरन्त निस्तारण के लिए छुट्टी में अधिक कर्मचारियों को बुलाया जाय। ऐसी दशा में यदि स्वीकृत करने वाले अधिकारी यह महसूस करते हैं कि अधिक कर्मचारियों को एक महीने में प्रतिकर अवकाश दिए जाने के सरकारी कार्य में बाधा पड़ेगी तो एक महीने में अवकाश स्वीकृत किए जाने की शर्त को शिथिल किया जा सकता है, किन्तु प्रतिबन्ध यह है कि एक साथ दो दिन से अधिक प्रतिकर अवकाश न दिया जाय।
- (5) प्रतिकर अवकाश स्वीकृत करने के लिए वही अधिकारी सक्षम होंगे, जिन्हें सम्बन्धित कर्मचारी को आकस्मिक अवकाश स्वीकृत किये जाने का अधिकार है।
- (6) उक्त सुविधा केवल अराजपत्रित कर्मचारियों को ही उपलब्ध होगी।

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:

¹³⁶ Inserted vide the resolution of the Executive Council meeting held on 09.11.2019 under agenda item no. 6(C)

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 01 st January to 30 th June - 15 days (b) From 01 st July to 31 st December - 16 days
(v)	Half Pay Leave Extra Ordinary Leave Leave Not Due Maternity Leave Child Care Leave Adoption Leave	As admissible for teachers of the University
(vi)	¹³⁷ Medical Leave	In accordance with the F.R. Ch. X, Rule 81-B(2), the University employees may be granted leave on medical certificate not exceeding twelve months in all, during his entire service. Such leave shall be given only on production of a certificate from such medical authority. Provided that when the maximum period of twelve months is exhausted further leave on medical certificate not exceeding six months in all during entire service may be granted in exceptional cases on the recommendations of a medical board.

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.

¹³⁸ **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.

¹³⁷ amended vide resolution passed by the Executive Council in its meeting held on 27.02.2021.

¹³⁸ inserted vide resolution passed by the Executive Council in its meeting held on 15.04.2013 under agenda item no. 6

- (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."

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 ¹³⁹Rs. 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.

¹³⁹ 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:

¹⁴⁰The 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.

¹⁴⁰ 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) The procurement of Goods and Services by the University is mandatory for Goods and Services available on GeM portal. In case the Goods and Services are not available on GeM portal or not available on GeM or it is not possible to procure the same from GeM portal, then the following procedure will be followed:-

Purchase items up to the value of ¹⁴¹Rs. 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 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

¹⁴¹ Revised in accordance with G.O. No. A-1-864/dus-08-15(1)/86 dated 23.09.2008

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.

1 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 as given in G.O. No. G-2-175/dus-2011-601/2011 dated 31.03.2011 shall be applicable.

2 FOR STUDENTS WHO UNDERTAKE TOURS ON ACADEMIC PURPOSES:

Students who are on authorized official tours outside the University shall be paid ¹⁴²third AC fare on production of ticket and dearness allowance of ¹⁴³Rs. 360/- per day besides the Registration fee, if any.

3. 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

4. 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.

5. 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 allowance as per these Regulations besides the Registration fee, if any.

¹⁴⁴**(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

¹⁴² F.C. 22.10.2012

¹⁴³ F.C. 22.10.2012

¹⁴⁴ inserted vide the resolution passed by the Executive Council in its meeting held on 15.02.2014

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.

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 be 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:-
 - ¹⁴⁵(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.
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.

¹⁴⁵ substituted vide regulations passed by the Executive Council meeting in its meeting held on 27.08.2016 under agenda item no. 8

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-IV th 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. In case 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. In case 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

¹⁴⁶MAINTENANCE/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.

¹⁴⁶ 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 anyway there may not be depletion of corpus fund.

CHAPTER - VII

¹⁴⁷ 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

¹⁴⁷ 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.

CHAPTER - VIII

¹⁴⁸विश्वविद्यालय के अतिथिगृह के कक्षाओं हेतु चार्ज की जाने वाली दरों एवं आवंटन नियम

विश्वविद्यालय के अतिथिगृह के कक्षाओं हेतु चार्ज की जाने वाली दरें निम्नवत् हैं:-

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	3500	Not to be allotted
2	V.I.P.	06	2000	1500
3	AC-Standard	12	1000	750
Total no. of Rooms		20		

आवंटन से सम्बन्धित नियम:-

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 होंगे।
2. ए0सी0 स्टैण्डर्ड टाइप कक्ष तथा वी0आई0पी0 सूट्स लिखित/मौखिक अनुरोध प्राप्त होने पर कुलसचिव या उप कुलसचिव के स्तर से आवंटित किए जा सकेंगे।
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 250/- प्रतिदिन की concessional दर पर उपलब्ध कराए जा सकेंगे।
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।

¹⁴⁸ Inserted vide resolution passed by the Executive Council in its meeting held on 27.06.2011 under other agenda item no. 6