



NATIONAL LAW INSTITUTE UNIVERSITY

Bhopal.

Date: 15.05.2023

NOTIFICATION

The General Council in its Thirteenth and Fourteenth Meetings held on 04.02.2023 and 09.05.2023 respectively has considered and approved the Ordinances and Statutes of the National Law Institute University, Bhopal.

As directed, these Ordinances and Statutes are hereby notified
w.e.f. 15.05.2023.

V. B. Singh
15/05/2023
(Registrar)





STATUTES

of

THE NATIONAL LAW INSTITUTE UNIVERSITY, 2023



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STATUTES OF THE NATIONAL LAW INSTITUTE UNIVERSITY, 2023

(1 of 2023)

In exercise of the powers conferred by Section 27 (1) of the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018) the General Council hereby makes the following Statutes regarding constitution and functions of various bodies of the University, appointments and terms of appointment, conditions of service and powers of various University officials and constitution of the Fund of the University and its deployment namely:

CHAPTER – I PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

- (1) These Statutes shall be called the Statutes of the National Law Institute University, 2023.
- (2) All Orders made and actions taken under the Resolutions of General Council, Executive Council, Academic Council, the Rules and Regulations made under the provisions of the Rashtriya Vidhi Sansthan Vishwavidyalaya Adhiniyam, 1997 (Act No. 41 of 1997) shall continue and shall be deemed to be made or taken under the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018).
- (3) These Statutes shall come into force on such date as the General Council may appoint.

2. DEFINITIONS

- (1) The expressions used but not defined in these Statutes and defined in the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018), have the meaning assigned to them in the said Act.
- (2) In these Statutes, unless there is anything repugnant in the subject or context,
 - (a) “Act” means Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018);
 - (b) “Clause” means the clause of this statute unless otherwise mentioned;
 - (c) “Competent Authority” means the Vice-Chancellor;



- (d) “Dean of the Faculties” means Professor of Law appointed by the Vice-Chancellor as Dean, Undergraduate Studies and Dean, Postgraduate Studies in accordance with the provisions of this Statute;
- (e) “Deputationist” means an employee of any other authority, government institution or government central or of any state, whose services are obtained by the University on loan;
- (f) “Department of Studies” means any branch of learning, teaching and research as may be recommended by Academic Council and approved by the Executive Council and General Council from time to time.
- (g) “Employee” means a person serving the University on any substantive post or against substantive post on leave vacancy including those on contract, ad-hoc basis, temporary basis, deputation or daily wages;
- (h) “Faculties” means Department of Studies in the University;
- (i) “Permanent Employee” means a person serving on permanent basis on a substantive post of the University;
- (j) “Sanctioning Authority” means the Vice-Chancellor;
- (k) “Section” means the section of this statute unless otherwise mentioned;
- (l) “Sub-clause” means the sub-clause of this statute unless otherwise mentioned;
- (m) “Sub-section” means the sub-section of this statute unless otherwise mentioned;

CHAPTER-II AUTHORITIES OF THE UNIVERSITY

3. AUTHORITIES OF THE UNIVERSITY

Subject to the provisions of Section 9 of the Act, and in addition to the authorities, following shall also be the authorities of the University:

- (1) Authorities constituted by the General Council under the provisions of Section 9 (v) of the Act, for specific purposes with defined powers as the General Council may deem fit for exercising any power or discharging any function of the University.



- (2) The Standing Committees and Ad-hoc Committees constituted or appointed under the provisions of Section 20 of the Act shall be the authorities of the University.
- (3) The power and functions of authorities of the University constituted under sub-sections (1) and (2) shall be such as may be prescribed by the Resolution of the General Council or Executive Council as the case may be.

4. PROCEDURE FOR THE MEETINGS OF THE GENERAL COUNCIL

- (1) The meetings of the General Council shall be either (a) annual or (b) special.
- (2) The meeting of the General Council shall be held on such date as the Vice-Chancellor may fix in consultation with the Chancellor, and may be adjourned from time to time to conclude any unfinished business.
- (3) The Vice Chancellor, not less than 20 days previous to annual meeting and 15 days previous to special meeting, issue to each member a notice stating the time and date of the meeting. This notice shall be accompanied by agenda paper, showing the business to be brought before the meeting. In case of emergency a shorter notice may be given for special meeting of the General Council provided that the business transacted at the special meeting shall be laid before the next annual meeting of the General Council for confirmation.
- (4) No business shall be conducted at a meeting unless the quorum is present.
- (5) If the quorum is not present on the day fixed for the meeting of the General Council, the Chairman of the meeting, after waiting for one hour, shall declare that there shall be no meeting.
- (6) At the annual meeting of the General Council, the Vice-Chancellor shall present a report of the working of the University during the previous year, together with a statement of receipts and expenditures, the balance sheet as audited, and financial estimate.
- (7) No business other than that included in the agenda paper shall be transacted at a meeting except with the consent of the Chairman of the meeting.
- (8) Proposals relating to the conferring of i) honorary degrees, ii) votes of thanks, iii) messages of congratulations, or iv) condolence, addresses and other matters of a like nature may be moved by the Chairman without previous notice.
- (9) Every motion shall be seconded, otherwise it shall be deemed to be dropped.
- (10) A motion once disposed of shall not be brought forward at the same meeting or at any adjournment thereof.



- (11) No amendment shall be proposed which would in effect constitute a direct negative to the original motion.
- (12) The Chairman may at any stage in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting.
- (13) Any member may with the permission of the Chairman rise even while another is speaking, to explain any expression used by himself which may have been misunderstood by the speaker, but he shall confine himself strictly to such explanation.
- (14) Any member may call the Chairman'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.
- (15) The Chairman shall be 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.
- (16) On putting any question to vote the Chairman shall call for an indication of the opinion by a show of hands and shall declare the results thereof according to his opinion.
- (17) No question shall 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, Statutes, Ordinances or Regulations decided to treat as confidential.
- (18) Minutes of the meetings of General Council shall ordinarily be signed and confirmed on the conclusion of the meeting. In the alternative, copies of the minutes signed by the Chancellor and Vice-Chancellor shall be circulated to all members, who shall be entitled to communicate to the Vice-Chancellor within one week of the receipt of such minutes, any objections to its correctness or any omissions in it. If no objection is received within seven days, the minutes shall be deemed to have been confirmed. After confirmation, the minutes shall be published on the website of the University unless the General Council unanimously resolves to treat a specific resolution(s) as confidential and not publishable on the website of the University.
- (19) The Vice-Chancellor shall ensure that the resolutions adopted by the General Council as recorded in the minutes are implemented with immediate effect according to the timeline, if any, provided in the minutes. The Vice-Chancellor



shall direct the concerned Officers to issue necessary orders for the implementation of the resolutions. The Officers so directed by the Vice-Chancellor shall carry out the directions of the Vice-Chancellor without any demur or delay and shall submit the action taken report to the Vice-Chancellor for inclusion of thereof in the agenda paper of the next meeting.

5. PROCEDURE FOR THE MEETINGS OF THE EXECUTIVE COUNCIL

- (1) The meetings of the Executive Council may be (a) ordinary, and (b) special.
- (2) Ordinary meetings of the Executive Council shall be held on such 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) As directed by the Vice Chancellor, 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 date of the meeting and this notice shall be accompanied by agenda paper showing the business to be brought before the meeting.
- (5) In the case of special meeting, as directed by the Vice Chancellor, the Registrar shall give such previous notice of the time and date as the circumstances in each case may permit. Such notice shall be accompanied by agenda paper, and no motion shall be discussed at the special meeting which is not on the agenda paper.
- (6) Reports and recommendations of the Academic Council or of any of the committees of the Executive Council, if they are not included in the agenda paper shall be laid before the Executive Council.
- (7) All reports and recommendations of the Academic Council or of any of the Committees of the Executive Council shall pass through the Vice-Chancellor.
- (8) 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.
- (9) Dean of Faculties shall be the Special Invitees in the meetings of the Executive Council and shall have the right to speak in and otherwise to take part in the proceedings of the meetings but shall not be entitled to vote.



- (10) Minutes of the meetings of Executive Council shall ordinarily be signed and confirmed on the conclusion of the meeting. In the alternative, copies of the minutes signed by the Vice-Chancellor and Registrar 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. If no objection is received within seven days, the minutes shall be deemed to have been confirmed. After confirmation, the minutes shall be published on the website of the University unless the Executive Council unanimously resolves to treat a specific resolution(s) as confidential and not publishable on the website of the University.
- (11) In all other respects, the provisions relating to procedure for the meetings of the General Council shall apply mutatis mutandis to the meetings of the Executive Council.

6. PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

- (1) The meetings of the Academic Council shall be (a) ordinary, and (b) special.
- (2) Ordinary meetings of the Academic Council shall be held on such day as the Vice-Chancellor may fix.
- (3) Special meetings of the Academic 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 Academic Council.
- (4) As directed by the Vice Chancellor, the Registrar shall, not less than ten days previous to each ordinary meeting, issue to each member of the Academic Council a notice stating the time and date of the meeting and this notice shall be accompanied by agenda paper showing the business to be brought before the meeting.
- (5) In the case of special meeting, as directed by the Vice Chancellor, the Registrar shall give such previous notice of the time and date as the circumstances in each case may permit. Such notice shall be accompanied by agenda paper, and no motion shall be discussed at the special meeting which is not on the agenda.
- (6) All motions shall pass through the Vice-Chancellor.
- (7) 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 at the next meeting.



- (8) In all other respects, the provisions relating to procedure for the meetings of the Executive Council shall apply mutatis mutandis to the meetings of the Academic Council.

7. PROCEDURE FOR THE MEETING OF THE FINANCE COMMITTEE

- (1) The Registrar of the University shall be the Secretary of the Finance Committee.
- (2) The meetings of the Finance Committee shall be (a) ordinary, and (b) special.
- (3) Ordinary meetings of the Finance Committee shall be held on such day as the Vice-Chancellor may fix.
- (4) Special meetings of the Finance Committee may be convened by the Vice-Chancellor either on his own motion or on the written request of any three members of the Finance Committee.
- (5) As directed by the Vice Chancellor, the Registrar shall, not less than ten days previous to each ordinary meeting, issue to each member of the Finance Committee a notice stating the time and date of the meeting and this notice shall be accompanied by agenda paper showing the business to be brought before the meeting.
- (6) In the case of special meeting, as directed by the Vice Chancellor, the Registrar shall give such previous notice of the time and date as the circumstances in each case may permit. Such notice shall be accompanied by agenda paper, and no motion shall be discussed at the special meeting which is not on the agenda.
- (7) Three Members of the Finance Committee shall form the quorum at any meeting thereof.
- (8) Each member of the Finance Committee shall have one vote and if there shall be equality of votes or any question to be determined by the Finance Committee, the Chairman of the Finance Committee, or as the case may be, the member presiding over that meeting shall, in addition, have a casting vote.
- (9) All motions shall pass through the Vice-Chancellor.
- (10) The proceedings of each meeting of the Finance Committee shall be entered in a Minute Book and signed by the Vice-Chancellor and shall be confirmed at the next meeting.
- (11) The Finance Officer of the University shall be entitled to be present and to speak at any meeting of the Finance Committee but shall not be entitled to vote thereat.



- (12) The Vice Chancellor shall have the power to invite any professor of the University or a financial expert. Such invitees shall not be entitled to vote in the meeting.
- (13) In all other respects, the provisions relating to procedure for the meetings of the Executive Council shall apply mutatis mutandis to the meetings of the Finance Committee.

8. PROCEDURE FOR THE MEETING OF OTHER BODIES

- (1) The bodies of the University shall meet as prescribed by the authority constituting the body.
- (2) The bodies of the University shall have the power and functions as may be conferred on them by the authority of the University constituting them.
- (3) One half of the members of the body shall constitute the quorum of the meeting.
- (4) The procedure for the conduct of the meeting shall be decided by the person presiding over the meeting.
- (5) The chairman of the body of the University shall preside over a meeting of the body of the University of which he is chairman, and in his absence, the members present shall elect a person from amongst themselves to preside over the meeting.
- (6) Each member of the body of the University shall have one vote and if there shall be equality of votes or any question to be determined by the body of the University, the Chairman of the body of the University, or as the case may be, the member presiding over that meeting shall, in addition, have a casting vote.
- (7) The proceedings of each meeting of the body shall be entered in a Minute Book and signed by the person presiding over the meeting and shall be submitted to the Vice Chancellor.

CHAPTER – III OFFICERS OF THE UNIVERSITY

9. OFFICERS OF THE UNIVERSITY

- (1) In addition to the officers declared by Section 26 of the Act, following persons shall also be the officers of the University:
 - (a) Head of the Departments appointed under Section 32 of the Act,
 - (b) Director of Online and Distance Education.
 - (c) Dean Research and Publication, and



- (d) Finance Officer.
- (2) Order of Precedence as envisaged under Section 26 of the Act read with Sections 32 and 33 of the Act and sub-section (1) of this Section shall be the Order of Precedence for the officers of the University.
- (3) The power, functions, appointments and the conditions of service of officers declared under Section 26 of the Act and declared by these statutes under Section 26 of the Act shall be such as provided by the Act and prescribed by these Statutes.
- (4) Offices of the Dean of Faculties, Registrar, Controller of Examination, Dean Student Welfare and Finance Officer shall be independent but coordinate offices working under the direct control and supervision of the Vice-Chancellor. These Officers shall be accountable and responsible individually and directly to the Vice-Chancellor.

10. VICE-CHANCELLOR: APPOINTMENT, POWERS, TERMS & CONDITIONS

- (1) Appointment of the Vice-Chancellor shall be made by the Chancellor in accordance with the provisions of the Madhya Pradesh National Law Institute University Act, 2018.
- (2) The Vice-Chancellor shall:
- (a) issue notices in consultation with the Chancellor for convening meetings of the General Council;
 - (b) prepare and keep the minutes of all the meetings of the General Council; and
 - (c) appoint examiners and moderators for all examinations on the recommendation of Dean of Faculties.
- (3) In furtherance to the provisions of Section 30 of the Act, emoluments and other conditions of service of the Vice-Chancellor shall be at par with the Vice-Chancellor of a Central University as prescribed by the Central Government/ University Grants Commission (UGC) from time to time.
- (4) In particular, and without prejudice to the generality of the provisions of sub-section (3), the Vice-Chancellor shall be entitled to the following throughout the term of his office, namely:
- (a) free furnished residential accommodation with free water and electricity in the premises of the University without payment of any rent,
 - (b) office facilities and staff in the office and at the residence,



- (c) two orderly, one sweeper, one gardener and security guards at his residence,
- (d) an official vehicle with drivers and fuel for vehicle will be provided by the University on actual consumption basis without any maximum limit of fuel consumption,
- (e) maintenance and upkeep of official residence including furniture and fittings, any other item provided by the University for daily use, and official vehicle shall be done by the University and no charge in this regard shall fall on the Vice-Chancellor personally,
- (f) pay and allowances (dearness allowance, hometown travel concession, leave travel concession, children's education allowance, travelling allowance) as notified from time to time by UGC or MOE, Government of India,
- (g) The Vice-Chancellor shall be entitled to travel by air and shall be entitled to travelling/other allowances prescribed by the Executive Council from time to time,
- (h) not less than 12% of his basic pay and dearness allowance shall be contributed by him to his contributory provident fund every month and the University shall contribute every month an equal amount to match his contribution. In addition, the Vice-Chancellor shall be entitled to pension as prescribed for permanent employees of this University,
- (i) full reimbursement of medical expenses including hospitalization charges incurred towards the treatment of self and his dependents,
- (j) casual leave, earned leave, medical leave and other leaves at par with the Vice-Chancellor of a Central University prescribed by the Central Government/ University Grants Commission (UGC) from time to time,
- (k) encashment of earned leave as applicable to other employees of the University,
- (l) gratuity as applicable to other employees of the University, and
- (m) such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Chancellor.

11. DEAN OF FACULTIES: APPOINTMENT, POWERS, TERMS & CONDITIONS

- (1) The Vice-Chancellor shall have the power to appoint one Professor of Law as Dean of Undergraduate Studies and one Professor of Law as Dean of Postgraduate Studies.
- (2) The term of office of Dean of Faculties shall be three years. Dean of Faculties shall be eligible for one reappointment only during her/his regular service of the University.



- (3) The Dean of Faculties shall be the Academic Head of all the departments of study.
- (4) The Dean of Faculties shall:
 - (a) issue the Academic Calendar and Time Table for classes and examinations and shall be responsible for the conduct of teaching and mode of examination in the University,
 - (b) review the syllabus, reading material and teaching plan prepared by the teachers before the beginning of each Semester in every Academic Year,
 - (c) issue the guidelines for setting the question papers, preparation of model answer, and evaluation of answer scripts in a timely manner,
 - (d) organize the meeting of faculties, and
 - (e) be accountable to the Vice-Chancellor for discharge of his duties.

12. HEAD OF THE DEPARTMENT: APPOINTMENT, POWERS, TERMS & CONDITIONS

- (1) Subject to the provisions of Section 32, there shall be a head of the department for each of the department of studies of the University.
- (2) The Vice-Chancellor shall have the power to appoint the senior most teacher in the regular service of the University in the concerned department of studies as Head of the Department.
- (3) The term of office of Head of the Department shall be three years. The Head of the Department shall be eligible for one reappointment only during her/his regular service of the University
- (4) The Head of the Department shall perform his functions and duties under the supervision of the Dean of Faculties.
- (5) The Head of the Department shall carry out all the functions of his department and shall promote research and publication in his department of study.
- (6) Teachers in each department of study shall report to his Head of the Department for duty and will apply for leave through the Head of the Department.

13. REGISTRAR: APPOINTMENT, POWERS, TERMS & CONDITIONS

- (1) Subject to the provisions of Section 33 of the Act, Registrar shall be appointed as per the provisions of "Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations



of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.

- (2) The Registrar shall be administrative head of the University and all the officers of the University, other than Academic Staff, shall be responsible to the Registrar.
- (3) The Registrar shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee constituted for the purpose, for a tenure of five years, which may be renewed for similar terms by the Executive Council.
- (4) The age of superannuation of the Registrar shall be 62 years. *Provided* if the Registrar is a permanent Teacher of the National Law Institute University, Bhopal, the age of superannuation shall be 65 years or as may be revised by MOE or UGC from time to time.
- (5) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Vice Chancellor may appoint for the purpose.
- (6) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the “Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.

Provided if a teacher of the University is appointed on full time to discharge the responsibilities of the Registrar, in addition to his own responsibilities, he shall be entitled to an honorarium at the rate of 10% of his basic pay or Rs. 10,000/- per month, whichever is lower.

- (7) The Registrar shall be entitled to all the benefits of service as is applicable to other permanent employees of the University. Further the basic pay payable to any person joining as Registrar of the University shall not be less than the basic pay last drawn by him in the service of any Central or State government as the case may be.
- (8) The Registrar shall carry out all the directions and orders of the Executive Council and the Vice-Chancellor without any demur as expeditiously as possible and be accountable to the Vice-Chancellor for discharge of his duties.



(9) The Registrar shall be provided with one orderly at his office, and an official vehicle with a driver and fuel for vehicle will be provided by the University on actual consumption basis subject to a maximum limit of 120 liters per month and no charge shall fall on the Registrar personally in respect of the maintenance of such vehicle.

(10) The Registrar shall have power to take disciplinary action against Group C and D employees of the University i.e., to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or of the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(11) An appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified in item (8).

(12) In case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Vice Chancellor along with his/her recommendations. *Provided* that an appeal shall lie to the Executive Council against an order of the Vice Chancellor imposing any penalty.

(13) It shall be the duty of the Registrar -

- (a) to issue notices on the direction of Vice Chancellor convening meetings of the Executive Council, Academic Council, Finance Committee and of any Committees appointed by the authorities of the University;
- (b) to prepare and keep the minutes of all the meetings of the Executive Council, Academic Council, Finance Committee and of any Committees appointed by the authorities of the University;
- (c) to authenticate and sign all mark sheets, transcripts and certificates.
- (d) to conduct the official correspondence on the direction of Vice Chancellor of the Executive Council Academic Council and Finance Committee.

14. THE CONTROLLER OF EXAMINATION: APPOINTMENT, POWERS, TERMS AND CONDITIONS

(1) Subject to the provisions of Section 26 of the Act, Controller of Examination shall be appointed as per the provisions of "Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance



Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.

- (2) The Controller of Examination shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee constituted for the purpose, for a tenure of five years, which may be renewed for similar terms by the Executive Council.
- (3) The age of superannuation of the Controller of Examination shall be 62 years. Provided if the Controller of Examination is a permanent Teacher of the National Law Institute University, Bhopal, the age of superannuation shall be 65 years or as may be revised by MOE or UGC from time to time.
- (4) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Vice Chancellor may appoint for the purpose.
- (5) The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the “Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.

Provided if a teacher of the University is appointed on full time to discharge the responsibilities of the Controller of Examination, in addition to his own responsibilities, he shall be entitled to an honorarium at the rate of 10% of his basic pay or Rs. 10,000/- per month, whichever is lower.

- (6) The Controller of Examination shall be entitled to all the benefits of service as is applicable to other employees of the University.
- (7) The Controller of Examination shall carry out all the directions and orders of the Executive Council and the Vice-Chancellor as expeditiously as possible and be responsible to the Registrar for discharge of his duties.
- (8) The Controller of Examination shall consult the Dean of Faculties before finalizing and notifying the scheme and schedule of examinations.



- (9) The Controller of Examination shall be the Principal Officer in-charge to conduct examination, tests and the declaration result as directed by the Vice-Chancellor. He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor.
- (10) The Controller of Examination will be the Convenor of Examination Committee constituted by the Academic Council and inform the proceeding of Examination Committee to the Vice-Chancellor;
- (11) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
- (12) Subject to prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities namely:
 - (a) arrange for printing/photocopying of question papers, making sets of question papers according to seating arrangements, arrangements of answer books according to code number or roll number and safe custody of all such documents;
 - (b) send answer books along with the question papers to evaluators and expedite the process of evaluation;
 - (c) ensure timely declaration and publication of result and to refer cases of use of unfair means to the Committee constituted for this purpose by the Vice-Chancellor and obtain the report of the Committee prior to declaration of results;
 - (d) ensure confidentiality of the examination related matters;
 - (e) submit report regarding examinations to the Vice-Chancellor;
- (13) The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Vice-Chancellor.

15. THE DEAN STUDENT WELFARE: APPOINTMENT, POWERS, TERMS AND CONDITIONS

- (1) The Dean, Student Welfare shall be responsible for ensuring the welfare of the students and shall also be responsible for maintenance of discipline amongst the students within the premises of the University.
- (2) The Dean, Student Welfare shall be a person not below the rank of Professor of the University. He shall be appointed by the Vice-Chancellor.



- (3) The Dean, Student Welfare shall hold office for a term of three years and shall be eligible for one re-appointment.
- (4) Assistant Dean, Student Welfare(s) may be appointed by the Vice-Chancellor from amongst the Members of Faculty on such terms and conditions as the Vice-Chancellor may think appropriate. The Assistant Dean, Student Welfare(s) shall extend help to the Dean, Student Welfare in performance of his duties.
- (5) The Dean, Student Welfare shall look after the law-and-order situations in the University premises.
- (6) The Dean, Student Welfare shall exercise such other powers and perform such duties commensurate to student welfare as may be assigned to him by the Vice-Chancellor from time to time.
- (7) He shall report to the Vice-Chancellor from time to time, the problems of students as well as student discipline and law and order in the University campus.
- (8) The Dean, Student Welfare and Assistant Dean, Students Welfare(s) shall be accountable to the Vice-Chancellor in maintaining law and order situations and problem in the University campus.
- (9) The Dean, Student Welfare in case of emergency may take action in case of an act of students' indiscipline or law and order situation on the University campus with the approval of the Vice-Chancellor.

16. DIRECTOR OF ONLINE AND DISTANCE EDUCATION: APPOINTMENT, POWERS, TERMS & CONDITIONS

- (1) The Director of Online and Distance Education shall ensure promotion of learning through online mode and shall design and develop course curricula for Certificate and Diploma Courses and shall place the same before the Board of Studies.
- (2) Without prejudice to the foregoing provisions, the Director of Online and Distance Education shall be responsible to:
 - (a) Oversee appropriate development, review, and maintenance of distance learning courses.
 - (b) Organize Faculty Development Programs, Refresher Courses and Orientation Programs for online instruction.
 - (c) Coordinate instructional technology support and training in course design and development, including training to address accessibility and effective pedagogy.



- (d) Coordinate training and support in the development of multimedia and other instructional technology elements.
 - (e) Oversee testing procedures and facilities for distance learning students.
 - (f) Coordinate and update the eLearning Faculty Handbook and other resources in accordance with Best Practices.
 - (g) Work with the eLearning departments of other institutions and governments.
 - (h) Develop and manage the annual budget for the Department.
 - (i) Provide reports and data to the Vice Chancellor.
 - (j) Collaborate with Dean of Faculties and Head of the Departments to ensure compliance with policies, procedures and standards.
 - (k) Develop distance education partnerships, consortiums, and strategic alliances beneficial to the University.
 - (l) Submit grant-writing projects for the Department.
 - (m) Perform other duties assigned by the Vice Chancellor.
- (3) Director of Online and Distance Education shall be paid a monthly honorarium as may be fixed by the Vice-Chancellor from time to time. He shall be provided office facilities, office staff and one orderly at his office.

17. DEAN OF RESEARCH AND PUBLICATION: APPOINTMENT, POWERS, TERMS & CONDITIONS

- (1) The Dean of Research and Publication shall ensure promotion of research, publication and training in the University and shall conduct Training of Trainers Programs on regular basis.
- (2) Without prejudice to the foregoing provisions, the Dean of Research and Publication shall be responsible to:
 - (a) Ensure indexing of publication of the University and proceedings of conferences, seminars, workshops, symposia and colloquia in UGC Listed Journals and SCOPUS.
 - (b) Promote interdisciplinary research initiatives and collaborations.
 - (c) Promote the areas of priority for research funding with industry, governments and other agencies
 - (d) Provide information regarding project/consultancy projects to the members of faculty and motivate them to file research proposal.
- (3) Dean of Research and Publication shall be paid a monthly honorarium as may be fixed by the Vice-Chancellor from time to time. He shall be provided office facilities, office staff and one orderly at his office.



18. FINANCE OFFICER: APPOINTMENT, POWERS, TERMS AND CONDITIONS

- (1) The Finance Officer shall be a whole-time salaried employee of the University and shall be appointed on the recommendation of a Selection Committee constituted for the purpose, for a tenure of five years, which may be renewed for similar terms by the Executive Council.
- (2) The Finance Officer shall be appointed as per the provisions of “Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.
- (3) The age of superannuation of the Finance Officer shall be 62 years. Provided if the Finance Officer is a teacher the age of superannuation shall be 65 years or as may be revised by MOE or UGC from time to time.
- (4) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the “Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.

Provided if a teacher of the University is appointed on full time to discharge the responsibilities of the Finance Officer, in addition to his own responsibilities, he shall be entitled to an honorarium at the rate of 10% of his basic pay or Rs. 10,000/- per month, whichever is lower.
- (5) The Finance Officer shall be entitled to all the benefits of service as is applicable to permanent employees of the University.
- (6) The Finance Officer shall be the custodian of all moveable and immovable property of the University and shall ensure proper and necessary maintenance and upkeep thereof.
- (7) The Finance Officer shall be the custodian of all financial records both in physical and digital forms.



- (8) The Finance Officer shall carry out all the directions and orders of the Executive Council and the Vice-Chancellor as expeditiously as possible and be directly responsible to the Registrar for discharge of his duties.
- (9) The Finance Officer shall discharge his/her duties in accordance with the Statutes, Ordinances, and Regulations of the University.
- (10) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Vice Chancellor may appoint for the purpose.
- (11) The Finance Officer shall advise the University as regards its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by Regulations.
- (12) Subject to the control of the Executive Council or the Vice Chancellor, the Finance Officer shall:
 - (a) hold and manage the property and investments including trust and endowed property;
 - (b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are spent on the purposes for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balance and on the state of investment;
 - (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (f) have the accounts of the University regularly audited by an internal audit party;
 - (g) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date, and that the stock checking is conducted of equipment and other consumable materials in all offices, special centers, and institutions maintained by the University; and
 - (h) brings to the notice of the Vice Chancellor any unauthorized expenditure and other financial irregularities and suggest appropriate action against the person(s) at fault;
 - (i) call for from any office or institution under the University, any information or returns that he may consider necessary for the performance of his duties



CHAPTER – IV
TEACHING IN THE UNIVERSITY

19. DEPARTMENT OF STUDIES

- (1) There shall be following Department of Studies:
 - (a) Department of Jurisprudence and Legal Theory
 - (b) Department of Intellectual Property Rights and Business Law,
 - (c) Department of Constitutional and Administrative Law,
 - (d) Department of Human Rights,
 - (e) Department of Criminal Law,
 - (f) Department of Labour Studies,
 - (g) Department of Cyber Law and Information Security,
 - (h) Department of Humanities, and
 - (i) Department of Online and Distance Education.
- (2) The teacher-student ratio in the University shall ordinarily be 1:15.
- (3) The new nomenclature of the teaching posts, excluding the existing nomenclature, in the University shall be such as may be prescribed by the Executive Council.
- (4) Each Department of Studies, except the Department of Online and Distance Education, shall have not less than seven teaching posts comprising of one Professor, two Associate Professors, three Assistant Professors and one Research Associate appointed against sanctioned posts through direct recruitment.

Provided that the number of teaching posts in the Department of Humanities shall not exceed the number of subjects offered by the Department of Humanities.

Provided further, that the candidates having a Degree of Law shall be given preference in appointment to the teaching posts in the Department of Humanities.

20. BOARD OF STUDIES

- (1) The University shall have a board of studies consisting of all the teachers of the University and Dean of Faculties shall preside over the meetings of Board of Studies. Two experts not in the service of the University nominated by the Vice Chancellor who shall hold office for the period of three years from the date of nomination and shall be eligible for one re-nomination.
- (2) The functions of the Board of Studies shall be such as may be prescribed by the ordinances.



CHAPTER – V
SERVICE CONDITIONS OF OFFICERS AND EMPLOYEES OF THE UNIVERSITY

21. SERVICE CONDITIONS OF OFFICERS, TEACHERS, AND EMPLOYEES

- (1) These statutes shall be binding on all authorities, officers, teachers and employees of the University and persons connected with the University.
- (2) No alteration in the pay and allowances, increment, rate of contribution to the provident fund, designation and the age of superannuation of an employee in the service of the University shall be made to his disadvantage after she/he has joined the University.
- (3) All employees shall be entitled to all the benefits as are applicable to the employees of Central Universities.
- (4) The Faculty and Technical staff in the department of Cyber Law & Information Security, shall be permitted to intern with Agencies, Organizations and Institutions to gain relevant practical exposure for a period of 15 days in a year and the same may be treated as Academic Leave.

22. APPOINTING AUTHORITIES

- (1) Appointment to a post in the University shall be made:
 - (a) in the case of a post in Group 'D', by the Registrar with the prior approval of the Vice-Chancellor;
 - (b) in the case of posts in Group 'C' & 'B', by the Vice Chancellor;
 - (c) in the case of posts in Group 'A' including Controller of Examination and Finance Officer, by the Vice Chancellor with the approval of the Executive Council;
 - (d) in the case of post of Registrar, by the Vice-Chancellor on the approval of the Executive Council and Chancellor; and
 - (e) in the case of post of Vice-Chancellor, by the Chancellor in accordance with the provisions of the Act and these statutes.

23. APPOINTMENT AND PROMOTION

- (1) Appointment to a permanent post in the University shall be made through direct recruitment by advertising the post(s) in an English and a Hindi newspaper having national circulation and on the University website. The University may adopt other means for wider circulation.



- (2) University may appoint eligible and qualified persons on deputation or contract who is in the service of Central or State government against any vacant post for a specified time on such terms and conditions as may be approved by the Executive Council on the recommendation of the Vice-Chancellor.
- (3) Permanent employees, in Level 10 and above of 7th Central Pay Commission, shall be eligible for promotion in accordance with the Regulations of UGC as amended and notified from time to time.
- (4) Permanent employees, in Level 9 and below of 7th Central Pay Commission, shall be eligible for promotion after: (a) satisfactory completion of five years of service (which may be certified by the concerned authority) in each Level of 7th Central Pay Commission, and (b) favorable recommendation of the Departmental Promotion Committee constituted by the Vice-Chancellor. In case an employee is not recommended by the Departmental Promotion Committee for promotion, then he/she will be eligible for automatic promotion to the next level after satisfactory completion of ten years of service which may be certified by the concerned authority.

24. APPOINTMENT OF THE TEACHERS, DEPUTY LIBRARIAN, ASSISTANT LIBRARIAN AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS: ELIGIBILITY, PROCEDURE OF SELECTION COMMITTEES

- (1) The qualification and nomenclature of posts of teachers, deputy librarian, assistant librarian and assistant director of physical education and sports in Level 10 and above as per 7th Central Pay Commission; shall be such as may be prescribed by UGC.
- (2) Direct recruitment to the post of Assistant Librarian, Deputy Librarian, Assistant Professor, Associate Professor, Professor, Senior Professor, Assistant Director Physical Education and Sports and equivalent positions shall be governed by the UGC Regulation 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 as amended and notified by MOE or UGC, from time to time.
- (3) Career Advancement Scheme for Assistant Librarian, Deputy Librarian, Assistant Professor, Associate Professor, Professor, Senior Professor, Assistant Director Physical Education and Sports and equivalent positions shall be governed by the UGC Regulation 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 as amended and notified by MOE or UGC, from time to time.



25. APPOINTMENT OF REGISTRAR, FINANCE OFFICER, DEPUTY REGISTRAR, ASSISTANT REGISTRAR, FINANCE OFFICER, ASSISTANT FINANCE OFFICER AND OTHER EQUIVALENT POSTS: ELIGIBILITY, PROCEDURE OF SELECTION COMMITTEES

- (1) The qualification and nomenclature of posts of Registrar, Finance Officer, Deputy Registrar, Assistant Registrar, Assistant finance officer and other equivalent posts in Level 10 and above as per 7th Central Pay Commission; shall be such as may be prescribed by UGC.
- (2) The appointment to the posts of Registrar, Finance Officer, Deputy Registrar, Assistant Registrar, Assistant Finance Officer and other equivalent posts shall be governed by the “Scheme of revision of pay for the post of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer, Deputy Finance Officer and Assistant Finance Officer following on the recommendations of the 7th Central Pay Commission (CPC) dated 18th January, 2018” as amended and notified by MOE or UGC, from time to time.
- (3) The composition of Selection Committee for the appointment of the posts of Registrar, Finance Officer, Deputy Registrar, Assistant Registrar, Assistant Finance Officer and other equivalent posts shall be such as is applicable to the equivalent teaching posts prescribed by UGC.
- (4) The terms and conditions of service of the posts of Registrar, Finance Officer, Deputy Registrar, Assistant Registrar, Assistant Finance Officer and other equivalent posts shall be such as may be prescribed by UGC Regulations as amended and notified from time.

26. APPOINTMENT OF OTHER ADMINISTRATIVE STAFF: ELIGIBILITY, PROCEDURE OF SELECTION COMMITTEES

- (1) The qualification and nomenclature of posts of administrative staff in Level 9 and below as per 7th Central Pay Commission; existing sanctioned posts of non-teaching employees, shall be such as may be prescribed by in Central University.
- (2) The eligibility for appointment to posts of administrative staff shall be at par with the eligibility for appointment to posts of non-teaching employees as applicable in Central Universities.
- (3) The terms and conditions of service of posts of administrative staff shall be at par with the terms and conditions of service for posts of non-teaching employees as applicable in Central Universities.



- (4) Procedure for selection to the posts of administrative staff shall be at par with the selection procedure for appointment to a post of non-teaching employees as applicable in Central Universities.

27. MINIMUM AGE OF APPOINTMENT

No person shall be appointed in the University, who is below 18 years of age.

28. MEDICAL FITNESS

A person selected for appointment to any post through direct appointment shall be required to produce at his own cost a certificate of good health from a medical practitioner in a government hospital.

Provided that the above condition shall not apply to Professor Emeritus/Guest Professors/Guest Scholars invited by the University.

29. TEMPORARY AND PERMANENT SERVICE

- (1) An employee shall be a temporary employee of the University if he is not appointed to a substantive post in the University through general selection committee.
- (2) An employee appointed to a substantive post in the University through general selection committee shall be a permanent employee of the University.

30. APPOINTMENTS TO A SUBSTANTIVE POST

- (1) No employee shall be appointed substantively to any post unless:
 - (a) Such post is permanent and nobody else has been substantively appointed to it; and
 - (b) The service of the employee in the University is approved by the Executive Council.
- (2) An employee appointed on a substantive post shall hold the post till his age of superannuation as prescribed by this statute.

31. PROBATION

- (1) All employees appointed against a substantive post through direct recruitment shall be initially appointed on probation.
- (2) The minimum period of probation of an employee shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance. The employee concerned shall be informed through a specific order, before expiry of the first year, clearly highlighting the area in which his performance has not been



satisfactory in the first year of probation and hence he must improve and render a satisfactory performance in the extended period of probation failing which he shall not be confirmed on the post on which he is appointed on probation. If the employee concerned fails to render a satisfactory performance in the first nine months of extended period of probation, he shall be given a three months' notice that he shall not be confirmed on the post on which he is appointed on probation because of the reasons stated in the said notice and on the expiry of extended period of probation his appointment on probation shall stand terminated without any further notice.

- (3) Where an employee appointed on probation renders a satisfactory performance in the first year of probation or second year of probation, as the case may, he shall be confirmed on the post on which he is appointed at the end of the first year or second year, as the case may be.
- (4) It shall be obligatory on the part of the University to issue an order of confirmation to the incumbents within forty-five days of completion of the probation period after the due verification of satisfactory performance from the Dean of Faculties in case of teachers and from the Registrar in case non-teaching employee.
- (5) The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- (6) All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

32. SCALES OF PAY, INITIAL PAY, INCREMENTS, ALLOWANCES, AND PRIZES

- (1) The scale of pay, initial pay, increments and allowances for the posts in the University shall be such as may be notified by the Government of India or UGC, from time to time.
- (2) An employee appointed on a substantive post shall be entitled to grant of annual increment on 1st January or 1st July, as is applicable to that individual employee and the salary of January or July, as the case may be, shall be inclusive of increment.
- (3) Dearness Allowance, House Rent Allowance, Child Education Allowances, and other allowances shall be included in the monthly salary of the employees with effect from the date such allowances have been made applicable to the employees of the Central Government.
- (4) An employee appointed on a substantive post shall be entitled to Child Education Allowances as a claim till his/her superannuation commensurate to the notifications on such allowance as notified by the Central Government from time to time.



- (5) A teacher or student having the maximum number of publications in journals with aforesaid journal specifications in an academic year shall be given 'Scholar's Achievement' award in the Convocation. If two or more teachers and/or students have a tie, the award shall be given to all of them.

33. ALLOWANCES AND BENEFITS

- (1) Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- (2) Pension, Gratuity, ex-gratia compensation etc. as applicable to Central Government employees shall also be applicable.

34. ALLOWANCES

The following allowances are admissible to the employees of the University (1) Dearness Allowance; (2) House Rent Allowance; (3) Leave Journey Allowance; (4) Travelling and Daily Allowances; (5) Interim Relief; (6) Washing Allowance; (7) Overtime Allowance; (8) Transport Allowance; (9) Children Education Allowance; and (10) any other allowance applicable to the employees of Central University and/or Central Government.

- (1) **DEARNESS ALLOWANCE**
Dearness allowance shall be admissible at the rates of the Central Government and will be subject to such conditions as prescribed by it.
- (2) **HOUSE RENT ALLOWANCE**
The House Rent Allowance payable to the Staff shall be as provided under the VII Central Pay Commission.
- (3) **ALLOWANCES DURING SUSPENSION**
An employee under suspension shall, during the period of suspension, draw full House Rent Allowance admissible to him and Dearness Allowance at half the rate admissible to him immediately before the suspension;
Provided that the House Rent Allowance shall not be admissible unless the employee resided at the Headquarters of the University for substantial part of the month for which it is claimed.



(4) ALLOWANCES DURING LEAVE

- (a) House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:
- (i) During causal leave, compensatory leave or quarantine leave, the same as on duty.
- (ii) During leave with allowances for the first four months, the same as he/she was drawing immediately before proceeding on leave. *Provided* that in the case of HRA he continues to actually reside at the headquarter.
- (b) DA may be drawn during any period of leave, other than extra ordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowance during leave will be based on the leave salary actually drawn.
- (c) During the study leave DA, HRA and CCA whether in India or abroad will be regulated by the EC by special orders. The decision of the EC should be based on the living standards and allowances provided by the University of repute in the concerned foreign University.

35. LEAVE JOURNEY ALLOWANCE/ LEAVE TRAVEL CONCESSION

Leave Journey Allowance shall be admissible to an employee in accordance with the provisions in the Government of India to be prescribed by the Executive Council from time to time.

36. TRAVELLING ALLOWANCE

Travelling Allowance for journeys performed by an employee on duty within India shall be admissible in accordance with the notification of Central Government.

37. DAILY ALLOWANCE

- (1) Daily Allowance for each day of absence of an employee from the headquarters of the University on duty within India shall be admissible in accordance with the notification of Central Government.
- (2) Daily allowance for each day of absence of an employee from the headquarters of the University duty outside India shall be admissible at such rate as may be determined in each case by the Executive Council. The decision of the EC should



be based on the living standards and allowances provided by the University of repute in the concerned foreign University.

38. TRANSPORT ALLOWANCE

All employees of the University are entitled to Transport Allowance as per the provisions of 7th Central Pay Commission.

39. PAYMENT OF ALLOWANCES

- (1) Dearness Allowance, City Compensatory Allowance and House Rent Allowance admissible to an employee for any month shall be payable with his Pay;
- (2) Leave Journey Allowance/Leave Travel Concession shall be paid in accordance with the provisions of notification of Central Government;
- (3) Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters;

Provided that the Vice Chancellor may sanction payment in advance of such sum as he deems fit towards such allowance;

- (4) An employee resigning from the service of the University without the notice prescribed by regulation shall not, unless the Controlling Authority directs otherwise, be allowed to draw the allowances due but not drawn;

Provided that the allowances so not allowed to be drawn shall not exceed the allowances for one month.

40. MEDICAL REIMBURSEMENT AND GROUP HEALTH INSURANCE

- (1) Employees and their dependents including parents suffering from life-long diseases such as diabetes, hypertension, thyroid and the like shall be entitled to full reimbursement of medical expenses incurred towards clinical tests and medication but excluding hospital expenses.
- (2) Employees and their dependents including parents not suffering from life-long diseases shall be entitled to the reimbursement medical expenses incurred towards clinical tests and medication @ Rs. 50,000/ - per annum but excluding hospital expenses which may be revised for upgradation by Executive Council by resolution from time to time.
- (3) All the employees their dependents including parents, of the University shall be covered by Group Medical Insurance to cover hospitalization expenses up to



Rs. 10,00,000/- per annum. The premium towards Group Medical Insurance Policy shall be paid by the University.

- (4) The upper limit of medical cover for employees may be revised by the Executive Council by resolution from time to time.

41. VACATION

The Teachers shall be entitled to vacations as following:

- a. 15 days as winter vacations; and
- b. 45 days as summer vacations;

42. LEAVE

- (1) No leave can be claimed as of right and the grant of leave shall be subject to the exigencies of service and the circumstances of each case.
- (2) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.
- (3) Employees of the University shall be entitled to leave prescribed by these Statutes and wherever these Statutes are silent employee shall be entitled to leave as may be prescribed by the Government of India and/or UGC.
- (4) An employee before proceeding on leave shall take prior sanction, except in emergencies and such absence shall be counted as casual leave, and shall apply on prescribed form stating in writing her/his contact address while on leave. The employee shall also keep the University informed of any subsequent changes in such address.
- (5) The University shall maintain a leave account in respect of every employee of all leaves.
- (6) The Vice-Chancellor shall have the power to grant all types of leaves to all Executive Officers and all employees except Casual Leave to Groups B, C & D employees to whom the Casual Leave shall be granted by the Registrar.
- (7) The Registrar shall grant the Casual Leave to Group B, C and D employees only after the concurrence of the Executive Officer under whom the applicant is working.
- (8) The employees shall be entitled to following leaves of absence:
 - (a) CASUAL LEAVE



- (i) A permanent employee may be granted casual leave of not more than 4 days at a time and not more than 8 days in a calendar year. *Provided* the Vice-Chancellor may allow an employee to combine casual leave with earned leave or half pay leave.
 - (ii) An employee working on ad-hoc basis, contract basis, temporary basis or daily wages will be deemed to have earned leave in the nature of casual leave by rendering services @ one day per month. Such an employee will be eligible to a leave in the nature of casual leave due to him/her in a calendar year.
- (b) SPECIAL CASUAL LEAVE
- (i) Special casual leave, not exceeding 10 days in a calendar year, may be granted to an employee:
 - 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.
 - c. 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.
 - (ii) 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 program. Leave in this case shall be restricted to six working days; and
 - b. To a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
 - c. Every menstruating employee shall be entitled to menstrual leave for 10 days in a calendar year.
 - (iii) 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.



(c) COMPENSATORY LEAVE

- (i) A permanent employee required to perform duties on a Sunday or a holiday shall be eligible for compensatory leave for a corresponding number of days in the same calendar year. If the employee does not avail the compensatory leave in the same calendar year, then 1/3 of the said compensatory leave shall be credited to his/her earned leave account.
- (ii) An employee working on ad-hoc basis, contract basis, temporary basis or daily wages if required to perform duties on a Sunday or a holiday shall be eligible for compensatory leave for a corresponding number of days in the same calendar year.
- (iii) Ordinarily an office order may be issued for performing duties on Sunday or a holiday. However, if the office order has not been issued and the employee performs the duty on the instruction of his/her superior, then the application of the employee to that effect shall be sufficient for the claim of compensatory leave.

(d) EARNED LEAVE AND LEAVE ENCASHMENT

- (i) All administrative staff holding a substantive post shall be entitled to earned leave @ 30 days per annum plus 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.
- (ii) All teachers holding a substantive post shall be entitled to earned leave @ 1/30th of the actual service including vacation, i.e., @ 13 days per annum plus 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation, subject to the maximum 30 days in a calendar year.
- (iii) For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave shall be excluded.
- (iv) Earned leave at the credit of a teacher shall not accumulate beyond three hundred (300) days. The maximum period of earned leave that may be sanctioned at a time shall not exceed sixty (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. In case



where only a portion of the leave is spent outside India, the grant of leave in excess of one hundred twenty (120) days shall be subject to the condition that the portion of the leave spent in India shall not, in aggregate, exceed one hundred twenty (120) days.

- (v) 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.
 - (vi) Encashment of earned leave shall be allowed to members of the teaching and non-teaching employees as applicable to the employees of the Central Government.
 - (vii) The University shall maintain an Earned Leave Register for the members of teaching staff and another Earned Leave Register for the members of non-teaching staff. Earned Leave Register for the members of teaching staff shall be authenticated by the Vice-Chancellor on annual basis. Earned Leave Register for the members of non-teaching staff shall be authenticated by the Registrar on annual basis.
 - (viii) Leave encashment shall be allowed to employees for intermittent service.
 - (ix) The University shall create a fund called 'Earned Leave Fund' with a bank or financial institution and shall make annual contribution to this fund sufficient enough to meet the expenditure towards leave encashment.
- (e) **QUARANTINE LEAVE**
- (i) An employee may, on production of a Quarantine Certificate from a Medical or Public Health Officer, be granted quarantine leave for such period, as may be certified by the Medical or Public Health Officer.
 - (ii) During epidemic, pandemic, national lock down or local lock down quarantine certificate from a Medical or Public Health Officer shall not be required.
- (f) **LEAVE NOT DUE**

Leave Not Due shall be granted to an employee as given below:



Save in the case of leave preparatory to retirement, Leave Not Due may be granted to an employee in permanent employment subject to the following conditions:

- (i) Authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of such leave;
- (ii) Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter and adjust thereto as mentioned in clause (iv) hereafter;
- (iii) Leave Not Due during the entire service shall be limited to a maximum of 360 days out of which not more than 90 days may be availed at a time;
- (iv) Leave Not Due shall be debited against the half pay leave that the employee may earn subsequently;
- (v) Authority competent to grant leave obtains an undertaking from the employee that in the event of his resigning or retiring voluntarily from service, he shall refund the leave salary paid to him/her.
- (vi) Where an employee who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, his resignation or retirement will take effect from date on which such leave had commenced, and leave salary already paid, if any, shall be recovered;
- (vii) Where an employee who having availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently

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

(g) SABBATICAL LEAVE

- (i) Permanent, whole-time teachers of the University who have completed seven years of service as Assistant Professor, Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of



increasing their proficiency and usefulness to the University and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a 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 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 organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
 - (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.
- (h) LEAVE ON HALF PAY
- (i) An employee shall be eligible for leave on half pay for 20 days for each completed year of his service.
 - (ii) An employee may be granted leave on half pay
 - (aa) on a certificate of sickness from a registered medical practitioner; or
 - (ab) an employee may be granted leave on half pay on private affairs.



(i) DUTY LEAVE

Duty leaves up to 30 days in a calendar year may be granted for the following purposes:

- (i) Attending Orientation Program, Refresher Course, Research Methodology Workshop, Faculty Induction Program, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the University or with the permission of the University;
- (ii) Delivering lectures, invited as external expert(s) for examinations in in other institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the Vice-Chancellor;
- (iii) Working in another Indian or foreign university, any other agency, institution or organization, on deputation, when so deputed by the University;
- (iv) 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 institution or body; and
- (v) For performing any other duty assigned to him/her by the University.
- (vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (vii) 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 without allowances.
- (viii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or casual leave.
- (ix) Duty leave shall be given also for attending meetings where an employee is invited to share his/her expertise with government agency or any other institution.
- (x) The Vice-Chancellor shall have the power to grant duty leave in addition to 30 days in a calendar year under special circumstances to be recorded in writing.



(j) COMMUTED LEAVE

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent employee 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 Statutes, unless the authority competent to sanction leave has reason to believe that the employee would not return to duty on its expiry.

(k) ADOPTION LEAVE

Adoption leave may be provided as per the Maternity Benefit (Amendment) Act, 2017 No. 6 of 2017 and the rules of the Central Government as amended from time to time.

(l) SURROGACY LEAVE

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

(m) STUDY LEAVE

- (i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the employee who wish to acquire new knowledge and to improve analytical skills. When an employee is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph.D./ Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to her/him by her /him parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided of course she/he does not take up any other remunerative jobs like teaching, in the host country.



- (ii) An employee on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization 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 honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council 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) Study leave shall be granted to entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/Assistant Registrar etc., after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education giving full plan of work.
- (iv) Study leave shall be granted by the Executive Council 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 very exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University. Study Leave shall not be granted to an employee 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. Study leave shall be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.
- (v) Study leave may be granted more than once provided that not less than five years have elapsed after the employee returned to duty on completion of earlier spell of Study leave. For subsequent spell of study leave, the employee 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.
- (vi) No employee who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the permission of the Executive Council, in the event of 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 to treat the period of short-fall as Extra-Ordinary leave has been obtained.

(vii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed off at the discretion of the employee. When 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 study leave, shall be placed in that position and shall get the higher scale only after joining the post.

(viii) The period of study leave shall count as service for the purposes of retirement benefits (pension/contributory provident fund), provided that the employee rejoins the University on the expiry of his/her study leave, and serve for the period for which the Bond has been executed. *Provided* that the terms and conditions of the Bond related to study leave shall not be to the detriment of service conditions of the employee.

Further *provided* that for a study leave of any duration, the Bond period shall not exceed the double of study leave duration. In case of the employee not serving the Bond period or resigning before the expiration of the Bond period, the employee shall be asked to refund to the University, the total of the salary paid to him/her during the study leave.

(ix) Study leave granted to an employee shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, *provided* that where study leave granted has been so cancelled the employee may apply again for such leave.

(x) An employee availing herself/himself of study leave, shall undertake that she/he shall serve the University for a continuous period of at least three years to be calculated from the date of her/his resuming duty on expiry of the study leave. An employee-

(aa) who is unable to complete his/her studies within the period of study leave granted to him/her, or



- (ab) who fails to rejoin the services of the University on the expiry of his/her study leave, or
- (ac) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- (ad) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University, the amount of 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 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 guidelines.

- (xi) Notwithstanding the above, the Executive Council may order that nothing in these guidelines shall apply to an employee 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 may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these guidelines.
- (xii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in para (x) to (xi) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with para(x) to (xi) above.
- (xiii) The employee on study leave shall submit to the Registrar six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution or any other competent authority of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study



leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(xiv) The employee on study 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 study leave shall be put in the public domain, preferably on the website of the University.

(xv) With a view of enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Head of University and his subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of University in the long run.

(n) **EXTRAORDINARY LEAVE**

(a) A permanent employee may be granted extraordinary leave when:

- i. No other leave is admissible; or
- ii. When other leave is admissible but the employee applies in writing for the grant of extraordinary leave.

(b) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

- i. Leave taken on medical certificate.
- ii. Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty to civil commotion or a natural calamity, provided the employee has no other kind of leave to his/her credit;
- iii. Leave taken for pursuing higher studies; and
- iv. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or assignment for



technical or academic work of extraordinary importance to be decided by the Executive Council in each case.

- (c) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two (2) years, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual teacher.
- (d) The authority empowered to grant leave may commute, retrospectively, period of absence without leave into extraordinary leave.

Note I:

Ordinarily extraordinary leave of 6 months or more will not be permitted unless the teacher has put in at least five years of service in the University. This maybe relaxed in the case of those who are awarded fellowships to go abroad for a specified period.

No teacher shall be sanctioned more than 2 years of extraordinary leave at a time.

Note II:

The extraordinary leave granted to teachers selected for award of commonwealth Scholarship/fellowship, Fulbright Scholarship/fellowship, UGC career Award, UGC Research Scientist Award and UGC Fellowship will count for increments.

(o) MATERNITY LEAVE

- (a) Admissible to married/unmarried female employees during:
 - i. Pregnancy: 180 days. - Admissible only to employees with less than two surviving children.
 - ii. Miscarriage/abortion (induced or otherwise): Total of 45 days in the entire service excluding any such leave taken prior to 16-6-1994 admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
- (b) The leave is not debited to the leave account.



- (c) It is granted on full pay.
- (d) It may be combined with leave of any other kind.
- (e) Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation.
- (f) Counts as service for increments.
- (g) Counts as service for pension.
- (h) Not admissible for 'threatened abortion'.

(p) **PATERNITY LEAVE**

Admissible to married male employees:

- (a) Male employee with less than two surviving children.
- (b) Fifteen days during wife's confinement.
- (c) Leave salary will be equal to last pay drawn.
- (d) Not to be debited to the leave account. May be combined with any other kind of leave except casual leave.
- (e) Not to be refused.
- (f) To be applied up to fifteen days before or up to six months from date of delivery.

(q) **CHILD CARE LEAVE**

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

43. COMBINATION AND CONVERSION OF LEAVE

- (1) Any kind of leave other than casual leave and compensatory leave may be granted in combination with or in continuation of any other kind of leave.



- (2) The Controlling Authority may permit an employee to convert any kind of leave other than casual leave or compensatory leave to any other kind of leave admissible to him.

44. OTHER EMPLOYMENT DURING LEAVE

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

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

45. RETURN TO DUTY

- (1) No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the Sanctioning Authority.
- (2) An employee on leave on a certificate of sickness shall not return to duty unless he produces a certificate of health from a medical practitioner to the satisfaction of the Vice-Chancellor in this behalf.

46. PAY DURING LEAVE

Pay during leave shall be such as may be notified by the Government of India or UGC, from time to time.

47. PAY DURING SUSPENSION

Pay during suspension shall be such as may be notified by the Government of India or UGC, from time to time.

48. OVERSTAY AFTER EXPIRY OF LEAVE

An employee who remains absent on the expiry of his leave shall not, unless the Sanctioning Authority otherwise directs, be entitled to any pay and allowances for the period of such absence, and shall be deemed to have resigned from the service of the University if the period of such absence exceeds 30 days.

49. LAPSE OF LEAVE/REFUSED LEAVE

Leave at the credit of an employee shall lapse on the date of his compulsory retirement. *Provided* that where an employee, if in sufficient time before the date of his retirement applies for leave, and the leave or any portion thereof has been refused in the interest of



the University, he may be granted after that date the amount of leave so refused not exceeding the period of earned leave due on such date.

50. LIMIT ON LEAVE PREPARATORY TO RETIREMENT / REFUSED LEAVE

Earned leave taken as leave preparatory to retirement can be availed of subject to a maximum of 300 days.

51. ENCASHMENT OF HALF PAY LEAVE ON RETIREMENT

- (1) The entire Half-Pay leave (HPL), in addition to Earned Leave, at the credit of the employee who retires on superannuation shall be encashed as per rules of the Government of India. The encashment will be subject to the following conditions:
 - a. In respect of future retirees, the amount of encashment of HPL will be calculated and paid together with encashment of Earned Leave;
 - b. Calculation of cash equivalent in respect of HPL at credit shall be made mutatis mutandis in the manner given for Earned Leave.

52. LEAVE SALARY DURING REFUSED LEAVE

Leave salary during the period of refused leave shall be allowed on the analogy of the rules in the Government of India.

53. ENCASHMENT OF UNUTILISED EARNED LEAVE ON RESIGNATION, ETC.

- (1) The Government of India Order regarding encashment of earned leave at the credit of an employee at the time of retirement shall apply mutatis mutandis
- (2) The Government of India rule in regard to encashment of unutilised earned leave on resignation which shall apply to the employees of the University is as follows:

When an employee resigns or quits service on his own accord, the lumpsum cash payment will be only to the extent of half of the earned leave at his credit subject to a maximum of 150 days including the number of days for which encashment was availed along with LTC on the date of cessation from service.

54. ENCASHMENT OF UNUTILISED EARNED LEAVE ON DEATH OF EMPLOYEE IN SERVICE

In the case of death in service of an employee the cash equivalent of leave salary in respect of earned leave at the credit to be paid to his family shall be subject to a maximum of 300



days. Further such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

55. INTIMATION OF LEAVE AT CREDIT

The order sanctioning earned leave/half pay leave to employee shall indicate the balance of such leave at his credit.

56. LIEN

- (1) If a permanent employee of the University is appointed on deputation or otherwise on a tenure post or otherwise of any other institution, he/she shall hold lien on the post substantively held by him/her with the approval of the Executive Council for a period as may be approved by the Executive Council.
- (2) The period of lien shall ordinarily be two years or for the period of deputation and may be extended by the Executive Council on the request of the employee. However, in case of the faculty member appointed as Vice Chancellor of any University, it shall be for a period of 5 years and may be extended by the Executive Council.

Provided if the employee is on deputation to the Central or State Government, any government agency, Central or State University, National Law University, the employee shall be entitled to lien on his / her substantive post for the entire period of deputation with the approval of the Executive Council.

- (3) During the period of lien, the employee shall be entitled to notional annual increment in his/her basic pay.

Provided the notional annual increment shall not be disbursed to the employee during the period of lien but he will be entitled to draw the increment including the notional annual increment credited to his / her basic salary from the date on which he/she rejoins the services of this University.

57. RESIGNATION FROM SERVICE OF THE UNIVERSITY

- (1) No employee shall have the right to resign from the services of the University, unless:
 - (a) he/she has submitted the letter of resignation prior to three months of his/her intended date of resignation;
 - (b) completes all the works assigned to him as assigned or undertaken before the date of tendering the resignation application; and
 - (c) his/her resignation has been accepted by the Appointing Authority.



- (2) An employee whose resignation has been accepted shall be deemed to have retired from the services of the University and shall be entitled to all the retirement benefits on pro rata basis of period of service rendered by him.

58. RETIREMENT OF PERMANENT EMPLOYEE

- (1) A permanent employee shall retire:
- (a) on his attaining the age of sixty years (other than Teachers) or as notified by the central government from time to time. The age of retirement on superannuation for Teachers shall be sixty-five years as notified by the UGC or any other body constitute by the Ministry of Education, Government of India; or
 - (b) on his being declared medically unfit for service by a Medical Board to be designated by the Executive Council in this behalf; or
 - (c) on the imposition of the penalty of compulsory retirement.
- (2) The retirement shall take effect from the afternoon of the last date of the month in which an employee attains the age of superannuation and in case of teacher the retirement shall take effect from the afternoon of the last date of the academic year in which an employee attains the age of superannuation, instead of the afternoon of the actual date of superannuation unless the employee is desirous of taking the retirement in afternoon of the actual date of superannuation.

59. RE-EMPLOYMENT/EXTENSION IN THE SERVICE OF THE EMPLOYEE AFTER RETIREMENT ON SUPERANNUATION

The re-employment/extension in the service of the University after retirement shall be such as may be approved by the Executive Council by resolution on the recommendation of the Vice-Chancellor.

60. PROFESSOR OF EMINENCE, PROFESSOR EMERITUS AND PROFESSOR OF PRACTICE

- (1) A Vice-Chancellor/Professor, who retires from the service of the National Law Institute University, or retired Judge of the Supreme Court of India, or retired Chief Justice of any High Courts in India, or Judge of highest Court of any other country, or a retired Professor of Law/Vice-Chancellor of any National Law University; may be invited as Professor of Eminence for specific academic and research assignments for a duration that may be decided by the Vice-Chancellor. The University shall protect the last pay drawn by such person at the time of his/her retirement and fix the monthly consolidated salary plus house rent allowance and dearness allowance admissible on his/her last pay.



- (2) The Executive Council on the recommendation of the Academic Council may appoint Vice-Chancellor/Professor of this University who retire after a distinguished record of service, retired Judge of the Supreme Court of India, or retired Chief Justice of any High Courts in India, or Judge of highest Court of any other country, or a retired Professor of Law/Vice-Chancellor of any National Law University as Professor Emeritus for 3 years and may be extended each year after certificate of medical fitness is obtained. The salary may be fixed by the vice chancellor after taking the approval of the Executive Council.
- (3) Professor Emeritus shall generally be expected to guide and conduct research and other teaching activities of the University.
- (4) Professor of Eminence or Professor Emeritus shall not take up any other employment anywhere else.
- (5) Professor of Practice shall be appointed in accordance with the guidelines issued by the UGC.

61. RETIREMENT SCHEME

- (1) All employees of the University working on scale of pay shall be entitled to provident fund, new pension scheme and gratuity.
- (2) The Scheme of Contributory Provident Fund shall continue and be renamed as the Scheme of Provident Fund and an amount not less than 12% of the basic pay and dearness allowance of the employee shall be contributed by the employee to his Provident Fund every month. The University shall contribute every month an amount not less than 12% of the basic pay and dearness allowance of the employee to his/her Provident Fund.
- (3) In addition to the benefit of provident fund, the University shall subscribe to the New Pension Scheme for employees of the University working on a scale of pay. The employee shall contribute to New Pension Scheme on monthly basis @ 10% of his/her basic pay plus dearness allowance. The University shall contribute every month to New Pension Scheme which shall not be less than 14% of the basic pay and dearness allowance of the employee every month. The University shall subscribe to the New Pension Scheme with any scheduled bank or financial institutions recognized by the National Pension System Trust. The Vice-Chancellor shall have the power to select the new pension fund manager on the recommendation of a committee appointed by him.



- (4) Heads of “New Pension Scheme Fund” and “Gratuity Fund” shall be created in NLIU Budget.
- (5) Appropriation of money towards “New Pension Scheme Fund” and “Gratuity Fund” may be made in the NLIU Budget of Financial Year 2023-24.
- (6) An amount @10% of the basic salary plus dearness allowance shall be deducted on monthly basis from the salary of employees working on scale of pay and employee’s share and employer contribution @14% of the basic salary plus dearness allowance shall be contributed by the University in the New Pension Scheme Fund.
- (7) Fifty per cent of the amount accumulated in the Contributory Provident Fund, till the date immediately preceding the date on which the University subscribes to the New Pension Scheme, to the credit of the employees working on scale of pay shall be transferred from the Contributory Provident Fund to the New Pension Scheme Fund. The University shall contribute and deposit to the New Pension Scheme Fund an amount equal to the amount so transferred from Contributory Provident Fund as arrears towards New Pension Scheme. Remaining, fifty percent of the said accumulated amount in the Contributory Provident Fund to the credit of the employees shall remain in the renamed Provident Fund of the employee and shall grow with the contribution of the employee @12% of the basic salary plus dearness allowance and employer @12% of the basic salary plus dearness allowance.
- (8) The University shall open a Gratuity Fund Account in a bank and shall deposit an amount sufficient to meet the requirement of gratuity payment. The University shall deposit an amount @1% of the salary plus dearness allowance of all employees working on scale of pay to the Gratuity Fund Account on monthly basis.
- (9) A Committee appointed by the Vice-Chancellor shall work out the financial implication and the Finance Section shall provide all the relevant documents to the Committee for timely implementation of these provisions.
- (10) Employees or their spouse or their minor children, as the case may be, shall be entitled to:
 - (a) draw the whole amount accumulated in their Provident Fund Account and Gratuity Account at the time of retirement, resignation, removal, or dismissal on their own or by their nominee at the time of his/her death,
 - (b) benefits of the New Pension Scheme, and



- (c) encashment of earned leave, and half-pay leave, due to him/her on the date of retirement.
- (11) All permanent employees shall be entitled to the benefit of gratuity as per the rules applicable to Central Government employees. A Gratuity Fund Account shall be created with a bank or financial institution. Initially the University shall transfer a lump sum of amount of money to the Gratuity Fund Account. A sum of money as may be fixed by Executive Council shall be credited to the Gratuity Fund Account on annual basis.
- (12) Amount of gratuity payable to the employee shall be such as may be notified by the Government of India from time to time.
- (13) Rules relating to gratuity shall be such as may be prescribed by the Government of India from time to time.
- (14) Other retirement benefits shall be such as may be applicable to the employees of Central University.
- (15) The retirement benefits prescribed in this statute shall not be altered to the disadvantage of the employee.

62. GENERAL CONDUCT OF EMPLOYEES

- (1) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (2) Every employee shall abide by and comply with the provisions of the Act, Statutes, Ordinances and Regulations of the University and all orders and directions of his/her superior authorities.
- (3) Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- (4) Every employee shall endeavor to promote the interests and reputation of the University and shall not act in any manner prejudicial to the interest of the University.
- (5) No employee shall indulge in communal activities or make inappropriate remarks on caste, creed, religion, race or sex in respect of his/her relationship with his/her colleagues and trying to use the above activities for improvement of his/her prospects or any other such activity which is against the interest of the University.
- (6) No employee shall refuse to carry out the directions of his superior provided such directions are related to the service conditions of the employee.



- (7) No employee shall bring political influence in any matter of the University including pertaining to his/her service.
- (8) No employee shall indulge in any act of sexual harassment of any human being at her/his work place.
- (9) The following acts, conduct and commissions of an employee of the University shall amount to misconduct:
 - (a) If the act or conduct is prejudicial or likely to be prejudicial to the interests and reputation of the University;
 - (b) If the act or conduct of an employee is inconsistent or incompatible with the due or peaceful discharge of his duty to the University;
 - (c) If the act or conduct of an employee makes it unsafe for the University to retain him in service;
 - (d) If the act or conduct of an employee is so grossly immoral that all reasonable person will say that the employee cannot be trusted;
 - (e) If the act or conduct of the employee is such that the University cannot rely on the faithfulness of its employee;
 - (f) If the act or conduct of the employee is such as to open before him temptations for not discharging his/her duties properly;
 - (g) If an employee is abusive or if he disturbs the peace at the place of his/her employment;
 - (h) If an employee is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of the University and employee;
 - (i) If the employee is habitually negligent in respect of the duties for which he/she is engaged;
 - (j) If the neglect of the employee, though isolated, tends to cause serious consequences;
 - (k) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
 - (l) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the University work or property;



- (m) Strike, picketing, *gherao*, or inciting others to strike work in contravention of the provisions of any law, or rule or regulation having the force of law on unreasonable grounds;
 - (n) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline;
 - (o) Riotous and disorderly behavior during and after the office hours in the University premises;
 - (p) Habitual late attendance;
 - (q) Negligence or neglect of work or duty and habitual negligence or neglect of work;
 - (r) Habitual absence without permission and overstaying leave;
 - (s) Conviction by a Criminal Court.
- (10) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- (11) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the University qualified to vote at such elections may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted. *Provided further* that an employee may become a member of a cooperative society or welfare society on pro bono basis.

- (12) No employee shall, in any manner including radio broadcast, television, newspaper, social media, blogs, internet or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policies or action of the University, or which is capable of embarrassing the relation between the University and of the Central Government or any state government or any other Institution or organization or members of the public.

Provided that nothing in this clause shall apply to any statements made or views expressed by an employee in his official capacity or in due performance of the duties assigned to him/her.



Provided further, that nothing in this clause shall apply to any publication of books, articles, academic opinion etc.

- (13) 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 document or information to any person to whom he is not authorized to communicate such document or information.
- (14) No employee shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept from any person other than relations any gift of more than a trifling value. Interpretation of the term trifling value shall be the same as laid down in Government Servants Conduct Rules.
- (15) No employee shall, except with the previous permission of the competent authority, 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 condition as regards acceptance of remuneration as may be laid down by the Executive Council or the Vice-Chancellor.

- (16) No employee shall speculate in any business nor shall he/she make or permit his/her spouse or any member of his family to make any investment likely to embarrass or influence him/her to the discharge of his/her official duties.
- (17) 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.

63. DISCIPLINARY AUTHORITY

- (1) Appointing Authority shall be the Disciplinary Authority.
- (2) The Vice-Chancellor shall have the power to take disciplinary action against Group 'B' and 'C' employees.
- (3) The Vice-Chancellor shall have the power to take disciplinary action against Group 'A' employees including Registrar, Finance Officer and Controller of Examination with the approval of the Executive Council.
- (4) The Registrar shall have the power to take disciplinary action against Group 'D' employees with the approval of the Vice-Chancellor.



64. DISCIPLINARY POWER OF APPOINTING AUTHORITY

- (1) The Appointing Authority may place an employee under suspension:
 - (a) where a disciplinary proceeding against him is pending; or
 - (b) where a case against him in respect of any criminal offence is under investigation or trial.
- (2) An employee who is detained in lawful custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the Appointing Authority and shall remain under suspension until further orders. The deemed suspension shall be reviewed by the Vice-Chancellor after employee rejoins his duty within one month of his rejoining.
- (3) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.
- (4) The Appointing Authority while exercising disciplinary power shall be bound by principles of natural justice and while taking any disciplinary action shall be guided by the principles of reasonableness, proportionality, non-arbitrariness, fairness depending on the facts and circumstances of each case.

65. PENALTIES FOR PROVEN MISCONDUCT

- (1) The University shall be governed by the principles of reformation and rehabilitation and penalties shall be imposed only if all reformatory measures have failed to yield desired results.
- (2) The Disciplinary Authority shall adopt the step-by-step approach in disciplinary matters.
- (3) The following penalties may, for good and sufficient reasons on proven misconduct and as hereinafter provided, be imposed on an employee by the Disciplinary Authority:
 - (a) withholding of increments or promotion;
 - (b) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the provisions of the Act, statutes, ordinances of the University.
 - (c) reduction in rank to a lower level of pay or post;



- (d) compulsory retirement;
 - (e) removal from service; or
 - (f) dismissal from service.
- (4) Dismissal from service, being the highest form of penalty, shall be imposed in the rarest of the rare case only if other forms of penalty do not commensurate with the proven misconduct of the employee.
- (5) If the appointment is made against a temporary post, services of such an employee will stand terminated on the abolition of the post or on the expiry of the period for which the post is created unless the period of such post is extended.
- (6) The Disciplinary Authority before imposing the penalty shall communicate the proposed penalty with cogent reason of imposition of such penalty to the employee concerned giving him/her an opportunity to submit a reply for reduction or waiver of penalty. If the reply of the concerned employee is satisfactory in the opinion of the Disciplinary Authority, the said Authority may reduce or waive the penalty, as the case may be.

66. PROCEDURE FOR IMPOSING PENALTIES

- (1) No order imposing any penalty on an employee shall be passed, except after the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and except after an enquiry has been held and the employee has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
- (2) Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases;
- (a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
 - (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing stating the extraordinary, unforeseen and unprecedented circumstances, it is not reasonably practicable to give to that person an opportunity of showing cause.



67. PROVISION REGARDING EMPLOYEES ON DEPUTATION

- (1) Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forth with be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.
- (2) In the light of the findings in the disciplinary proceeding taken against such employee:
 - (a) If the authority imposing the penalty is of the opinion that any of the penalties specified in this statute should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
 - (b) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be placed at the disposal of the lending authority.

- (c) In these statutes, the expression 'lending authority' means the authority which has placed the services of the borrowed employee at the disposal of the University.

68. PROVISION REGARDING EMPLOYEES ON AD-HOC BASIS, TEMPORARY BASIS OR ON DAILY WAGES

- (1) The service of an employee working on ad-hoc basis, temporary basis, or on daily wages may be terminated by the Appointing Authority without assigning reason.
- (2) The service of an employee, excluding a teacher of the University if his appointment is made for a specified period, shall stand terminated on the expiry of such period unless his contract is renewed. If such an employee has served the University for a continuous period of five years without any break in service, then his services may be regularized by the Executive Council on the recommendation of the Vice-Chancellor.
- (3) Such and adhoc/temporary employment shall not be made except in extraordinary circumstances. Such employment shall not exceed for more than six month and efforts shall be made to recruit through selection process and based on roster system.



69. APPELLATE AUTHORITIES

An appeal shall lie from any original order made:

- (1) by the Registrar to the Vice-Chancellor,
- (2) by the Head of the Department to the Dean of Faculties,
- (3) by the Dean of Faculties to the Vice-Chancellor,
- (4) by the Vice-Chancellor to the Executive Council,
- (5) by the Executive Council to the Chancellor,
- (6) by the Chancellor to the General Council, and
- (7) by the General Council to the Visitor with the leave of the Chancellor.

70. PERIOD OF LIMITATION FOR APPEALS

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

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

71. FORM, CONTENTS AND SUBMISSION OF APPEALS

- (1) Every person submitting an appeal shall do so separately and in his own name.
- (2) The appeal shall be addressed to the appellate authority shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (3) Every appeal shall be submitted to the appellate authority.

72. CONSIDERATION OF APPEALS

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

Provided in appeal no order imposing an enhanced penalty shall be passed.



73. REVIEW

The Appellate Authority, may on its own motion or otherwise, review any order made by it and pass such orders as it deems fit in the circumstances of the case where an appeal is allowed against such order but from which no appeal has been preferred; or against an order from which no appeal is allowed. The exercise of review must be limited to cure the original order, of some mistake or error apparent on the face of record and if any evidence was overlooked despite exercise of due diligence.

Provided in review no order imposing an enhanced penalty shall be passed.

74. ORDER ON RE-INSTATEMENT

- (1) Where an employee who has been suspended, removed or dismissed is reinstated, the authority reinstating him shall make an order specifying:
 - (a) whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances admissible to him after his/her reinstatement, or
 - (b) whether such period may be treated as duty for all or any purposes.
- (2) Where an employee has been reinstated by the Judgment/Order of the Court, he/she shall be reinstated as per the directions of the Court.

CHAPTER – VI FUND OF THE UNIVERSITY

75. CONSTITUTION OF FUND OF THE UNIVERSITY AND ITS DEPLOYMENT

- (1) Subject to the provisions of the Section 37 of the Act, the University Fund shall include:
 - (a) Grant Fund,
 - (b) Contribution Fund,
 - (c) Donation Fund,
 - (d) University Fund,
 - (e) Students' Fee and Charges Fund,
 - (f) Miscellaneous Receipt Fund,
 - (g) Salary and Allowances Fund,



- (h) Medical Benefits Fund,
 - (i) Employees' Welfare Fund,
 - (j) Leave Travel Concession Fund,
 - (k) Leave Flying (Travel) Concession Fund,
 - (l) Local Conveyance Fund,
 - (m) Travel Fund for Official Work and Attending Conferences etc.
 - (n) Vehicle Fund,
 - (o) Building Fund,
 - (p) Depreciation Fund for Building, Vehicle, Equipment, and Furniture,
 - (q) Maintenance Fund,
 - (r) Campus Development Fund,
 - (s) Research Promotion and Prizes Fund,
 - (t) Conference, Seminar, Workshop, Training Fund,
 - (u) Provident Fund,
 - (v) Contributory Provident Fund,
 - (w) New Pension Fund,
 - (x) Gratuity Fund,
 - (y) Leave Encashment Fund,
 - (z) Half-Pay Leave Fund,
 - (aa) Project and Consultancy Fund,
 - (bb) Employees' Welfare Fund, and
 - (cc) Such other Funds as may be approved by the Executive Council.
- (2) The University shall maintain all its bank accounts only in Public Sector Scheduled Bank.

Provided, for each Fund there shall be a separate bank account in the same bank. Interest earned on the Fund shall become part of the Fund.



- (3) Grants, contributions, donations, fees and charges and any other income received from any source shall be first credited to the University Fund and then shall be transferred to respective Fund Account.
- (4) Fees and Charges received from the students shall be transferred to the Students' Fee and Charges Fund and the Finance Section of the University shall maintain separate journals and ledgers of every head of fees and charges for every academic year.
- (5) The deployment and management of the Funds shall be such as may be recommended by the Finance Committee and approved by the Executive Council and General Council by resolution.
- (6) Accounts of the University shall be maintained on cash basis or accrual basis as approved by the Executive Council.
- (7) Separate bank accounts shall be maintained for grants or project and consultancy money received from the UGC, Government of India, State Governments, and other agencies.
- (8) The University shall maintain separate capital and revenue accounts.

76. PROJECT AND CONSULTANCY

Where a teacher of the University has been appointed by the Vice-Chancellor as the Principal Investigator for a project or consultancy work, the Principal Investigator shall appoint Investigator(s), if required, and prepare the budget of the project or consultancy work, as the case may be, listing out the heads of expenditure including payment of honorarium to the Principal Investigator and Investigator(s) and institutional charges. Revenue generated through the project or consultancy work shall be shared in the ratio of 3:7 by the University and Principal Investigator including Investigator(s), if any, i.e., 30% consultancy fee will be credited to the bank account of the University as institutional charges and the remaining 70% of the consultancy fee will be credited to the respective bank account of the persons who have worked on the consultancy project. University share shall be credited to Employees' Welfare Fund. Management and utilization of Employees' Welfare Fund shall be such as may be prescribed by Regulations.

CHAPTER – VII MISCELLANEOUS

77. AUTHENTICATION

- (1) All resolutions and decisions of the General Council shall be authenticated by the signature of the Chancellor and the Vice-Chancellor.



- (2) All resolutions and decisions of the Executive Council, Academic Council, and Finance Committee shall be authenticated by the signature of the Vice-Chancellor and Registrar.
- (3) All resolutions and decisions of any other body of the University shall be authenticated by the signature of the Chairperson of that body.

78. REMOVAL OF DIFFICULTIES

If any difficulty as to the interpretation-construction or application of any of the provisions of these Statutes arises, the decision of the Chancellor thereon shall be final.

79. REPEAL AND SAVINGS

- (1) Every person holding a permanent post in the University at the commencement of these Statutes shall, on such commencement, be deemed to have been appointed under the provisions of these Statutes to the corresponding post and shall draw the pay and allowances not less than the pay and allowances drawn by him immediately before such commencement.
- (2) Wherever these Statutes are found to be silent on any matter, relevant Rules, provisions and existing legal material as applicable in Government of India or UGC Regulations will apply mutatis mutandis to the employees of the University.
- (3) The National Law Institute University Bhopal Executive and Service Regulations, 2012 in so far as they relate to constitution and functions of various authorities of the University, appointments and terms of appointment, conditions of service and powers of various University officials and constitution of the Fund of the University and its deployment shall stand repealed with the commencement of the Statutes, Regulations and Ordinances framed under the Act.

80. PUBLICATION AND DATE OF ENFORCEMENT

- (1) The University shall publish "NLIU Gazette" both in print and online on the website of the University.
- (2) NLIU Gazette shall contain the Act, Statutes, Ordinances, and Regulations and amendments therein.





UNIVERSITY ORDINANCES

**ORDINANCES OF THE NATIONAL LAW INSTITUTE
UNIVERSITY, 2023**

Kerwa Dam Road, Bhopal – 462 044



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UNIVERSITY ORDINANCES

ORDINANCES OF THE NATIONAL LAW INSTITUTE UNIVERSITY, 20232 (I of 2023)

In exercise of the powers conferred by Section 27 (2) of the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018) and subject to the provisions of Statutes, the Executive Council on the recommendation of the Academic Council hereby makes the following Ordinances regarding the Program, admission of students, fees, qualifications requisite for any degree, diploma or certificate and grant of fellowship, conduct of examination, appointment of examiners and their terms and conditions and other matters required by the Statutes.

CHAPTER – I PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

- (1) These Ordinances shall be called the Ordinances of the National Law Institute University, 2023.
- (2) All Orders made and actions taken under the Resolutions of General Council, Executive Council, Academic Council, the Rules and Regulations made under the provisions of the Rashtriya Vidhi Sansthan Vishwavidyalaya Adhiniyam, 1997 (Act No. 41 of 1997) shall continue and shall be deemed to be made or taken under the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018).
- (3) These Ordinances shall apply to all the employees and students of the University who are currently enrolled or will be enrolled in any Program.
- (4) These Ordinances shall come into force on such date as the General Council may appoint.

2. DEFINITIONS

- (1) The expressions used but not defined in these Ordinances and defined in the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018) and the Statutes of the National Law Institute University, 2020, have the meaning assigned to them in the said Act and the Statutes.
- (2) In these Ordinances, unless there is anything repugnant in the subject or context,
 - (a) “Academic Distinction” includes life time achievement award in legal education or legal profession, best law teacher or researcher of the year or any other distinction as may be recommended by the Academic Council.
 - (b) “Academic Integrity” means the intellectual honesty in proposing, performing and reporting any academic activity or research that contributes to the existing body of knowledge.
 - (c) “Academic Week” means a week identified in the Academic Calendar of the University as academic week.
 - (d) “Academic Year” means an Academic Year consisting of two Semesters of not less than 90 teaching days each, plus an appropriate period for conduct of



UNIVERSITY ORDINANCES

- examination and as notified by the Dean of the Faculties in the Academic Calendar in accordance with these Ordinances.
- (e) “Chief Warden” means the teacher of the University appointed by the Vice Chancellor as the Chief Warden of all hostels of the University.
 - (f) “Clinical Courses” means the courses as prescribed by the Rules of Legal Education, 2008.
 - (g) “Committee” means the Academic Committee as may be appointed by the Bodies of the University or the Vice-Chancellor.
 - (h) “Compulsory Courses” means the course prescribed as compulsory subjects by the Rules of Legal Education, 2008 and such other courses as may be decided by the Executive Council on the recommendation of the Academic Council.
 - (i) “Course” means Compulsory Courses, Honors Courses, Elective Courses and Clinical Courses.
 - (j) “Elective Courses” means the optional courses notified before the commencement of each Semester.
 - (k) “Examination” means the Examinations as prescribed by these Ordinances.
 - (l) “Faculties” means the aggregate of Department of Studies.
 - (m) “Faculty Advisor or Faculty in-Charge” means the teacher appointed by the Vice-Chancellor as Head of students’ associations and cells.
 - (n) “Indian Nationals” means the citizen of India, NRI, OCI Card Holder or PIO Card Holder.
 - (o) “Non-Resident Indian (NRI)” means a candidate who is herself or himself a nonresident Indian as defined by the Income Tax Act, 1961 or is herself or himself is an OCI Card holder/PIO Card holder.
 - (p) “NRI Sponsored” means a candidate who is sponsored by a first-degree blood relation or second-degree blood relation who is an NRI/OCI Card Holder/PIO Card Holder.
Explanation: First degree blood relation means the mother, father, real brother, real sister, or children as the case may be. Second degree blood relation means the mother or father of parent, real sister or real brother of either parent, step sister/step brother as the case may be.
 - (q) “Person with Disability (PWD)” means a person as defined by the Rights of Persons with Disabilities Act, 2016 (No. 49 of 2016).
 - (r) “Program” means a program of study leading to award of certificates, diplomas, or degrees of graduation or postgraduation offered to students in a prescribed manner over a period of one to five years through regular, online or distance mode or in any combination thereof.
 - (s) “Qualifying Examination” means:
 - i. in case of admission to B. A. LL. B. (Hons.) Program, the 10+2 Examination or its equivalent.
 - ii. in case of admission to B. Sc. LL. B. (Hons.) [Cyber Security] Program, the Intermediate/Higher Secondary Board Exam (10+2) in science stream or its equivalent.



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- iii. in case of admission to LL. M. Program, the B. A. LL. B. (Hons.) Examination or its equivalent.
 - iv. in case of admission to MCLIS Program, Graduate Degree in any Discipline or its equivalent.
 - v. in case of admission to Ph.D. in Law Program, LL.M. Examination or its equivalent.
 - vi. in case of admission to Ph.D. in Cyber Law and Information Security Program, the MCLIS Examination or its equivalent.
 - vii. in case of admission to Ph.D. (Interdisciplinary), LL.M. Examination or its equivalent.
 - viii. in case of admission of Graduate Insolvency Program, B. A. LL. B. (Hons.) or its equivalent; Postgraduation in Economics, Commerce, Management, Insolvency, or Finance with at least 50% marks in the aggregate; Chartered Accountant; Company Secretary; or Cost Accountant.
 - ix. in case of admission to any other Program, the qualifying examination as may be prescribed by the Executive Council on the recommendation of the Academic Council.
- (t) “Semester” means a semester consisting of not less than 90 teaching days plus an appropriate period for conduct of examination and as notified by the Dean of the Faculties in the Academic Calendar in accordance with these Ordinances.
- (u) “Statutes” means the Statutes of the National Law Institute University, 2022.
- (v) “Warden” means an employee of the University appointed by the Vice Chancellor as the Warden of any hostel.

CHAPTER – II PROGRAMS OFFERED BY THE UNIVERSITY

3. PROGRAMS

- (1) Following shall be the Programs offered by the National Law Institute University (NLIU):
- (a) B. A. LL. B. (Hons.)
 - (b) B. Sc. LL. B. (Hons.) [Cyber Security]
 - (c) LL.M.
 - (d) Master in Cyber Law and Information Security (MCLIS)
 - (e) Ph.D. in Law
 - (f) Ph.D. in Cyber Law and Information Security
 - (g) Ph.D. (Interdisciplinary)
 - (h) Graduate Insolvency Program (GIP)
 - (i) Post Graduate Diploma
 - (j) Any other Program as may be approved by the Executive Council on the recommendation of Academic Council.



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- (2) B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security] LL.M. and MCLIS shall be full-time Program.
- (3) Ph.D. Program shall be a full time Program or part time Program.
- (4) Graduate Insolvency Program (GIP) shall be a full-time Program in accordance with the scheme prescribed or approved by the Insolvency and Bankruptcy Board of India.
- (5) Post Graduate Diploma shall be full time or part time and may be offered through regular, online or distance mode.
- (6) The Programs shall be conducted as prescribed by these ordinances.

4. DURATION OF PROGRAMS

- (1) The minimum and maximum duration of Programs shall be as under:

Sl. No.	Name of Program	Minimum Duration	Maximum Duration
1.	B. A. LL. B. (Hons.)	Five Academic Years	Seven Academic Years
2.	B. Sc. LL. B. (Hons.) [Cyber Security]	Five Academic Years	Seven Academic Years
3.	LL.M.	One Academic Year	Two Academic Years
4.	MCLIS	Two Academic Years	Three Academic Years
5.	Ph.D.	In accordance with the provisions of the University Grants Commission (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degrees) Regulation 2018 as amended and notified from time to time. The Vice Chancellor shall have the power to extend the maximum duration of the Ph.D. Program on the recommendation of the Principal Guide and Dean of the Faculties.	
5	Post Graduate Diploma and any other Program	As may be fixed by the Executive Council on the recommendation of the Academic Council.	

- (2) Every Academic Year shall comprise of two Semesters.

5. TEACHING IN THE UNIVERSITY

- (1) The courses taught in every Semester in every Program shall be such as may be approved by the Academic Council on the recommendation of the Board of Studies.



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- (2) The Board of Studies may recommend any course in any Program in addition to the courses prescribed by Bar Council of India and the University Grants Commission (UGC) as the case may be.
- (3) In B. A. LL. B. (Hons.) and B. Sc. LL. B. (Hons.) [Cyber Security] six courses each shall ordinarily be taught in I, II, III, IV, V, and VI Semesters and five courses each shall ordinarily be taught in VII, VIII, IX, and X Semesters. In other Programs, ordinarily five courses each shall be taught in every Semester. In case of Ph.D. Program number of courses shall be such as may be prescribed by the University Grants Commission (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degrees) Regulation 2018 as amended and notified from time to time.
- (4) Every compulsory course and honors course shall have four credits each and every elective course shall have three credits each and classes of clinical courses shall be conducted in accordance with the provisions of Rules of Legal Education, 2008 as amended and notified from time to time.
- (5) The duration of a class shall ordinarily be one hour.
- (6) The teachers shall follow discussion and disputation method of learning in the class in all courses to build the analytical, critical and creative thinking of the students. In law courses case method shall be the principal method of learning and teaching. Teachers shall play the role of intellectual midwife for the students and help them bring out their best. Students shall be required to come prepared for the classes and shall be encouraged to ask as many questions as possible. Both students and teachers shall be guided by the principles of liberty, equality and fairness in the classroom and outside the classroom.
- (7) Reading material shall be provided to the students not later than the first week of the Semester. Additional reading material and reading list may be provided during the course of the Semester. Students shall have the liberty to suggest the teachers for inclusion of relevant and contemporary reading material or exclusion of irrelevant and outdated reading material. However, the decision of the course teacher as to inclusion or exclusion shall be final.
- (8) Where a teacher is employing audio-visual material for teaching, a copy of the said material shall be sent to the students by email at least one day before the class.
- (9) Where a teacher is using power point presentation, the discussion will not be confined to mere reading of the points on the slide but efforts shall be made to generate discussion and debate in the class.
- (10) Class room shall be used as the platform for creating new and useful ideas. Students and teachers shall strive to create new knowledge in every class.
- (11) Students shall maintain a daily diary annotating new knowledge acquired or created in every class.
- (12) Teachers shall strive to teach towards the topic instead of teaching away from it by bringing the discussion closer to real life situations with suitable illustrations and stories.
- (13) Provisions of this Section shall not apply to Graduate Insolvency Program (GIP) and shall be governed by the scheme prescribed or approved by the Insolvency and Bankruptcy Board of India.



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6. The UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016

- (1) The students of B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security], LL.M. and MCLIS courses shall have the option to opt for the SWAYAM courses in lieu of the courses prescribed by the University.
Provided the total number of courses opted by a student shall not be more than 20% of the total number of courses prescribed by the University.
- (2) The credit / score obtained by student for the SWAYAM courses shall be mentioned on the mark sheet and transcript with a note indicating that such credit / score has been obtained for SWAYAM courses.

7. ATTENDANCE REQUIREMENT

The attendance requirement for the examinations of B. A. LL. B. (Hons.), B. Sc. LL.B. (Hons.) [Cyber Security], LL.M., MCLIS Programs and Ph.D. Course Work shall be as under:

- (1) The attendance requirement shall not apply to project submission and Viva-Voce examination of projects.
- (2) No student of any of the degree program shall be allowed to take end semester test in a subject if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also the moot court exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reasons fail to attend 70% of the classes held in any subject, the Dean of the University or the Principal of the Centre of Legal Education, as the case may be, may allow the student to take the test if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of the classes in all the subjects taken together. The similar power shall rest with the Vice-Chancellor or his authorized representative in the absence of the Dean of Law.

Provided further relaxation in attendance may be granted, for any exceptional reasons, only if: (i) a student has attended 70% of the classes in all the subjects taken together and, (ii) has also attended at least 65% of the classes held in the subject concerned. A student who does not fulfil the conditions prescribed in either (i) or (ii), her/his application for relaxation in attendance shall not be entertained.

Explanation: Exceptional reasons shall include serious medical illness of the student or the demise of first degree relative of the student. Students seeking relaxation of shortage of attendance on medical grounds shall submit the application duly signed and supported by a Certificate from registered medical practitioner, or in cases of hospitalization - from the respective Hospital along with the Discharge Summary. The Medical Certificate must certify that the student was incapacitated and was not



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fit to attend classes. Application for relaxation shall be submitted to the Students Section within 06 (Six) days of resuming the classes.

- (3) Students having at least 70% classes in the aggregate in a Semester and having less than 70% attendance but more than 65% attendance in individual courses if not allowed by the Vice-Chancellor/Dean of the Faculties, shall be required to attend the library for such number of hours as may be necessary to make up the attendance and shall comply with such requirements as may be notified by the University. If such a student makes up her/his attendance she/he shall be eligible to appear in the Repeat Examination of the said Semester failing which she/he shall automatically become an ex-student and shall be required to take readmission in the said Semester in the immediately following academic year. *Provided* such students shall not be eligible for the award of any scholarship, fellowship or medals. *Provided further* that such student, if readmitted, shall be required to deposit all the fees and charges of the semester in which she/he has been readmitted as applicable in the said academic year.
- (4) Students who fail to fulfill the aforesaid attendance requirement shall automatically become ex-student and shall be required to take readmission in the said Semester in the immediately following academic year. *Provided* such students shall not be eligible for the award of any scholarship, fellowship or medals. *Provided further* that such student, if readmitted, shall be required to deposit all the fees and charges of the semester in which she/he has been readmitted as applicable in said academic year.

8. ATTENDANCE MAKE-UP REQUIREMENTS

- (1) Students having at least 70% classes in the aggregate in a Semester and having less than 70% attendance but more than 65% attendance in individual courses if not allowed by the Vice-Chancellor/Dean of the Faculties, shall be required to make an application to the Registrar for attending the library on or before such date as may be notified by the Registrar in this regard.
- (2) The Registrar with the approval of the Vice-Chancellor/Dean of the Faculties shall issue a notification in this regard specifying the requirements necessary to make up the attendance.

9. RECORD AND DISPLAY OF ATTENDANCE STATUS

- (1) On the last day of every month teachers will submit the attendance record to the Students' Section.
- (2) The Students' Section shall collate the attendance course wise and Semester wise of all the courses taught in a given Semester and shall maintain a permanent record of the same.
- (3) The monthly record and Semester record of attendance collated by the Students' Section shall be placed before the Registrar who shall after due scrutiny of the record place the same before the Vice-Chancellor for his approval.



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- (4) After the approval of the Vice-Chancellor, the attendance status of every student shall be notified by the Students' Section in the first week of the following month on the Notice Boards, University website and email of the student.
- (5) Within two days of the notification of the attendance status, students shall have the right to make an application to the Registrar if they find any error in the calculation of their attendance status. The Registrar shall refer such applications to the Students' Section for clarification and shall dispose of such applications expeditiously.
- (6) At the end of every Semester, Students' Section shall publish the final attendance status of every student, as well as the list of eligible candidates to appear in the Term Examination at least two days prior to the commencement of the scheduled Term Examination.
- (7) At the end of every Semester, Students' Section shall prepare a draft certificate mentioning the Academic Year, Program Name, Semester, Course Name, Teacher's Name with Designation, Total Number of Scheduled Classes and Total Number of Held Classes and place the same before Dean of the Faculties for his signature. Where the Dean of the Faculties is the Course Teacher, the Draft Certificate shall be placed for the signature of the Vice-Chancellor. Such Certificates shall be issued by the Registrar to every teacher at the end of every Semester.

CHAPTER – III ADMISSION OF STUDENTS

10. MODE OF ADMISSION FOR INDIAN NATIONALS

- (1) Admission to B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security] and LL.M. Programs shall be made through Common Law Admission Test (CLAT) or as per the resolution of the Academic Council on the recommendation of the Vice Chancellor.
- (2) Subject to the provisions of the University Grants Commission (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degrees) Regulation 2018 as amended and notified from time-to-time, the admission to Ph.D. Program shall be made as under:
 - (a) Candidates to the Program shall be admitted through 'All India Entrance Test' consisting of 'Written Test' carrying 150 marks and 'Personal Interview' carrying 50 marks conducted by the University.
 - (b) The Question Paper of the 'Written Test' shall be a combination of descriptive and problem-based questions. The question paper shall consist of five questions each from Jurisprudence, Constitutional Law and Legal Research Method carrying ten marks each. The duration of the 'Written Test' shall be of three hours.
 - (c) Candidates who fail to appear either in 'Written Test' or 'Personal Interview' shall not be eligible for admission.
 - (d) The Vice-Chancellor shall have the power to appoint paper setters and examiners for the conduct of 'Written Test'.



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- (e) The 'Personal Interview Board' shall comprise of Dean of the Faculties, an external expert in law, and three senior teachers of the University as the Vice Chancellor may appoint.
 - (f) Minimum qualifying marks in the combined result of 'Written Test' and 'Personal Interview' shall be 50% of the total marks of 'All India Entrance Test'.
 - (g) Eligible candidates shall be admitted to the Course strictly according to combined merit of 'Written Test' and 'Personal Interview'.
 - (h) The honorarium of paper setter, examiners, members of personal interview board, invigilators and other office staff shall be such as may be fixed by the Vice-Chancellor on the recommendation of Dean of the Faculties.
- (3) Admission to MCLIS Program shall be as under:
- (a) Candidates to the Program shall be admitted through 'All India Entrance Test' consisting of 'Written Test' carrying 150 marks and 'Personal Interview' carrying 50 marks conducted by the University.
 - (b) 'Written Test' Question Paper shall be objective type consisting of 150 questions. Each question will carry one mark and negative marking of 0.25 marks for each incorrect answer will be applied. The duration of the 'Written Test' shall be two hours.
 - (c) Candidates who fail to appear either in 'Written Test' or 'Personal Interview' shall not be eligible for admission.
 - (d) The Vice-Chancellor shall have the power to appoint paper setters and examiners for 'Written Test'.
 - (e) The 'Personal Interview Board' shall comprise of two senior teachers of the University and an external expert in cyber security, as the Vice-Chancellor may appoint.
 - (f) Eligible candidates shall be admitted to the Course strictly according to combined merit of 'Written Test' and 'Personal Interview'.
 - (g) The honorarium of paper setter, examiners, members of personal interview board, invigilators and other office staff shall be such as may be fixed by the Vice-Chancellor on the recommendation of Dean of the Faculties.
- (4) Mode of admission to Graduate Insolvency Program (GIP) shall be such as may be approved by the Academic Council on the recommendation of the Vice-Chancellor.
- (5) The admission to Post Graduate Diploma Programs and any other Program shall be such as may be approved by the Executive Council on the recommendation of the Academic Council.

11. MODE OF ADMISSION FOR FOREIGN NATIONALS

- (1) Five seats each shall be earmarked for Foreign Nationals in B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security], LL.M., MCLIS, Ph.D. and any other full time Course.



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- (2) Foreign Nationals shall be exempted from CLAT and All India Written Test conducted by the University.
- (3) Foreign Nationals shall be admitted if they possess the qualification equivalent to qualifying examination applicable to the respective Program.
- (4) The Vice-Chancellor shall appoint an Equivalence Committee to examine the eligibility of the Foreign Nationals.
- (5) The Vice-Chancellor shall constitute a Personal Interview Board comprising of Dean of the Faculties, an external expert and such other teachers of the University as the Vice-Chancellor may deem fit.
- (6) The admission of Foreign Nationals shall be according to the merit of marks obtained in the personal interview.
- (7) Foreign candidates will be admitted directly on the basis of their performance in the personal interview, overall academic record and command over English language.
- (8) The candidate must have studied English language as one of the compulsory subjects in qualifying examination.
- (9) The Admissions Committee constituted by the Vice-Chancellor shall organize an English language competence test.
- (10) Preference will be given to the candidates from SAARC countries and other developing countries.
- (11) Foreign candidates shall apply directly to the University in the prescribed format available on the University Website along with the supporting documents to the Registrar, National Law Institute University, Kerwa Dam Road, Bhopal, Madhya Pradesh, India, Pin Code – 462 044, on or before the prescribed date.

12. ELIGIBILITY FOR ADMISSION

- (1) Eligibility for admission to B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security] and LL. M. Programs shall be such as may be determined by the Consortium of National Law Universities established on 19 August, 2019.
- (2) Eligibility for admission to Ph.D. Program shall be such as may be prescribed by the University Grants Commission (Minimum Standards and Procedure for award of M. Phil./Ph.D. Degrees) Regulation 2018 as amended and notified from time to time.
- (3) Eligibility for admission to MCLIS Program shall be as under:
 - (a) The candidate must have obtained a bachelor's degree in any discipline with at least 50% of marks in aggregate or equivalent grade from a recognized University, and
 - (b) The candidate must have qualified the All-India Entrance Test conducted by the University for admission to the Program.
- (4) Eligibility for admission to Graduate Insolvency Program (GIP) shall be such as prescribed or approved by the Insolvency and Bankruptcy Board of India.
- (5) Eligibility for admission to Post Graduate Diploma and any other Programs shall be such as may be approved by the Executive Council on the recommendation of the Academic Council.



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13. SEAT DISTRIBUTION AND RESERVATION

- (1) The number of seats and reservation in all programs shall be such as may be fixed by the Executive Council on the recommendation of the Academic Council from time to time.
- (2) Subject to the provisions of subsection (1), seat distribution and reservation of seats in B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security], LL.M., MCLIS, and Ph. D. Programs shall be as under:
- (a) Seat distribution and reservation in B.A.LL.B.(Hons.) Program:

Category	Number of Seats	Category	Number of Seats
Scheduled Cast (16%)	16 ¹	Scheduled Tribe (20%)	20 ¹
Other Backward Classes* (14%)	14 ¹	General	52 ¹
NRI/NRI Sponsored	18 ²	Supernumerary Quota (J&K)	02 ³
Supernumerary Quota (EWS)	12 ⁴		

* Only those OBC candidates can claim reservation under this category whose parental income is less than the prescribed sum for creamy layer. Such candidates have to produce requisite certificate from competent authority to the effect that their parents at present do not come under creamy layer category.

¹ 50% Seats are horizontally reserved for candidates having domicile certificate of State of Madhya Pradesh in the respective category

² Eligibility for admission under NRI/NRI Sponsored Category, the candidate must be:

An NRI/OCI Card Holder/PIO Card Holder himself or herself,

OR

Sponsored by a First Degree Blood Relation or Second Degree Blood relation who is an NRI/OCI Card Holder/PIO Card Holder.

Only those will be eligible who have given option as an NRI/NRI sponsored in the CLAT application form.

³ Reserved for candidates from the State of Jammu and Kashmir.

⁴ Reserved for candidates from the Economically weaker Section.

- 30 Seats are horizontally reserved for women candidates (excluding NRI/NRI sponsored and supernumerary quota).



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- 5 Seats are horizontally reserved for Persons with Disability (excluding NRI/NRI sponsored and supernumerary quota).

Note:- In addition to the above seats Five Seats are earmark for Foreign Nationals for direct admission without appearing in the CLAT examination.

- (b) Seat distribution and reservation in B.Sc. LL.B.(Hons.) [Cyber Security] Programme:

Category	Number of Seats	Category	Number of Seats
Scheduled Caste (16%)	8 ¹	Scheduled Tribe (20%)	10 ¹
Other Backward Classes* (14%)	7 ¹	Unreserved	26 ¹
Supernumerary Quota (EWS)	6 ²	J & K Residents (Supernumerary Quota)	2
NRI/NRI Sponsored as per NLIU Rules	9		

1. In addition to the above seats Five Seats are earmarked for Foreign Nationals for direct admission without appearing in the CLAT examination.
2. Seat Conversion as per NLIU Rules.

*Only those OBC candidates can claim reservation under this category whose parental income is less than the prescribed sum for creamy layer. Such candidates have to produce requisite certificate from competent authority to the effect that their parents at present do not come under creamy layer category.

¹ 50% seats are horizontally reserved for candidates having domicile certificate of State of Madhya Pradesh in the respective category.

² Reserved for candidates from the Economically Weaker Section

- ✓ 15 seats are horizontally reserved for women candidates.
- ✓ 3 seats are horizontally reserved for Persons with Disability

- (c) Seat distribution, reservation and specialization in LL.M. Program:
Allocation of LL.M. specialization will be done at the time of admission on the basis of unconditional and irrevocable preference of the student. A specialization will be offered subject to the availability of faculty and at least ten students opting for it. The University shall offer specialization in the following area which may be revised by the Executive Council on the recommendation of the Academic Council:
- (i) Intellectual Property and Business Law;
 - (ii) Constitutional and Administrative Law;
 - (iii) Human Rights and Criminal Law;



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Seat distribution and reservation shall be as under:

Category	Number of Seats	Category	Number of Seats
Scheduled Caste (16%)	10 ¹	Scheduled Tribe (20%)	12 ¹
Other Backward Class* (14%)	8 ¹	General	30 ¹

* Only those OBC candidates can claim reservation under this category whose parental income is less than the prescribed sum for creamy layer. Such candidates have to produce requisite certificate from competent authority to the effect that their parents at present do not come under creamy layer category.

¹50% Seats are horizontally reserved for candidates having domicile certificate of State of Madhya Pradesh in the respective category

- Three seats are horizontally reserved for candidates of Persons with Disability category.
- 18 seats are horizontally reserved for women candidates.

Note: In addition to the above seats Five Seats are earmarked for Foreign Nationals for direct admission without appearing in the CLAT examination.

(d) Seat distribution and reservation in MCLIS Program:

Category	Number of Seats	Category	Number of Seats
Scheduled Caste (16%)	10 ¹	Scheduled Tribe (20%)	12 ¹
Other Backward Class* (14%)	8 ¹	General	30 ¹
		Supernumerary Quota (EWS)	6 ²

* Only those OBC candidates can claim reservation under this category whose parental income is less than the prescribed sum for creamy layer. Such candidates have to produce requisite certificate from competent authority to the effect that their parents at present do not come under creamy layer category.

¹50% Seats are horizontally reserved for candidates having domicile certificate of State of Madhya Pradesh in the respective category

²Reserved for candidates from the Economically Weaker Section

- Three seats are horizontally reserved for candidates of Persons with Disability category.
- 18 seats are horizontally reserved for women candidates.



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In addition to the above seats, five seats shall be earmarked for Foreign Nationals. In case of non-availability of Foreign Nationals, the vacant seats will not be converted to any other category.

- (e) Seat distribution and reservation for Graduate Insolvency Program (GIP) Course shall be as under:

Category	Number of Seats	Category	Number of Seats
Scheduled Caste (15%)	6	Scheduled Tribe (7.5%)	3
Other Backward Classes* (27%)	11	Unreserved	20

* Only those OBC candidates can claim reservation under this category whose family do not fall under creamy layer. Such candidates have to produce requisite certificate from competent authority to the effect that their parents at present do not come under creamy layer category.

- Two seats are horizontally reserved for the PWD Candidates
- 30% seats are horizontally reserved for women Candidates

- (f) Seat distribution and reservation in Ph.D. Program:
- (i) The total number of seats for the Ph.D. Program shall be such as may be fixed by the Vice Chancellor on the basis of number of teachers eligible to become supervisor in accordance with the provisions of the University Grants Commission (Minimum Standards and Procedure for award of M. Phil/Ph.D. Degrees) Regulation 2018 as amended and notified from time to time.
- (ii) The reservation rule in the Ph.D. Program shall be applied if the total number of students admitted to the Ph.D. Program exceeds the number of eligible supervisors.
- (g) Seat distribution and reservation in Post Graduate Diploma and any other Program shall be such as may be fixed by the Executive Council on the recommendation of the Academic Council.

14. SEAT CONVERSION IN ALL PROGRAMS

- (1) Subject to horizontal reservation rule, if no candidate is available against the seats vertically reserved for a particular category under All India or State Quota, such unfilled seats of various categories under the All India or State Quota will be converted and filled in order of merit as indicated below:
- (a) State S.C. -> State S.T. -> All India S.C. -> All India S.T. -> State General -> All India General



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- (b) State S.T. -> State S.C. -> All India S.T. -> All India S.C. -> State General -> All India General
 - (c) All India S.C. -> All India S.T. -> All India General
 - (d) All India S.T. -> All India S.C. -> All India General
 - (e) State O.B.C. -> State General -> All India General
- (2) In case of non-availability of candidates belonging to Supernumerary Quota, Foreign Nationals and NRI / NRI Sponsored Categories, the vacant seats in the said Program shall not be converted to any other category.

CHAPTER – IV FEE AND CHARGES

15. FEE AND CHARGES

- (1) Fee and Charges for all the Programs shall be such as may be approved by the Executive Council on the recommendation of the Finance Committee of the University from time to time.
- (2) There shall be an annual increase of ₹5,000/- in the tuition fee for Indian Nationals in every academic session. There shall be an annual increase @5% in other fee and charges for all the students of all the Programs.
- (3) The tuition fee of NRI/NRI Sponsored and Foreign Nationals may be fixed and revised upward by the Executive Council on the recommendation of the Finance Committee as the Finance Committee may deem fit.
- (4) Fees and charges other than the tuition fee shall be the same for all the students, except of the students of GIP, of all the Programs. A separate schedule of fee and charges, as may be approved by the Executive Council on the recommendation of Finance Committee, for GIP students shall be notified on annual basis.

CHAPTER – V AWARD OF SCHOLARSHIPS AND FELLOWSHIPS

16. SCHOLARSHIP FOR B. A. LL. B. (Hons.) and B. Sc. LL. B. (Hons.) [Cyber Security] PROGRAMS

- (1) Two Merit cum Means Scholarships one in the memory of Late Justice J. S. Verma and the other NLIU Merit cum Means Scholarship shall be offered by the University.
- (2) The scholarships shall cover the full tuition fee waiver as under:
 - (a) In the first year, the scholarships shall be awarded to the students securing highest marks in the CLAT, who has taken admission at NLIU.
 - (b) In the second year, the scholarships shall be awarded to the students who secure the highest marks in first year examinations, without appearing in any repeat examination.
 - (c) In the third year, the scholarships shall be awarded to the students who secure the highest marks in second year examinations, without appearing in any repeat examination.



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- (d) In the fourth year, the scholarships shall be awarded to the students who secure the highest marks in third year examinations, without appearing in any repeat examination.
- (e) In the fifth year, the scholarships shall be awarded to the students who secure the highest marks in fourth year examinations, without appearing in any repeat examination.

17. SCHOLARSHIP FOR LL.M. PROGRAM

- (1) One NLIU Merit cum Means Scholarship shall be offered by the University.
- (2) The University shall organize a competitive test in the First Semester for selection of the meritorious student.
- (3) The scholarship shall cover waiver of full tuition fee of the Program.

18. SCHOLARSHIP FOR MCLIS PROGRAM

- (1) One NLIU Merit cum Means Scholarship shall be offered by the University.
- (2) The University shall organize a competitive test in the First Semester for selection of the meritorious student.
- (3) In the second year, the scholarship shall be awarded to the student who secure the highest marks in first year examinations, without appearing in any repeat/improvement examination.
- (4) The scholarships shall cover waiver of full tuition fee of the Program.

19. DETERMINATION OF MEANS FOR AWARD OF SCHOLARSHIP

The annual income of the parents or legal guardian, as the case may be, of the students shall not exceed an amount of ₹8,00,000/- (Eight Lakh Rupees) or as may be revised upward by the Executive Council on the recommendation of the Academic Council from time to time.

20. FELLOWSHIPS FOR Ph.D. PROGRAM

- (1) The students not receiving the Junior Research Fellowship (JRF) from the University Grants Commission (UGC) and not in employment of any organization shall be eligible for award of the NLIU Teaching cum Research Fellowship or NLU Consortium Fellowship per month at such rate and for such duration as may be approved by the Executive Council on the recommendation of the Academic Council.
- (2) The students receiving the Fellowship shall be required to assist their Principal Guide in teaching, research and evaluation work. They shall also be required to perform the invigilation duty in the examinations conducted by the University.
- (3) The University Fellowship shall be discontinued if the recipient fails to do the research work or fails to perform the other duties assigned to him/her by the Principal Guide.



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- (4) The University Fellowship shall be continued only if the Principal Guide recommends the continuance of the fellowship on a monthly basis. The Principal Guide along with the recommendation shall also furnish a progress report to the Dean of the Faculties.

21. REFUND OF SCHOLARSHIP AND FELLOWSHIP

- (1) If the recipient of the scholarship or fellowship in any Program fails to complete the Program, she/he shall be required to refund the total amount of tuition fee waived or total amount of fellowship received. If the recipient fails to refund the amount, the University may initiate appropriate legal proceeding against her/him.
- (2) The above provision shall not apply to the recipient who is incapacitated or has died.
- (3) The recipient who is incapacitated shall furnish a medical certificate from a government hospital.

22. SCHOLARSHIP AND FELLOWSHIP FUND

The University shall create Scholarship and Fellowship Fund and shall also make a budgetary provision in the annual budget of the University.

CHAPTER – VI CONDUCT OF EXAMINATION, APPOINTMENT OF EXAMINERS, THEIR TERMS AND CONDITIONS

23. SCHEME OF EXAMINATION AND EVALUATION

- (1) Examinations shall not only be a means of evaluating and assessing the abilities of the students but shall also be a means of building the intellectual capacity of the students. Efforts shall be made to design the examination system in such a manner which can assess the knowledge and skills of the students necessarily required in legal and interdisciplinary education, research, and profession.
- (2) Equal weightage shall be assigned to pen paper-based examination and research-based examination.
- (3) The primary objective of the examination shall be to assess the research, analytical, communication skills, critical and creative thinking of the students.
- (4) Questions in written examinations shall ordinarily be problem based. Questions based on theory, concepts and principles should also require the students to identify some problem and apply their knowledge creatively and critically. Descriptive questions shall be avoided as far as possible. However, for English and Social Science courses descriptive questions may be provided.
- (5) In B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security], LL.M. and MCLIS Programs:
 - (a) Examination of every compulsory, honors and elective course shall carry 100 (One Hundred) marks.



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- (b) There shall be a Mid Term Examination of 20 marks and End Term Examination of 50 marks in every Semester. Provided, there shall be no Mid Term Examination in elective courses.
 - (c) During the Semester, students shall be required to write one project work each in compulsory and honors courses and shall also be required to take a Collegiate Viva-Voce Examination on the project work (30 marks), i.e., 20 marks for written work and 10 marks for Collegiate Viva-Voce Examination. Provided, in elective courses students shall be required to write one seminar paper (30 marks) and make preliminary presentation (10 marks) and final presentation (10 marks).
 - (d) Students shall be required to write the project or seminar paper, as the case may be, according to the parameters notified by the University and shall ensure high standard of research quality in the written work. Originality of thought, felicity of expression, meaningful analysis, and coherent discussion should form the bases of written project work. Every submitted project shall be run through the Turnitin software or any other software for similarity check. Evaluation of project work/seminar paper including Collegiate Viva-Voce Examination/Final Presentation shall be completed before the commencement of the End Term Examination.
 - (e) Maximum duration of the written examination shall be three hours. Provided, if any student seeks extra time for writing an examination, she/he may be granted a maximum of 20 minutes per hour only on the basis of medical and other relevant records;
 - (f) Provided further, a student may request for the assistance of a scribe in case of a disability or health reasons. The concerned student shall submit an application seeking permission for the same to the Registrar with the necessary documents at least one week before the commencement of the examination. The University may make arrangement for a scribe who shall be from a class junior to the student requiring the scribe.
 - (g) The dates of Examinations shall be fixed in the Academic Calendar. Schedule of Examination as per the dated fixed in Academic Calendar for each written examination shall be announced by the Examination Section at least ten days before the commencement of the examination.
 - (h) Question paper setting and evaluation of the answer script shall be done by the teacher who has taught the concerned course.
- (6) Examination for Clinical Courses shall be organized in accordance with Rules of Legal Education, 2008. Maximum Marks for Clinical Courses shall such as prescribed by the Bar Council of India from time to time.
- (7) LL.M. and MCLIS students shall be required to submit a dissertation carrying 200 marks, i. e., 30 marks for synopsis presentation, 120 marks for dissertation, and 50 marks for Open Defence Viva-Voce Examination. LL.M. and MCLIS students shall be required to submit a synopsis recommended by the Supervisor to the Examination Section on or before such date as may be notified and shall be required to make a



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Synopsis Presentation on the date as may be notified. To be declared "Pass" in the dissertation, the student must obtain 100 marks in synopsis presentation, written dissertation and viva-voce examination taken together.

- (8) An Examination Committee shall be constituted by the Vice-Chancellor for the smooth conduct of Term Examination, verification and announcement of the result..
- (9) A Question Paper Moderation Committee constituted by the Vice Chancellor shall moderate the question papers in consultation with the concerned course teacher of Term, Repeat and Ex-Student Examination..
- (10) The Vice-Chancellor may appoint a special squad comprising of senior most teachers for supervising the conduct of the examinations.
- (11) The Examination Section shall provide the administrative support for the conduct of the examination.
- (12) The Model Answer of question paper of Term Examination shall be emailed by the teacher concerned to the students' email address before showing of the Answer Scripts.
- (13) A Result Moderation Committee constituted by the Vice-Chancellor shall moderate the result of Examinations, before showing of the answer scripts to the students and announcement of results. Result Moderation Committee shall in consultation with the concerned course teacher who examined the answer scripts, may reduce or increase the marks awarded, only in extra-ordinary circumstances with reasonable justifications. The decision of the Result Moderation Committee shall be considered an exercise of appellate jurisdiction and shall not be challengeable before any other authority within the University.
- (14) Result of Examinations shall be announced on the Notice Board and on the University website.
- (15) Students may see the evaluated answer script of written examination. The teacher concerned shall notify the date, time and place of showing the answer script through email. If any error of posting or calculation has been pointed out by the student to the teacher, the same will be entered in the original award list submitted by the teacher. In exceptional cases, if a teacher has failed to evaluate an answer, the same shall be evaluated and necessary rectification shall be made both in the answer script and in the original award list.
- (16) A student not satisfied with the evaluation of written examination or dissertation may apply for re-evaluation of the answer script or dissertation in the prescribed form along with re-evaluation fee within ten days of the declaration of the result.
- (17) There shall be no re-evaluation of Project Work, Seminar Paper, Collegiate Viva-Voce Examination, and Open Defence Viva-Voce Examinations.
- (18) The marks obtained after re-evaluation shall be final. *Provided* that in the event of a difference of more than 15% marks between the first evaluation and re-evaluation, the Examination Section with the prior approval of the Vice Chancellor shall send it for the third evaluation which shall be final.
- (19) For determination of merit for award of any Medals, the marks obtained as a result of re-evaluation shall not be taken into account because individual examinee's answer script evaluated by another examiner (Criteria Based Examination) cannot be



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treated at par with the End Term Examination (Norm Based Examination). However, the original marks obtained by such students in the main examination shall be taken into account for determination of merit and eligibility for award of medals. In other words, such students shall not become ineligible for the award of medals merely they applied for re-evaluation.

- (20) Duration of Ph.D. Course Work shall be One Semester and at the end of the Semester. There shall be a written examination in accordance with the guidelines notified by the UGC.
- (21) The Vice-Chancellor shall constitute a Research Advisory and Development Committee for implementing the provisions of the UGC Regulation relating to Ph.D. Course. Dean of the Faculties shall be responsible for the co-ordination of the Research Advisory and Development Committee and maintain all records pertaining to each and every candidate.
- (22) Ph.D. students shall be required to submit a thesis. Evaluation of Ph.D. thesis shall be in accordance with the University Grants Commission (Minimum Standards and Procedure for award of M. Phil./Ph.D. Degrees) Regulation 2018 as amended and notified from time to time. The Vice-Chancellor shall appoint examiners comprising of the Principal Guide and two experts from outside the University for evaluation of Ph.D. thesis. If all the three examiners recommend that the Ph.D. Degree be awarded to the student, the Dean of the Faculties shall organize an open defence viva-voce examination on the Ph.D. thesis. If two examiners recommend that Ph.D. Degree be rejected, the student shall be required to resubmit the Ph.D. thesis. If only one examiner recommends that the Ph.D. thesis be rejected, then the Vice-Chancellor shall send the Ph.D. thesis to a fourth examiner whose decision shall be final.
- (23) For all academic purposes at NLIU the mode of citation of legal authorities shall be the Oxford Standard for the Citation of Legal Authorities (OSCOLA) as customized/Indianized by the University.

24. PREPARATION OF RESULTS

Preparation of result shall be done under the supervision of the Examination Committee and shall involve the following stages:

- (1) Teacher concerned shall submit the evaluated answer scripts and award list to the Examination Section for decoding of the answer scripts,
- (2) Examination Section shall decode the answer scripts and return the same to the teacher concerned,
- (3) Teacher concerned shall show the answer scripts to the students. If any error of posting, calculation or omission is pointed out by a student, the same shall be examined by the teacher concerned and if found true, the teacher concerned will ask for the award list from the Examination Section and will do the necessary rectification therein, record the reason and shall put her/his signature and date once again clearly writing the exact number of rectification carried out by her/him and shall submit the rectified award list to the Examination Section.



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- (4) An employee (first employee) working in the Examination Section shall verify the entries in the award list and match the same with the answer scripts and attendance sheet. In case of any error of posting, calculation or omission, she/he will bring the matter to the notice of the concerned teacher and the concerned teacher shall rectify the error and will record the reason in a register maintained for the said purpose. After this, the said employee shall prepare the Tabulation Chart by entering the marks obtained by the student and shall put her/his full name, signature and date in the Tabulation Chart. This stage shall be called "Prepared by".
- (5) Another employee (second employee) working in the Examination Section shall match and check the entries in the Tabulation Chart with the entries in the award list, answer script and attendance sheet and shall put her/his full name, signature and date in the Tabulation Chart. In case of any error of posting, calculation or omission, she/he will bring the matter to the notice of the first employee who shall rectify the error committed by him and will record the reason in a register maintained for the said purpose. This stage shall be called "Checked by – I".
- (6) Another employee (third employee) working in the Examination Section shall match and check the entries in the Tabulation Chart with the entries in the award list, answer script and attendance sheet and shall put her/his full name, signature and date in the Tabulation Chart. In case of any error of posting, calculation or omission, she/he will bring the matter to the notice of the second employee who shall rectify the error committed by him and will record the reason in a register maintained for the said purpose. This stage shall be called "Checked by – II".
- (7) Two members of the Examination Committee shall be appointed as Verifying Officers by the Chairperson, Examination Committee, for every Semester, to verify the entries in the Tabulation Chart with the award list. In case, there is no error of posting, calculation or omission, the Verifying Officers shall put their full names, signatures and date on the Tabulation Chart. In case of any error of posting, calculation or omission, the Verifying Officers shall have the power to seek explanation from the concerned employees of the Examination Section. If the Verifying Officers are satisfied with the explanation, the matter will end at their level. However, if in the opinion of the Verifying Officers, the explanation is not satisfactory, the Verifying Officer, through the Chairperson, Examination Committee, shall refer the matter to the Vice-Chancellor for appropriate disciplinary action against the concerned employee. The Verifying Officer shall rectify the error in the Tabulation Chart and record the reasons for rectification in a register maintained for the said purpose.
- (8) The Tabulation Chart as verified by the Verifying Officer shall be placed by the Examination Section before the Registrar for authentication who shall, after being satisfied, place her/his signature along with date on the Tabulation Chart.
- (9) The Tabulation Chart authenticated by the Registrar shall be pasted on a permanent register on the basis of which the first employee shall prepare the Mark Sheet, Transcript, Provisional Degree and Final Degree. The second employee shall do the first check and the third employee shall do the second check. After the second check of the Mark Sheet, Transcript, Provisional Degree and Final Degree, as the case may



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be, the same shall be placed by the Examination Section before the Registrar for authentication who shall, after being satisfied, place her/his signature along with date on the said document. In case any deliberate error of posting, calculation or omission on the Tabulation Chart or otherwise in the Mark Sheet, Transcript, Provisional Degree and Final Degree is found by the Registrar, the concerned employees working in the Examination Section only shall be severally and jointly liable for appropriate disciplinary action.

- (10) After the authentication by the Registrar, the Final Degree shall be placed before the Vice-Chancellor for her/his signature. The Vice-Chancellor shall place the Degree of Ph.D. and Honorary Degree for the signature of the Chancellor and the Visitor.
- (11) The Examination Section shall maintain permanent registers of schedule of examination, question papers, examination attendance sheets, award lists, rectification registers, tabulation charts, and results declared.
- (12) The Examination Section shall paste authenticated copies of the Mark Sheet, Transcript, Provisional Degree and Final Degree on a permanent register maintained for the purpose.
- (13) The Examination Section shall destroy the answer scripts after six years from the date of examination.
- (14) The Examination Section shall maintain separate permanent registers of examination attendance sheets, award lists, tabulation charts, rectification registers, results, mark sheets, transcripts, provisional degrees, degrees and certificates issued by the University. A copy each of mark sheets, transcripts, provisional degrees, degrees and certificates shall be pasted in the register maintained for the purpose. The Examination Section shall also keep soft copies of these registers in the digital form duly authenticated by the Registrar/ Controller of Examination/ Deputy Registrar (Examinations)/ Assistant Registrar (Examinations) as appointed by the Vice-Chancellor.

25. RESEARCH WORKS

- (1) The students shall have the option to choose the topic for Project/Seminar Paper only in the first week of the Semester failing which topics shall be allotted by the teacher concerned. Any change or reformulation of topic may be allowed by Course Teacher in writing, provided no change or reformulation of topic shall be permitted by the Course Teacher after four weeks of commencement of the Semester. Students shall be trained in narrowing down the topic and formulation of the topic besides the training in other parameters of project/seminar writing.
- (2) Students shall submit the project work/seminar paper in the manner and on the date and time as notified by the Examination Section. The soft copy of the project work/seminar paper shall be emailed to the official/designated email address as notified for similarity check.
- (3) To promote academic integrity at NLIU, assessment of research work done leading to the partial fulfilment for the award of degrees at Graduate, Post Graduate and Research level by a student or a teacher or a researcher or a staff in the form of Thesis,



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Dissertation, Project, Publication of Research Papers and any other similar work shall be original and devoid of plagiarism.

- (a) Every Research Work shall run through the Turnitin software or any other similar software for similarity check.
- (b) For Project/Seminar and Dissertation work content similarity of a maximum of 30% or as determined by the Academic Council shall be acceptable. Where content similarity is above 30%, the student concerned shall be given another chance to make 'fair' changes to reduce the similarity index before the final submission.
- (c) After final submission, when the final project work is submitted both in hard and soft copy to the Examination Section, if the content similarity is more than 30% or there is any other evidence of plagiarism in the form of non-citation of sources or copying from another student's project work or from her/his own earlier project without acknowledgement of the same, course teacher shall in writing refer the matter to the Examination Section for appropriate action. In case of dissertation, if after the final submission the content similarity is found to be more than 30% or if any evidence of plagiarism, is found by the Supervisor, in the form of non-citation of sources or copying from another student's dissertation or from her/his own earlier project or dissertation without acknowledgement of the same, the Supervisor shall not sign on the Certificate and shall forward the matter to the Examination Section for appropriate decision.
- (d) The teacher shall give the student concerned an opportunity to make a representation regarding the alleged plagiarism before referring the matter to the Examination Section. The intimation to the student in this regard shall be in writing. The Examination Section shall refer the matter to the Unfair Means Committee for appropriate decision.
- (e) The Unfair Means Committee shall provide a hearing to the student and after conducting such inquiry as it may deem fit shall make its recommendation to the Vice Chancellor for approval.
- (f) For the evaluation of Thesis Work submitted for award of Doctoral or Post-Doctoral degree, the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018 as amended from time to time shall apply.
- (g) If a student fails to submit the written project/seminar paper on the date and time as notified by Examination, such a student shall lose one mark per day out of the total marks assigned for written project/seminar paper subject to maximum of delay of six working days. The Examination Section shall write in clear and legible hand writing the last date of submission and actual date of submission on each such delayed submitted written project/seminar paper and shall also make necessary entries the relevant column of the Award List before sending the same to the teacher concerned. No written project/seminar paper shall be accepted for submission after a delay of seven working days and the student concerned will be marked "ABSENT" in the Award List by the



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Examination Section. Provided such students may submit the written project/seminar paper as part of the Repeat Examination after paying the prescribed fee.

- (4) The collegiate viva voce examination of the project work and presentation in elective courses shall take place after class hours. Scheduling and rescheduling of the viva voce/presentation is subject to the discretion of the concerned course teachers.
- (5) In case a student fails to attend a viva voce/presentation on the scheduled day without prior written permission of the course teacher, the student shall be awarded 0 (zero) marks for the viva-voce/ presentation in the concerned course. However, such student may be allowed to take the repeat examination of the viva voce/presentation in the subsequently following semester on the deposit of prescribed fee.

26. PROJECT/SEMINAR PAPER SUBSTITUTION

- (1) Project/Seminar Paper substitution shall be allowed by the Dean of the Faculties on the recommendation of the concerned faculty in-charge as under:
 - (a) substitution for only one Projects/Seminar Paper shall be allowed for the following:
 - (i) participation in National Moot Court Competitions, except Bar Council of India Moot Court Competition,
 - (ii) participation in a National or International Client Counselling or Negotiation Competition involving written submissions,
 - (iii) publication of one article/essay/case comment/book review in a peer reviewed journal, or
 - (iv) any other University-authorized research activity which has a component of written work.
 - (b) substitution for two Projects/Seminar Paper shall be allowed for the following:
 - (i) participation in the Bar Council of India Moot, Philip C. Jessup and Willem C. Vis International Commercial Arbitration Moot Court Competitions, Vienna (*Vis*) and Hong Kong (*Vis East*) and any other competitions authorized by the Vice-Chancellor on the recommendation of the Dean of the Faculties.

Explanation: For winners of national moots who subsequently qualify for the international round of the said moot, the second exemption will be available only on the event of qualification; or
 - (ii) publication of two articles/essays/case comments/book reviews, or in any combination thereof, in a peer reviewed journal,
 - (c) substitution for three Projects/Seminar shall be allowed for the following:
 - (i) publication of three articles/essays/case comments/book reviews in a peer reviewed journal, or in any combination thereof, or
 - (ii) any one activity each mentioned in (a) and (b) above.



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- (d) substitution for four Projects/Seminar shall be allowed for the following:
- (i) publication of four articles/essays/case comments/book reviews in a peer reviewed journal, or in any combination thereof, or
 - (ii) all the four activities mentioned in (a) above,
 - (iii) both the activities mentioned in (b) above, or
 - (iv) any two activities mentioned in (a) and anyone activity mentioned in (b) above.
- (e) substitution for five Projects/Seminar shall be allowed for the following:
- (i) publication of five articles/essays/case comments/book reviews in a peer reviewed journal, or in any combination thereof, or
 - (ii) all the four activities or any three activities mentioned in (a) above and one activity mentioned in (b) above, or
 - (iii) any one activity mentioned in (a) above and both the activities mentioned in (b) above.
- (2) The project work/seminar substitution application shall be submitted at least one week before the date of submission of the project in which substitution is sought;
- (3) Ordinarily, the student may be allowed a project substitution/seminar paper in a subject of her/his choice but if she/he is studying the same subject or related subject in the Semester in which she/he is seeking substitution, she/he shall be allowed substitution in the same subject or related subject as the case may be:
- (4) The written work submitted in lieu of the project work in compulsory and honors courses shall be evaluated out of 30 marks and those in elective courses shall be evaluated out of 50 marks. A teacher nominated by the Dean of the Faculties shall conduct the said evaluation. No viva voce examination shall be conducted for the project work in which the student has been granted substitution.
- (5) There shall be no limit on the number of substitutions in a Semester or during the entire duration of the Program.

27. MINIMUM PASS MARKS/GRADE FOR ALL PROGRAMS:

- (1) The marks obtained by students shall be converted to grades in a seven-point scale with the corresponding grade values given below:

Percentage of Marks obtained	Grade	Grade Value
80% and above	O+	9
75% to 80%	O	8
70% to <75%	A++	7
65% to <70%	A+	6
60% to <65%	A	5
55% to <60%	B+	4
50% to <55%	B	3
Below 50%	F	0 (Zero)



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- (2) In order to have passed in both individual courses and in the Semester Examinations of any Program a student must secure a minimum of 50 (Fifty) marks (B Grade) and securing less than 50 (Fifty) marks in a course will mean that a student has failed in the course.
- (3) In case a student has failed in any course by two marks or less than two marks, the difference of marks by which she/he has failed shall be awarded by the Examination Section as Grace Marks in all the courses in which she/he has failed by two marks or less than two marks. The Mark Sheet and the Transcript shall show Grace Marks denoted by letters "GM" against the course in which the Grace Marks have been awarded. The students who passed any examination with Grace Marks shall not be eligible for award of any Medals.
- (4) The credits for compulsory, honors and Clinical Courses shall be four and credits for elective courses shall be three.
- (5) The Grade Point Average (GPA) at the end of a Semester shall be calculated as follows:

Total Grade Value / Number of Course: An Example:

Course	Grade obtained	Grade value
Sociology I	A++	7
Economics I	A+	6
Common Law Method	O	8
Law of Contract	B+	4
Torts I	A	5
Total		30
Grade Point Average (GPA) = $30/5 = 6$		

- (6) The Cumulative Grade Point Average (CGPA) shall be calculated by taking into account all the Semesters completed by the student.

28. REPEAT EXAMINATION

- (1) A student of any Program who fails to obtain at least Grade B in a course shall be declared as Fail in that course.
- (2) For such student, only one Repeat Examination shall be conducted on payment of prescribed fee. The Repeat Examination shall carry the maximum marks carried by the Written Examination.
- (3) For the students who takes the Repeat Examination, both the Mark Sheet and Transcript shall carry the letter "R" next to the Grade so obtained.
- (4) Schedule of Repeat Examination shall be notified by the Examination Section at least 10 (Ten) days before the commencement of such examination.
- (5) In case a student fails in the seminar of an elective course, she/he may re-submit the project work within 10 (Ten) days of the declaration of results.
- (6) Repeat Examination for the Clinical Courses shall be such as may be notified by the teacher concerned with the approval of the Dean of the Faculties.



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- (7) A student who fails in the Repeat Examination shall automatically become an ex-student and shall not be promoted to the second year, third year, fourth year, or fifth year as the case may be. Such students shall be required to apply for re-admission in the next academic session in the Semester in which they have failed in the Repeat Examination and shall deposit the prescribed re-admission fee and examination fee. Such students shall not be eligible for hostel and shall not be entitled to attend the classes. In case, such students do not apply for re-admission in the next academic session, they shall be deemed to have left the Program and their names shall be removed from the rolls of the University.

29. MID TERM EXAMINATION AS PART OF THE END TERM EXAMINATION

- (1) A student:
- (a) who has been admitted to a Program of Study few days before the commencement of the Mid Term Examination or after the Mid Term Examination,
 - (b) represented the University in Moot Court, Client Counseling and Negotiation Competitions and any University sponsored event which clashes with or is within three days from the commencement of Mid Term Examinations, or
 - (c) had serious medical illness leading to hospitalization, provided the student submits a medical certificate from the hospital along with the medical discharge certificate.

shall be allowed to take the End Term Examination and his/her answer script shall be evaluated out of maximum marks assigned for Mid Term Examination and End Examination taken together.

- (2) The students falling in this category shall be eligible to take the Repeat Examination in those courses in which they fail in the End Term Examination and shall also be eligible for award of Medals if they pass in all the courses of the End Term Examination because they took same such End Term Examination (Norm Based Examination) as taken by all their batchmates.

30. DEEMED FIRST ATTEMPT

- (1) A Deemed First Attempt Examination shall be organized with the Repeat Examination.
- (2) A Deemed First Attempt for an examination shall be granted only on the following grounds:
- (a) Representing the University in Moot Court, Client Counseling and Negotiation Competitions and any University sponsored event which clashes with or is within three days from the commencement of End Term Examinations.
 - (b) In case of serious medical illness leading to hospitalization, provided the student submits a medical certificate from the hospital along with the medical discharge certificate.



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- (3) Application of such students seeking permission to appear for Repeat Examination as Deemed First Attempt Examination shall be duly forwarded by the Faculty In-charge concerned to the Examination Section at least 10 (Ten) days before the commencement of the Repeat Examination. If approved by the Chairperson, Examination Committee, the applicant shall be allowed to take the Repeat Examination as Deemed First Attempt Examination. The letter “R” shall not be written on her/his mark sheet and transcript. The students availing the benefit of Deemed First Attempt Examination shall neither be eligible for the Repeat Examination of the Repeat Examination which she/he has taken as Deemed First Attempt Examination nor will she/he be eligible for award of any Medals because Criteria Based Examination cannot be treated at par with the Norm Based Examination described as End Term Examination. A student who fails in the Deemed First Attempt Examination, she/he shall be eligible to take Ex-Student Examination as Repeat Examination and the letter “R” (instead of Ex-Student Examination) shall be written on her/his mark sheet and transcript.

31. IMPROVEMENT EXAMINATION

A student who has been declared ‘Pass’ may make an application in the prescribed form by depositing prescribed fee to take improvement examination in any one of the courses offered in that Semester. The Grade so obtained will be indicated by letter “I” in the mark sheet and transcript. For determination of merit for award of any Medals, the marks obtained in the improvement examination shall not be taken into account, but the marks obtained by such students in the regular examination of which she/he has taken the improvement examination shall be taken into account for determination of merit and eligibility for award of medals.

32. PROMOTION RULES

- (1) Promotion rules shall not apply to LL. M. and Ph. D. students.
- (2) Promotion from one Semester to another Semester in the same academic year shall be automatic.
- (3) No student shall be promoted to the second year, unless she/he has cleared the examinations of 07 (Seven) courses of the first year.
- (4) No student shall be promoted to the third year, unless she/he has cleared all the examinations of first year and also the examinations of 07 (Seven) courses of the second year.
- (5) No student shall be promoted to the fourth year, unless she/he has cleared all the examinations of first year and second year and also the examinations of 07 (Seven) courses of the third year.
- (6) No student shall be promoted to the fifth year, unless she/he has cleared all the examinations of first year, second year, third year and also the examinations of 07 (Seven) courses of the fourth year.



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- (7) A student not promoted to second year, third year, fourth year or fifth year, for reason of failure in the required number of courses, shall automatically become an ex-student and may apply for re-admission in the next academic session and shall deposit the prescribed re-admission fee and examination fee. Such student shall not be eligible for hostel accommodation and shall not be entitled to attend the classes. In case, such students do not apply for re-admission in the next academic session, they shall be deemed to have left the Program and their names shall be removed from the rolls of the University.
- (8) A student not promoted to second year, third year, fourth year or fifth year, for reason of shortage of attendance, shall automatically become an ex-student and may apply for re-admission in the next academic session in the same Semester in which she/he has fallen short of attendance. Such student shall be required to deposit the prescribed re-admission fee and all other fees and charges as applicable to regular students in that academic session. Such student shall be eligible for hostel accommodation and shall be entitled to attend the classes. In case, such student does not apply for re-admission in the next academic session, they shall be deemed have left the Course of Study and their names shall be removed from the rolls of the University.
- (9) A student not promoted to second year, third year, fourth year or fifth year, for reason failure in the Repeat Examination, shall automatically become an ex-student and may apply for re-admission in the next academic session in the same Semester in which she/he has failed. Such student shall be required to deposit the prescribed re-admission fee and examination fee. Such student shall not be eligible for hostel accommodation and shall not be entitled to attend the classes. In case, such student does not apply for re-admission in the next academic session, they shall be deemed have left the Program and their names shall be removed from the rolls of the University.

33. HONORARIUM FOR QUESTION PAPER SETTING, EVALUATION OF ANSWER SCRIPTS, INVIGILATION DUTY AND SCRIBE

- (1) As question paper setting, evaluation & supervision are part of the duties of the teachers according to the UGC Regulations. However, a small incentive to maintain the quality id provided as follows:
 - (a). Question Paper setting @ Rs. 500/- (Five Hundred Only) per question paper,
 - (b). First Evaluation of answer script @ Rs. 20/- (Twenty Only) per answer script,
 - (c). Invigilation duty @ Rs. 100/- (One Hundred Only) per invigilation duty,
 - (d). Re-evaluation of answer script @ Rs. 100/- (One Hundred Only) per answer script,
 - (e). Evaluation of LL.M. and MCLIS Dissertation @ Rs. 500 (Five Hundred Only) per Dissertation for both internal and external evaluator,
 - (f). Open Defence Viva-Voce Examination of LL.M. and MCLIS Dissertation @ Rs. 3,000/- (Three Thousand) for Principal Guide per day and @ Rs. 5,000/- (Five Thousand) for external examiner per day.



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- (g). Evaluation of Ph.D. Thesis @5,000/- for external evaluator.
 - (h). Open Defence Viva-Voce Examination of Ph.D. Thesis @ Rs. 3,000/- each for Principal Guide and co-supervisor and @ Rs. 5,000/- for external examiner.
 - (i). Scribe provided by NLIU shall be paid a sum of Rs. 1,000/- for 3hr exam and Rs. 500/- for mid-term exam.
- (2) The Executive Council may upgrade the above rates on the recommendation of the Academic Council.

CHAPTER – VII AWARD OF DEGREE, CERTIFICATES AND MEDALS

34. AWARD OF DEGREE AND CERTIFICATE

- (1) A student shall not be eligible for the award of the Degree of B. A. LL. B. (Hons.), B. Sc. LL. B. (Hons.) [Cyber Security], LL.M., Graduate Insolvency Program (GIP) or MCLIS unless she/he has been declared “Pass” in the all the examinations prescribed by the Academic Council on the recommendation of the Board of Studies within the period prescribed by these Ordinances.
- (2) A student shall not be eligible for the award of the Degree of Ph.D. unless she/he has been declared “Pass” in the Course Work, has fulfilled all the requirements prescribed by University Grants Commission, and the examiners have unequivocally recommended that the Degree of Ph.D. be awarded to her/him.
- (3) A student shall not be awarded any degree or certificate unless she/he has obtained the pass marks in all the courses prescribed for such Program.

35. AWARD OF MEDALS AND CASH PRIZE

- (1) Subject to the provisions of these Ordinances, Gold Medals, Silver Medals, and Bronze Medals shall be awarded to the students at the Convocation or in a manner as may be decided by the Vice-Chancellor in special circumstances.
- (2) Following Gold, Silver and Bronze Medals shall be awarded to the students of B.A. LL.B.(Hons.) Program:
 - (a). Justice J. S. Verma Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. A. LL. B. (Hons.) Program.
 - (b). Justice G. P. Singh Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. A. LL. B. (Hons.) Program.



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- (c). Prof V. S. Rekhi Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. A. LL. B. (Hons.) Program.
 - (d). Pt. Ramlal Ji Sharma Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. A. LL.B.(Hons.) Program.
 - (e). Mrs. Pratibha Dubey Memorial Gold Medal to the female student who has secured highest marks in the aggregate in all the regular examinations of B. A. LL.B.(Hons.) Program.
 - (f). One Pt. Ramlal Ji Sharma Memorial Silver Medals each to the student who has secured highest marks in the aggregate in the regular examinations of First, Second, Third, and Fourth Years of B. A. LL. B. (Hons.) Program.
 - (g). Dr. Ajay Dubey and Dr. Animesh Dubey Silver Medal to the student who has secured second highest marks in the aggregate in all the regular examinations of B. A. LL. B. (Hons.) Program.
 - (h). Dr. Ajay Dubey and Dr. Animesh Dubey Bronze Medal to the student who has secured third highest marks in the aggregate in all the regular examinations of B. A. LL. B. (Hons.) Program.
 - (i). Devansh Srivastava – Khaitan & Co Scholarship consisting of Cash Prize for the amount of 1 (One) Lakh Rupees to the first rank holder of the B. A. LL.B. (Hons.) Program, assessed cumulatively based on performance of the students during the 5 years program, of the National Law Institute University, Bhopal. In the event of any tie for the first rank, the Cash Prize may be equally divided and awarded to both the candidates.
- (3) Following Gold, Silver and Bronze Medals shall be awarded to the students of B. Sc. LL.B.(Hons.) [Cyber Security] Program:
- (a). Justice J. S. Verma Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. Sc. LL.B.(Hons.) [Cyber Security] Program.
 - (b). Justice G. P. Singh Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. Sc. LL.B.(Hons.) [Cyber Security] Program.
 - (c). Prof V. S. Rekhi Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of B. Sc. LL.B.(Hons.) [Cyber Security] Program.
- (4) Following Gold Medals shall be awarded to the students of LL.M. Program:



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- (a). Justice Nani A. Palkhiwala Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of LL.M. Program in Constitutional and Administrative Law Group.
 - (b). Justice Shacheendra Dwivedi Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of LL.M. Program in Human Rights and Criminal Law Group.
 - (c). Dr. Ajay Dubey and Dr. Animesh Dubey Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of LL.M. Program in Intellectual Property and Business Law Group.
- (5) Following Gold Medal shall be awarded to the students of MCLIS Program:
- (a). Mr. Rizwan Shaad Memorial Gold Medal to the student who has secured highest marks in the aggregate in all the regular examinations of MCLIS Program.
- (6) Subject to the provisions of these Ordinances, to be eligible for the award of any medal, the student:
- (a). must have cleared all the examinations of all the courses in first attempt excluding deemed first attempt,
 - (b). must not have been found guilty of any misconduct as prescribed by these Ordinances, and
 - (c). must have scored the highest marks in order of merit in her/his class.
- (7) The name and number of Gold, Silver and Bronze Medals shall be such as may be approved by the Academic Council on the recommendation of the Vice-Chancellor.

36. AWARD OF HONORARY DEGREE AND ACADEMIC DISTINCTION

- (1) Subject to the provisions of Section 43 of the Act, the Degree of Doctor of Laws (LL.D.) *Honoris Causa* or academic distinction may be conferred upon persons from India or from a foreign country, of proven exceptional merit, who have made outstanding contribution to law, legal education and research, legal profession, in general or to the progress and development of the National Law Institute University, Bhopal in particular.
- (2) There shall be an Advisory Committee constituted by Academic Council which shall recommend the name(s) for the award of Degree of Doctor of Laws (LL.D.) *Honoris Causa* or academic distinction for the consideration of Academic Council.
- (3) The Academic Council shall examine such recommendation, and if not less than two third of the members of the Academic Council recommend that an honorary degree or academic distinction be conferred on any person on the ground that she/he is in their opinion by reason of eminent attainment and position, fit and proper to receive



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such degree or academic distinction, the General Council may, by a resolution, decide that the same may be conferred on the person recommended.

CHAPTER – VIII CODE OF CONDUCT AND DISCIPLINE RULES FOR STUDENTS

37. CONDUCT OF STUDENTS

- (1) Students shall be required to:
 - (a) come prepared to the class,
 - (b) be present in the class room before the teacher arrives,
 - (c) be attentive and respond to their roll call,
 - (d) participate in the class discussion,
 - (e) raise questions and dispute the view-points expressed by others in the class,
 - (f) maintain discipline in the class, hostel, mess, on the campus and amongst peers and employees of the University,
 - (g) maintain a decorum commensurate to the student of NLIU in all of her/his conduct and choices whether it be online/offline medium,
 - (h) not indulge in any act that amounts to sexual harassment at work as provided under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - (i) not indulge in any form of Ragging. For the purpose of this clause, the term “Ragging” shall mean and include every act as indicated in Sections 3:4 and 4 of the University Grants Commission Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009 as amended from time to time.
- (2) Ragging is strictly banned on campus and if committed shall attract severe repercussions in compliance with the UGC Regulations as amended from time to time. It shall be compulsory for each student and their parent/guardian to submit an online undertaking each academic year at UGC designated website (www.antiragging.in).
- (3) No student shall be allowed to enter or exit the campus after 10:00 p.m. except with the prior permission of concerned Warden.
- (4) If a student walks out of a class without the permission of the teacher, after having obtained attendance for that class, the student shall lose three attendances in that particular course. The teacher shall denote the same as ‘WA’ in the attendance register and shall inform the student of such loss of attendance. Repeated violation shall result in disciplinary action by the University.
- (5) A fine of Rs. 2,500/- (Two Thousand and Five Hundred) or as may be revised from time to time shall be imposed on any student found using a mobile phone or any other electronic device in any manner in the classroom. If the same student is found using the mobile phone in the class room on three different occasions, the matter may be referred to the Disciplinary Committee for further action.
- (6) Laptops, mobile phones, or any other electronic gadgets may be used in the classroom, if permitted by the concerned teacher. A fine of Rs. 2,500/- (Two



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Thousand and Five Hundred) or as may be revised from time to time shall be imposed on a student found using the laptop, mobile phones, or any other electronic gadgets without the permission of the teacher.

- (7) Any other behaviour of students not in keeping with the discipline and decorum of the class shall be brought to the notice of the Dean of the Faculties in writing by the course teacher. The Dean of the Faculties shall refer the matter to the Vice-Chancellor for appropriate disciplinary action.

38. USE OF UNFAIR MEANS AND DISORDERLY CONDUCT IN THE PROCESS OF EXAMINATION

- (1) For the purposes of this Chapter, examination malpractice, use of unfair means, and disorderly conduct shall include the following:
- (a) taking the examination answer script outside the examination hall at any time during and after the examination,
 - (b) carrying mobile phones or any other electronic gadgets inside the examination hall,
 - (c) carrying into the examination room any book, paper, note, electronic device or other unauthorized material likely to be used, directly or indirectly, by the student in answering the question paper,
 - (d) misbehaving with the invigilator or other staff working at the examination centre in connection with the examination before, during or after the examination hours,
 - (e) assisting in any manner whatsoever, any other candidate in and answering the question paper during the course of examination,
 - (f) taking assistance from any other student(s) or any other person or from any book, paper, note, electronic device or other unauthorized material in answering the question paper during the course of the examination,
 - (g) bringing in or arranging to be brought in the examination room an answer script 'A' or 'B' or any part thereof,
 - (h) bringing out or arranging to send out of the examination room answer script 'A' or 'B' whole or in part.
 - (i) replacing or getting replaced an answer book, A' or' B' in whole or in part during or after the examination,
 - (j) impersonating any person or getting impersonated by any person taking the answer script for the purpose,
 - (k) deliberately disclosing one's identity or making any distinctive marks in the answer script for that purpose,
 - (l) communicating with any other student or unauthorized person in any manner during the examination,
 - (m) communicating with or approaching an examiner, in any, manner so as to influence her/him in evaluating the answer script,



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- (n) threatening, intimidating or assaulting the Superintendent, Invigilator or other staff at the Examination Centre or another student in connection with the examination before, during or after the examination hours,
 - (o) leaving the examination room before the expiry of half an hour after the commencement of the examination or without obtaining the permission of the Invigilator or without handing over the answer script to the Head Invigilator or without signing the attendance sheet,
 - (p) intentionally tearing off any answer script 'A' or 'B' or any part thereof,
 - (q) disturbing or disrupting the conduct of examination or attempting to do so,
 - (r) inciting or compelling any other student to leave the examination room or to disturb or disrupt the examination,
 - (s) carrying into the Examination Centre any weapon of offence, or
 - (t) wearing gadgets supported by Bluetooth or any other communication technology,
 - (u) any other misconduct or examination malpractice, use of unfair means, or disorderly conduct.
- (2) A student found guilty of examination malpractice, use of unfair means, or disorderly conduct shall be liable to penalized as under:
- (a) imposition of fine as may be prescribed by the Executive Council on the recommendation of the Academic Council, or
 - (b) cancellation of the result of the examination of the course for which she/he was found to have been guilty, or
 - (c) cancellation of the result of the whole Term, Repeat, Improvement or Ex-Student examination, as the case may be, or
 - (d) debarring the student from appearing for any future examination of the University for a stated period, or
 - (e) rusticating the student from the rolls of the University for a stated period or forever.
- (3) Any student who is in the opinion of the invigilator on duty or the Chairperson, Examination or a member of the Special Squad contravenes or is suspected of contravening the provisions of this Chapter, shall be required to furnish an explanation in the prescribed form giving particulars of material found in her/his possession. If the student fails to give any explanation or refuses to sign the prescribed form, it shall be deemed that sufficient opportunity has been given to her/him for explaining the charges against her/him and she/he has nothing to say in the matter.
- (4) Where a student has been found using unfair means, doing examination malpractice, or involved in disorderly conduct she/he shall be required to hand over the answer script to the invigilator and a fresh answer script may be issued to her/him. Notwithstanding, anything contained in this provision, the Chairperson, Examination shall have the power to expel a student, who in her/his opinion is not fit to sit in the examination hall, from the Examination Centre for the remaining duration of the examination.



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- (5) The invigilator concerned shall report the matter in writing to the Chairperson, Examination narrating the facts of the case in her/his report and forward with it the statement, if any, made on the occasion by the student. The Chairperson, shall forward the matter to the Unfair Means Committee constituted by the Vice-Chancellor.
- (6) The Unfair Means Committee or any person authorized by it in this behalf shall communicate to the student, in respect of whom a report has been received, the nature of allegations against her/him and shall require her/him to furnish a written explanation within a period of seven days from the date of the receipt of the notice. *Provided* that a student who has already given an explanation or who has refused or intentionally omitted to give such explanation need not be required to furnish an explanation.
- (7) If a student has refused to receive the notice issued by the Committee or has, in the opinion of the Committee avoided its service, the Committee may proceed as if the notice has been served.
- (8) No extension of the time required to submit the explanation shall be permissible except where, for reasons shown to the satisfaction of the Committee or any person authorized by the Committee in this behalf the student is unfit to furnish such explanation.
- (9) On receipt of the explanation from the student or if no explanation is received from her/him, the Committee shall conduct an inquiry into the matter. No student shall have a right to be represented by a counsel before the Committee.
- (10) After considering the material or record including the explanation, if any, submitted by the student, the Committee is satisfied that a student is guilty of examination malpractice, the use of unfair means or disorderly conduct in the examination, it may recommend to the Dean of the Faculties any penalty prescribed in this Chapter. The Dean of the Faculties shall have the power to approve or modify the recommendation of the Committee. In case, the Dean of the Faculties rejects the recommendation of the Committee, she/he shall record the reason in writing. The Dean of the Faculties, for reasons shown to her/his satisfaction may revise any punishment imposed by her/him. Appeal from decision of the Dean of the Faculties shall lie with the Vice-Chancellor, whose decision shall be final.
- (11) If within four months from the date of declaration of the result, it is brought to the notice of the Registrar that a student was guilty of the use of unfair means during the examination in respect of which her/his result was declared, the provision of these Ordinances shall apply with such changes as may be necessary to the case of such a student, provided that before imposing any punishment she/he shall be given an opportunity to explain the charges against her/him.
- (12) If a person not otherwise covered by these Ordinances is found guilty of having impersonated a student or of having written the answer(s) outside the Examination Hall for being smuggled into the Examination Hall or of having managed otherwise to replace an answer book or any of its pages after the examinations to the benefit of any student(s), the student shall be deemed guilty of use of unfair means and the



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provisions of these Ordinances shall apply with such changes as may be necessary in such a case.

39. HOSTEL RULES

- (1) Students admitted to a regular program of the University shall ordinarily be eligible for hostel accommodation for the minimum duration of her/his program. *Provided*, the University shall have the discretion to allot or not to allot the Hostel accommodation to a particular student or a group of students in the interest of the academic environment of the University. *Provided further*, hostel rooms may be allotted to the residents of Bhopal on first come first serve basis if there remains a vacancy after accommodating the students from outside Bhopal.
- (2) Hostel rooms shall generally be allotted on a double sharing basis. Allotment shall be renewable at the start of each academic year.
- (3) The 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 program, such student shall not be entitled to continue to enjoy any hostel facility.
- (4) Unauthorized occupants shall not be allowed to stay in the hostel. It is the responsibility of the hostel residents to report such unauthorized occupation to the Warden of the concerned hostel.
- (5) Hostel shall remain open and closed in accordance with the Academic Calendar. Students shall not be allowed to stay in the hostel during the period of vacation. *Provided*, in exceptional cases, Warden with the approval of the Chief Warden may permit a student to stay in the hostel for a specific period of time subject to payment of charges in advance for accommodation @ ₹200/- (Two Hundred) per day or as may be revised by the Executive Council from time to time. *Provided further*, the University shall not make any arrangement for food during the vacation and the students allowed to stay in the hostel during the vacation shall be required to make their own arrangements for food.
- (6) The Main Gate of the campus shall be closed at 10:00 p. m. *Provided*, a student may be allowed to enter the campus after 10:00 p. m. after recording the reasons of delay in the register kept at the Main Gate of the campus. The register shall be placed before the Chief Warden on a daily basis for appropriate disciplinary action.
- (7) Students shall obtain a permission from the concerned 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.
- (8) Students shall make entry in the incoming/outgoing registers maintained both at Main Gate of the campus and at the Entrance Gate of the concerned hostel in order to ascertain their whereabouts and safety in case of any emergency or otherwise.
- (9) No student resident of the hostel shall be allowed to remain absent from the hostel after 11:59 p.m. unless she/he has taken special permission of the Chief Warden.
- (10) No student resident of the hostel shall remain in the hostel during the class hours except with prior permission of the concerned Warden.



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- (11) No student resident of the hostel shall leave the hostel or remain outside when the University is in session except with the prior permission of the concerned Warden.
- (12) No student resident of the hostel shall leave the hostel without the prior written permission of the concerned Warden. In case of emergency, the student will leave an application, seeking permission from the concerned Warden, with the assistant superintendent deputed at the hostel and email a copy of the application to the concerned Warden and Chief Warden.
- (13) Students going out on authorized tours or for participation in co-curricular or extracurricular activities shall inform the concerned Warden in writing before leaving the hostel.
- (14) Hostel rooms are furnished with essential furniture and fixtures. Occupants of the room shall be responsible for the safety and security of the furniture and fixtures of her/his room. She/he shall hand over the charge of the articles to the concerned Warden at the end of each academic session at the close of the hostel. No furniture or fixtures shall be removed from the hostel or within the hostel from one place to another without the prior permission of the concerned Warden. Bulbs, holders, switches and other fixtures shall not be changed by the student on their own without the permission of the concerned Warden.
- (15) Students desirous of keeping air cooler or small refrigerator not exceeding the capacity of 60 (Sixty) liters shall be required to deposit an amount of ₹500/- (Five Hundred) per month for air cooler and ₹500 (Five Hundred) for refrigerator or as may be revised by the Executive Council from time to time. If the concerned Warden finds that a student is keeping air cooler or small refrigerator in her/his room and has not deposited the charges, such student shall be liable to pay a fine of ₹5,000/- (Five Thousand) plus the outstanding dues relating to air cooler and small refrigerator.
- (16) Students are advised to remain in their allotted room and avoid visiting rooms of others unless it is necessary for discussion or exchange of notes. *Provided*, no student shall visit the rooms of others after 11:00 p.m. The concerned Warden may take appropriate disciplinary action in such cases.
- (17) Students are required to maintain the property of the University and articles issued to them by the University for bonafide use. Any damage or loss to the property by playing game or otherwise shall be borne by the student concerned in addition to the disciplinary actions.
- (18) Student may make requisition for the ambulance services of the University with the prior permission of the concerned Warden in writing strictly on medical grounds. All medical expenses shall be borne by the student herself/himself.
- (19) Use of electric heaters, induction plates, irons, televisions and music systems by the student shall be strictly prohibited. If the concerned Warden finds that a student is keeping electric heaters, irons, televisions and music system in her/his room, such student shall be liable to pay a fine of ₹5,000/- (Five Thousand) and the concerned Warden shall have the power to seize such items.
- (20) No licensed or unlicensed fire arms or any lethal weapons including dagger, lathi, rod, knives, boulder, crackers or any other such items including contraband materials whatsoever in any form shall be allowed in the hostel under any circumstances.



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Breach of this provision by any student shall result not only in expulsion of the student from the hostel but also rustication from the University.

- (21) Possession or use of liquor or drugs or smoking within the hostel or University campus shall be strictly forbidden. Possession or use of any hallucinogenic drugs, narcotic and psychotropic substances, alcoholic drinks or any contraband items shall be strictly prohibited on the campus of the University including the hostels. Even possession of these prohibited articles shall call for not only expulsion of the student from the hostel but also rustication from the University.
- (22) Students residing in the hostel shall not be allowed to keep two-wheelers, four-wheelers or any other automobile vehicles on the campus and/or in the vicinity of the campus under any circumstances. The Dean Students' Welfare shall have the power to get the unauthorized vehicles removed from the campus and impose a fine of ₹5000/- (Five Thousand) on such students.
- (23) Students desirous of keeping expensive items, like personal computers, lap-tops, camera, mobile phones or other similar devices shall do so at their own risk and the University shall not be responsible in any manner for the loss of or damage to such items. Students shall be responsible for the safety and security of their valuables, cash, mobile phones, laptop. Students must ensure that their rooms are locked properly before they leave.
- (24) Students shall be required to accept the membership of the Mess Committee on a rotation basis.
- (25) Students shall take their breakfast, lunch, evening tea, and dinner in the Dining Hall only. The timing for breakfast shall be from 07:00 a.m. to 08:45 a.m., lunch timing shall be from 01:30 p.m. to 02:50 p.m., timing for evening tea shall be between 05:00 p.m. to 06:00 p.m. and timing for dinner shall be from 08:00 p.m. to 10:00 p.m. No meals shall be served in the Hostel Rooms or after the prescribed timings. *Provided*, meals may be served in the Hostel room if it is recommended by the Medical Officer or the concerned Warden and timely intimation for such service is given to the Mess. Mess crockery/utensils shall not be taken out of the Dining Hall.
- (26) No students shall ill-treat or punish any staff of the Mess including a house keeper. Complaint against them shall be made in writing to the concerned Warden who shall take appropriate disciplinary action.
- (27) Proper discipline, etiquette and manner at dining table shall be maintained by the students. Discussion in high pitch over dining table shall be avoided. In case of non-availability of table in the Dining Hall, student should not rush but wait for their turn.
- (28) Students are not permitted to enter into the pantry or cooking area unless specifically authorized by the concerned Warden.
- (29) No female visitor including any girl student shall be allowed inside the Boys' Hostel. No male visitor including any boy student shall be allowed inside the Girls' Hostel. Subject to this and following provisions, close relatives may visit the hostel for a period not exceeding one hour during the day time with the prior written permission of the concerned Warden.
- (30) Students 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.



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- (31) Visitors including non-resident students of the campus are permitted to entry up to the Visitors Room only. Students are required to meet their honored guests in visitor's room only.
- (32) Visitors including non-resident students of the campus should not to be taken in the rooms allotted to the students in the premises of the Hostel.
- (33) Visitors' vehicle shall not be permitted beyond the parking area due to security reasons. *Provided*, in case of old age visitors permission may be accorded by the Chief Warden.
- (34) Student residing in the hostel shall be subject to the disciplinary control of the concerned Warden or any other Officer authorized in this regard. Where the concerned Warden or the Officer authorized is of the prima facie opinion that a student has committed an act of indiscipline, she/he shall have to the power to suspend the allotment of the student from the Hostel with immediate effect pending inquiry by the Disciplinary Committee.
- (35) The Disciplinary Committee shall consist of the Dean Students' Welfare as Chairperson, the Chief Warden as Convener and the Wardens of the Hostels as Members. The Committee shall have the power to inquire into the act of alleged indiscipline committed by the student and after conducting due inquiry shall recommend the appropriate disciplinary action to the Vice-Chancellor for her/his approval. The Vice-Chancellor may approve or reject the recommendation of the Committee in whole or in part. The decision of the Vice-Chancellor shall be final.
- (36) Officers of the University or any person authorized by the Vice-Chancellor shall have the power of demanding from the students, their identity cards and such other information as may be required. Students failing to provide the required information shall be liable to disciplinary action.
- (37) Students shall be required to abide by all the Rules, Regulations, Orders and Notifications issued by the University from time to time.
- (38) Any violation of the law of the land by any student may be inquired by the Dean Students' Welfare on a complaint or *suo motu*, who shall after due inquiry, report the matter to the Vice-Chancellor for necessary action.
- (39) A student who has been subjected to any punishment by the concerned 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. *Provided*, no appeal shall lie to the Vice-Chancellor, if the punishment has been imposed after the approval of the Vice-Chancellor.



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CHAPTER – IX MISCELLANEOUS

40. EXCHANGE PROGRAM

- (1) The University may enter into Memorandum of Understanding with Indian or Foreign Universities (*hereinafter*, other University) for the exchange of students and teachers.
- (2) The University may select students of any program to spend one Semester in an Indian or a Foreign University.
- (3) Selection of students for exchange program shall be made by a Committee constituted by the Vice-Chancellor. Preference shall be given to senior students of the program.
- (4) Selected students shall be required to pay the fee and charges, excluding mess charges, for the Semester they are going to spend in the other University. Such students shall be required to meet all the expenses from their own pocket for attending a Semester Course/ Program in the other University.
- (5) No student shall be selected more than once to attend a Semester Course/ Program in any other University.
- (6) Students on an exchange program to another University shall complete, in the other University, number of subjects of four credits each equal to the number of subjects offered by this University in the concerned semester. Completion of any additional credits will not offset credits of the concerned semester at this University.
- (7) The subjects and grades obtained in the subjects by the student at the other University shall be mentioned in the Mark Sheet/Transcript issued by NLIU clearly mentioning, "The grades shown above have been awarded by _____ (name of the other University) under the exchange program."
- (8) Students on an exchange program to another University shall be eligible to be considered for the award of Medal(s) provided they fulfill the requirements prescribed in these Ordinances. However, the grades obtained at the other University shall not be taken into account for determination of merit and award of any Medal(s) but the marks obtained in the remaining nine semesters spent at NLIU shall be taken into account for determination of merit and award of any Medal(s). In other words, for determining the merit for the award of Gold Medal, total marks obtained by such students in nine semesters shall be divided by nine and marks obtained by students who have completed all the semesters at NLIU and have not gone on any exchange program shall be divided by ten for purposes of equalization.
- (9) The Exchange program shall be available to the students of IV and V Years of B. A. LL. B. (Hons.) and B. Sc. LL. B. (Hons.) [Cyber Security]; II Year of MCLIS; and all the students of LL.M.
- (10) The Exchange program shall be so organized as to enable the student to avail the summer vacation along with the preceding or succeeding Semester.
- (11) The exchange program opportunity shall not in any way affect the fulfillment of the requirements of the Internship program at the University.



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- (12) The Exchange Program Coordinator shall coordinate the details of the exchange programs (the files of which shall remain with the Examination Section of the University) before the end of the previous academic year in consultation with the Dean of the Faculties in order to align the same with the academic programs of the University.

41. VISITING PROFESSORS, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS

- (1) Distinguished/superannuated persons from India and abroad, having special competence in any field of study of relevance to the University may be invited by the Vice-Chancellor to function as Visiting Professors and their appointment shall be reported to the Executive Council in the next meeting.
- (2) According to the arrangement entered into in each individual case, such visiting Professors, Associate Professors, Assistant Professors will deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in the teaching and research work of the University.
- (3) Persons invited as Visiting Professors, Associate Professors, Assistant Professors may be paid such travelling expenses and hospitality as may be decided in each case by the Vice-Chancellor. The honorarium to be paid to such faculty may be decided in each case by the Vice-Chancellor and placed before the Executive Council.
- (4) The Vice-Chancellor will determine at her/his discretion such other terms and conditions as may be required in the case of any Visiting Professor, Associate Professor, Assistant Professor, including the duration of the appointment.

42. ONE CREDIT COURSE

- (1) The University may organize One Credit Courses during the Academic Year based on the experts available. Such One Credit Courses shall be open to all the undergraduate, post-graduate and research scholars of the University. These Courses may also be made available to the law students from various law colleges located in Bhopal.
- (2) The experts who would like to offer such One Credit Courses shall provide the Course content, reading materials and the method of evaluation well in advance. The same shall be notified by the University to the students by circular, and the same shall also be uploaded on the website of the University. The experts shall also notify the maximum number of the students who could be accommodated in the One Credit Course. However, if there are less than 15 (Fifteen) students in any given One Credit Course, the Vice-Chancellor may postpone the Course to the next Semester.
- (3) The experts offering the One Credit Courses shall be provided all academic and administrative support required by them. The University shall compensate their travel and accommodation as may be fixed by the Executive Council of University from time to time. If two experts join together to offer a One Credit Course, the honorarium provided by the University may be shared between them.



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- (4) The One Credit Courses shall broadly adhere to the regulations given below:
- One Credit Courses shall have a minimum of 15 (Fifteen) class hours;
 - All the One Credit courses shall be organized only between 02:00 and 05:00 p.m. without affecting the regular teaching at the University;
 - To secure the full attendance mark, a student must attend 75% of classes;
 - No make-up in attendance will be provided in any of the One Credit Courses;
 - Once a student has enrolled in any One Credit Course by signing the Register in the Examination Department, she/he can withdraw only before the commencement of the Course;
 - Once the Course commences, no enrollment or cancellation shall be permitted;
 - The grade secured in the One Credit Course shall be mentioned in the Final Transcript issued by the University;
 - If any candidate fails to attend 70% of classes or fails to attend the test conducted in any of these One Credit Courses, the Final Transcript issued by University shall mention as "Ab";
 - Failure in a One Credit Course will be indicated as "F" grade in the Final Transcript in that particular course.
- (5) The grade obtained in the One Credit Course shall not be used for the calculation of a student's CGPA or her/his eligibility for any Medal(s) or other academic awards / purposes.

43. REMOVAL OF DIFFICULTIES

In the event of any doubt, the Vice-Chancellor may interpret the provisions of these Ordinances on his own or may constitute a Committee comprising of teachers of the University for interpreting the provisions of these Ordinances. The Vice-Chancellor will apply the interpreted provision on the basis of recommendation of the Committee and take a decision. All decisions taken by the Vice-Chancellor shall be reported to the Academic Council of the University in the following meeting for information.

44. REPEAL AND SAVING

- All Orders made and actions taken under the Rules and Regulations made under the provisions of the Rashtriya Vidhi Sansthan Vishwavidyalaya Adhiniyam, 1997 (Act No. 41 of 1997) shall continue and shall be deemed to be made or taken under the Madhya Pradesh National Law Institute University Act, 2018 (Act No. 6 of 2018).
- The provisions of the Academic and Examination Regulations of NLIU, 2017 and the provisions of the Academic and Examination Regulations of NLIU, 2018 shall stand repealed with the commencement of the Statutes, Regulations and Ordinances framed under the Act.



