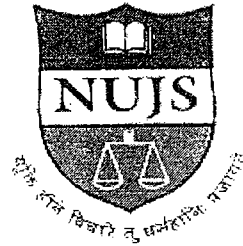


Accounts Officer.

The West Bengal National University of Juridical Sciences



AGENDA NOTES FOR THE 26th MEETING OF THE

EXECUTIVE COUNCIL

TO BE HELD ON 15th MARCH 2008 AT 10.30 A.M.

AT DR.AMBEDKAR BHAVAN, SALT LAKE, KOLKATA

W.B National University of Juridical Sciences
Dr. Ambedkar Bhavan
Salt Lake, Kolkata

26th MEETING OF THE EXECUTIVE COUNCIL

15th MARCH , 2008 AT 10.30 A.M.

		<u>Page No.</u>
Agenda Item No.1	Confirmation of the Minutes of the 25 th Meeting of the Executive Council held on 15 th September 2007.	1
Agenda Item No.2	Ratification of the minutes of the 19 th ,20 th , and 21 st meetings of the Standing Committee held on 27 th July 2007,15 th October 2007 and 14 th December 2007 respectively.	12
Agenda Item No.3	Proposal for vertical expansion of the academic block in the light of offer of land at Rajarhat	71

Any other matter with the permission of the Chair.

The W.B. National University of Juridical Sciences

Dr. Ambedkar Bhavan

Salt Lake, Kolkata

26th Meeting of the Executive Council

15th March, 2008

AGENDA NOTES

Agenda Item No. 1 Confirmation of the Minutes of the 25th Meeting of the
Executive Council held on 15th September, 2007.

Minutes of the 25th Meeting of the Executive Council of NUJS held on 15th September,
2007 are enclosed as **Annexure 1A** for confirmation.

Annex 1A

W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

Minutes of the Twenty-fifth Meeting of the Executive Council of

W.B. National University of Juridical Sciences

Held on Saturday, 15th September, 2007

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-fifth Meeting of the Executive Council was held on Saturday, 15th September, 2007 at Dr. Ambedkar Bhavan, Salt lake, Kolkata. Following Members were present :-

1. Hon'ble Mr. Justice S.B. Sinha
Judge, Supreme Court of India, New Delhi.
2. Hon'ble Mr. Justice Chittatosh Mookerjee
Former Chief Justice of Calcutta & Bombay High Courts,
Kolkata.
3. Hon'ble Mr. Justice A. K. Basu
Judge, Calcutta High Court, Kolkata.
4. Prof. M.P.Singh
Vice Chancellor and Chairman, Executive Council
NUJS, Kolkata.
5. Mr.Nisith Adhikary
Additional Advocate General
West Bengal.
6. Mr.R.N.Dutta
Sherrif
Calcutta
7. Mr.K.K.Venugopal
Senior Advocate
Supreme Court of India
New Delhi
8. Professor T.K. Oommen,
Former Professor,
Jawaharlal Nehru University.
New Delhi
9. Mr. S. K. Chakraborty
Secretary to the Government of West Bengal,
Judicial Department.
Kolkata
10. Mr. Nandan Nawn
Lecturer in Economics,
WBNUJS, Kolkata.

11. Mr. Anirban Mazumder
Lecturer in Law
WBNUJS, Kolkata

Mr. Chittadip Bandyopadhyay, Registrar, WBNUJS & Ex-Officio Secretary to the Council was also present.

Mr. Balai Chandra Ray, Advocate General, West Bengal, Member, Hon'ble Mr. Rabilal Maitra Minister in Charge, Law and Judicial Department, Govt. of West Bengal, Member, Mr. Samar Ghosh, Principal Secretary to the Govt. of West Bengal, Finance Department, Member and Mr. Asok Mohan Chakrabarti, Principal Secretary to the Govt. of West Bengal, Higher Education Department, Member could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the Twenty-fifth Meeting of the Executive Council of WBNUJS held on Saturday, 15th September, 2007.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the Minutes of the 24 th Meeting of the Executive Council held on 14 th April, 2007	At the outset, the Chairman welcomed two new members Shri Nisith Adhikary and Shri R.N.Dutta to the Council. The minutes of the 24 th meeting of the Executive Council held on 14/04/2007 were confirmed.	
2.	Confirmation of the Minutes of 17 th and 18 th Meeting of the Standing Committee	<p>The Executive Council ratified the minutes of the 17th and 18th meetings of the Standing Committee held on 07/04/2007 & 16/06/2007 respectively with the following observations/directions:</p> <p>In the matter of terms of service of employees, it was felt that a uniform policy should be followed. The Executive Council accordingly directed that a Committee be formed to review the current terms of service being followed by the University with the following members:</p> <ol style="list-style-type: none"> 1. Prof(Dr.)M.P.Singh – Chairperson 2. Hon'ble Mr.Justice Chittatosh Mookerjee 3. Prof.T.K.Oommen 4. Mr.Nandan Nawn <p>In regard to Video conferencing and networking of the Campus, Mr.K.K.Venugopal wished to have a look at the initial proposal received by the University from M/s.Ernet(I)Limited and M/s.Aquila Technologies.</p> <p>The Executive Council also requested Hon'ble Mr.Justice S.B.Sinha to forward names of the short listed firms who are going to undertake the networking work of the Supreme Court and High Courts and also the NJA.</p>	<p>The Committee had its meeting and formulated a report.</p> <p>The Vice Chancellor has written to Mr.Venugopal, accordingly.</p> <p>Hon'ble Mr.Justice S.B.Sinha has sent such a list which is being considered.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>In regard to the Rajarhat Land offered by the WBHIDCO to the University, the Executive Council directed that the Vice Chancellor may write a letter to the Chief Minister of West Bengal requesting his Government to grant adequate sum to the University for procuring the Rajarhat Land.</p> <p>The Registrar informed the Council of the positive response of the Government to the request made by the University to secure enhanced grant of Rs.2.80 Crores per year to liquidate the campus building loan in time.</p> <p>The Executive Council appreciated that the Government of West Bengal would consider extending their Grant to the University to the extent of 2.80 crores per year in view of the revision in bank interest rates. In this regard, Mr.S.K.Chakroborty, Secretary, Judicial Department, Government of West Bengal informed the Executive Council that the proposal has already been mooted for sanction of Rs.2.80 Crores during the current year.</p> <p>The Executive Council also directed that the University should explore the possibility of procuring Law books from second hand book vendors and approaching senior Lawyers of the city for contribution of law books from their own Libraries.</p>	<p>Accordingly, Mr.Siddhartha Shankar Ray has <i>offered</i> donated a substantial amount of law books to the University Library.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Revised Estimate 2007-2008 and Budget Estimate 2008-2009	<p>The Revised Estimate for 2007-2008 and Budget Estimate for 2008-2009 have been prepared and submitted for approval.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council recommended that the budget proposals be placed before the General Council for consideration.</p>	As directed, the Revised Estimate 2007-2008 and Budget Estimate 2008-09 was placed in the General Council.
4.	Audited Annual Accounts 2006-2007 & Auditors Report	<p>The annual accounts of the University for the year 2006-2007 have been duly audited by the statutory auditors M/s D.P. Sen & Company, Kolkata.</p> <p>The auditors' report which is unqualified, along with the annual accounts was submitted for consideration.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council noted that the auditor's report on the accounts of the University for the year 2006-2007 was unqualified. It directed that the report together with the annual accounts 2006-2007 be placed before the General Council for consideration.</p>	As directed, the Audited Annual Accounts 2006-07 and Auditors Report was placed in the General Council.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5	Annual Report of the University for the period 2006-2007	<p>A draft Annual Report for the period of 2006-2007 was prepared for consideration.</p> <p><u>RESOLUTION</u></p> <p>The Vice Chancellor informed the Executive Council about the laudable achievements of the students during the year under report. The Executive Council noted them with appreciation and directed that the report be placed before the General Council for consideration and direction.</p>	As directed, the report was placed in the General Council.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
6.	Recruitment of Faculty members	<p>The matter arises out of the 16th meeting of the Standing Committee on 4th March 2007(Agenda Item No. 23).</p> <p>Accordingly the University placed an advertisement for recruitment of faculty.</p> <p>Interviews were held on 10th and 11th June 2007 for the post of Professors, Associate Professors and Lecturers in Law. The Vice Chancellor had constituted a Selection Committee comprising of: a) Prof. B.Pande b) Prof. P.Singh c) Prof. K.P. Singh Mahalwal.</p> <p>The following vacant posts were to be filled up:</p> <ul style="list-style-type: none"> a) Professor : 3 b) Associate Professor : 4 c) Lecturer in Law : 6 <p>The Selection Committee did not recommend anyone for the post of Professor.</p> <p>The Selection Committee recommended the following candidates for the post of Associate Professors:</p> <ul style="list-style-type: none"> a) Dr. Jitendra Kumar Das. b) Dr. Arup Kumar Poddar c) Dr. Sreenivasulu. N.S. d) Dr. TVGNS Sudhakar <p>The Selection Committee also recommended the following candidates for the post of Lecturer in Law:</p> <ul style="list-style-type: none"> a) Mr. Supriya Routh b) Mr. Anirban Chakraborty c) Ms. Sujata Roy d) Mr. Shameek Sen e) Ms. Tilottama Rai Chaudhuri f) Mr. Sandeepa Bhat.B <p>Ms. S.Swarnalatha was waitlisted and Ms. Payel Rai Chaudhuri was recommended for consideration as "Researcher" for Centre for Human rights and Citizenship Studies</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Appointment of Statutory Auditors.	<p>The Standing committee in its Eighteenth meeting dated 16th June 2007 accepted the recommendations of the Selection Committee for appointment to different teaching posts. The candidates selected to the post of Associate Professors were recommended to be appointed in the pay scale of Rs.12000-420-18300. The candidates selected to the post of Lecturers in law were recommended to be appointed in the pay scale of Rs.8000-275-13500. The Standing Committee also recommended that the matter be placed in the Executive Council for ratification.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council approved the appointments made by the University.</p> <p>The Executive Council, in its 18th meeting dated 18/09/2005 appointed M/s D.P. Sen & Co. as statutory auditors of the University for there accounting years 2005-2006 to 2007-2008. The offer of appointment was to be made year to year. Accordingly, M/s D.P.Sen & Co. has been appointed statutory auditors for the accounting year 2006-07 vide letter dated 22/03/2007. The offer has been accepted by the auditors .</p> <p>The matter was placed in the Standing Committee who accepted the recommendation of the Finance Committee and directed that the matter be placed in the Executive Council.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council noted the matter and approved continuation of their service for the year 2007-08.</p>	

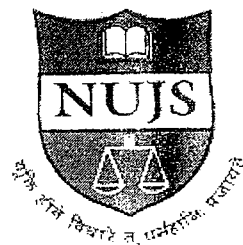
Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
	<u>Miscellaneous Agenda with permission of the Chair</u>		
1.	Extension of service tenure of Registrar for a further period of one year w.e.f 8/10/2007.	The Executive Council extended the service tenure of Mr.Chittadip Bandopadhyay, IAS(Retd)as Registrar of the University for a further period of One year w.e.f 8/10/2007.It was decided that the period of prior notice for termination of his contract with the University be reduced from three month's to a period of one month from either side. All other terms and conditions would remain unaffected.	Accordingly, letter of renewal of service tenure has been issued to Mr.Bandopadhyay.
2.	Refund of fees on withdrawal	<p>The University has recently received a letter dated 14/8/2007 from the UGC forwarding therewith a complaint lodged by one of the guardians and requesting the University to comply with its directive made in its Public Notice issued on 23/4/2007 in regard to refund of fees on withdrawal of students. Implementation of the direction would entail additional refund to the extent of over Rs.15 Lakhs.</p> <p>The University accordingly has replied back to the UGC on 24/8/2007 requesting the UGC to advise on (a) whether the Public Notice would have retrospective effect to cover the students who took admission before the date of notification and (b) the extent of applicability of this Public Notice in so far as this University is concerned in the given context.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council noted the action taken by the University with approval and directed that the University should await reply from the UGC.</p>	The University has received requisite clarification from UGC and it is being acted upon.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
	<u>Miscellaneous Agenda with permission of the Chair</u>		
3.	Common Law Admission Test for admissions in 2008.	<p>The University has recently received copy of a letter dated 7/9/2007 from the National Law School of India University, Bangalore to the Union Ministry of HRD, New Delhi citing difficulties in participating in the Common Admission Test since their financial concerns are not being addressed adequately. They have further confirmed that they feel that for the coming session all National Law Universities will have to make their own arrangements for conducting admission tests</p> <p><u>RESOLUTION</u></p> <p>The Executive Council deliberated upon the matter and authorised the Vice Chancellor to decide on the issue and take appropriate action, if necessary under intimation to the University bodies.</p>	CLAT is to be held on 11 May 2008.
4.	Selection of Hon'ble Mrs. Justice Ruma Pal to the Ford Foundation Chair on Human Rights	<p>The Executive Council in its meeting dated 14/4/2007 had constituted a Selection Committee for the selection of a suitable candidate to the Ford Foundation Chair on Human Rights in the Centre for Human Rights and Citizenship Studies with the following members:</p> <ol style="list-style-type: none"> 1. Prof. (Dr.) M. P. Singh – Chairperson. 2. Hon'ble Mr. Justice Chittatosh Mookerjee 3. Hon'ble Mr. Justice A. K. Basu 4. Prof. T. K. Oommen 5. Mr. K. K. Venugopal <p>The Committee recommended the name of Hon'ble Mrs. Justice Ruma Pal to the Ford Foundation Chair on Human Rights in the Centre for Human Rights and Citizenship Studies for consideration of the Executive Council.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council approved the proposal of appointing Hon'ble Mrs. Justice Ruma Pal to the Ford Foundation Chair on Human Rights for a period of two years.</p>	Accordingly, Hon'ble Mrs. Justice Ruma Pal has been appointed to the Ford Foundation Chair.

Agenda Item No: 2

Ratification of the minutes of the 19th, 20th and 21st Meetings of the Standing Committee held on 27th July 2007, 15th October 2007 and 14th December 2007 respectively.

The minutes of the 19th, 20th and 21st meetings of the Standing Committee held on 27/7/2007, 15/10/2007 and 14/12/2007 respectively are enclosed in Annexure 2A for ratification.



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 19TH MEETING OF THE

STANDING COMMITTEE

HELD ON 27TH JULY 2007

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

**Minutes of the Nineteenth Meeting of the
Standing Committee**

The W.B. National University of Juridical Sciences

Held on 27th July 2007

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Nineteenth Meeting of the Standing Committee was held on 27th July 2007 in Dr. Ambedkar Bhavan, Salt Lake, Kolkata. Following members were present:-

1. Prof. (Dr.) M. P. Singh, Chairman
Vice Chancellor, WBNUJS
2. Hon'ble Mr. Justice Chittatosh Mookerjee, Member
Former Chief Justice of Calcutta & Bombay High Courts, Kolkata.
3. Mr. Nisith Adhikary, Member
Additional Advocate General,
West Bengal
4. Mr. Satrajit Chaudhuri,
Ombudsman, Insurance Regulatory Authority, Permanent Invitee
5. Mr. Moloy Das, OSD & Special Secretary, Finance Department, represented Mr. Samar Ghosh, Member, Principal Secretary, Finance Department, Govt. of West Bengal,
6. Mr. Anirban Mazumder, Member,
Lecturer in Law , WBNUJS
7. Mr. Nandan Nawn , Member
Lecturer in Economics , WBNUJS.

Mr. Chittadip Bandyopadhyay, Registrar, WBNUJS was also present as the Ex-Officio Secretary to the Committee.

Hon'ble Mr. Justice A.K. Basu, Judge, Calcutta High Court, Member, Mr. Balai Chandra Ray, Advocate General, West Bengal, Member, Dr. Tapas Banerjee, Sr. Advocate, Calcutta High Court, Member, Mr. S. K. Chakraborty, Member, Secretary to the Govt. of West Bengal, Judicial Department, Mr. Asok Mohan Chakraborti, IAS, Member, Principal Secretary, Higher Education, Government of West Bengal could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

**Minutes of the 19th Meeting of the Standing Committee of WBNUJS held on
Friday, 27th July, 2007.**

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the Minutes of the 18 th Meeting of the Standing Committee held on 16 th June, 2007.	The Minutes of the 18 th Meeting of the Standing Committee held on 16 th June 2007 were confirmed.	
2.	Revised estimates 2007-08 & Budget estimates 2008-09	<p>The Revised Budget Estimate for 2007-08 and Budget Estimates for 2008-09 were prepared and submitted for approval.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of Finance Committee and recommended that the Revised Budget Estimate for 2007-08 and Budget Estimates for 2008-09 be placed in the Executive Council for approval.</p>	As directed, the matter was placed in the Executive Council for approval.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Resignation of Mr. Souvik Chatterji, Lecturer in Law	<p>Mr. Souvik Chatterji, Lecturer in Law in this University resigned from his post vide letter dated: 18/6/2007 received on 21 June 2007 by the University.</p> <p>Mr. Chatterji is on a five year contract with the University which states that "this agreement can be terminated by giving three months' notice in writing from either side or by payment of an amount equal to three months salary in lieu thereof." Mr Chatterji had joined the University as a lecturer on 31st May 2005.</p> <p>Mr. Chatterji is currently on a study leave w.e.f. 1st August 2006 to 31st July 2007 on the basis of an undertaking given by him in regard to service in the University for a further period of three years beyond the period of service left in his present five year contract excluding the period of his study leave.</p> <p>Accordingly , the University as per his study leave agreement can release him only after 31st May 2014.</p> <p>However Mr. Chatterji has requested the University to release him within one month from the date of his resignation letter.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the recommendation of the Finance Committee and directed that Mr.Souvik Chatterji may be released w. e. f. 18-07-2007.The Standing Committee further directed that in future any employee taking study leave of one year or more out of turn and not in conformity with the University "Study Leave Rules" will have to submit a Bank/Insurance guarantee of an amount equivalent to his/her one year's salary (Gross).</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
4.	Procurement of furniture	<p>The University has received requisitions for procurement of furniture from its various Schools and Sections/Departments i.e. School of Economic and Business Laws(SEBL),School of Private Law and Comparative Jurisprudence(SPLCJ). School of Legal Practice and Development(SLPD) . School of Technology, Law and Development(STLD), School of Criminal Justice and Administration(SCJA), School of Social Sciences(SSS), the Vice Chancellor's, Office, Registrar's Office. Academic Section, the Accounts section, Store/Maintenance Section and the Front Office.</p> <p>The rates obtained are for the purpose of making financial estimates. It is estimated that the total cost for procuring the required furniture will be around Rs. 19.50 Lakhs (Approximately) exclusive of applicable Government Taxes.</p> <p>Actual procurement will be done after getting the financial approval and by following regular purchase procedures.</p> <p>Provision for this purchase may be provided in the revised budgetary estimates for 2007-2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that provision for the procurement may be made in the Revised Budget Estimate for 2007-08.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	Proposal for BPR&D project	<p>The matter arises of the 17th Meeting of Standing Committee dated 7th April 2007 (Agenda Item No.6).</p> <p>The Standing Committee had deferred the matter with the direction that the matter be put up only after ascertaining details regarding financial sponsorship for the proposed programmes from the sponsoring authorities.</p> <p>Accordingly, the University had approached the Bureau of Police Research and Development for further clarification regarding sponsorship, etc.</p> <p>The University has recently received a reply from them dated 13th June 2007 regarding their offer for providing sponsorship for undertaking research projects on Police and Correctional Administration. The University has also received a copy of the draft MOU provided by Bureau of Police Research & Development, Government of India.</p> <p>The University proposes to enter into this contract.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the matter with the observation that there is no clear direction from the bureau regarding financial help or availability of financial grants for research work.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
6.	Proposal for Common Law Admission test	<p>The matter arises out of the meeting of the 19th meeting of the Executive Council dated : 11/6/2005(Agenda Item No: 3) regarding holding of a Common Law Admission Test for admission of students in seven National Law Universities i.e. NLSIU Bangalore,NALSAR Hyderabad, NLIU Bhopal, NLU Jodhpur, HNLU Chattisgarh, GNLU Gandhinagar and WBNUJS Kolkata.</p> <p>The Executive Council had directed that the recommendation of the Academic Council be taken before the matter is approved by the Standing Committee .</p> <p>The matter was placed before the Academic Council meeting dated 2nd July 2005 and the Academic Council recommended the proposal for approval.</p> <p>The University has recently received an MOU to be signed by all member National Law Universities for conducting the Common Law Admission Test.</p> <p>The University proposes to enter into the MOU.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the University may enter into the MOU subject to the approval of the Academic Council.</p>	<p>The University has entered in to MOU and Academic Council will be requested in its next meeting for post facto approval.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Resignation of Dr. D. Saha , Assistant Registrar(Academic)	<p>Dr. Saha, Assistant Registrar (Academic) in this University resigned from his post vide letter dated: 22/6/2007.</p> <p>Dr. Saha is on a five year contract with the University which states that "this agreement can be terminated by giving One months' notice in writing from either side or by payment of an amount equal to one months salary in lieu thereof."</p> <p>Accordingly , the University as per Dr.Saha's contract proposes to release him on 23/7/2007 .</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the recommendation of the Finance Committee and directed that Dr. D. Saha may be released w. e. f. 23-07-2007 and directed that the University may start the process of recruiting a new Assistant Registrar (Academic).It was informed by the Vice Chancellor that Ms.Sangita Chanda, Lecturer, WBNUJS has been asked to act as AR(Academic) or in place of her normal duties on an adhoc basis.</p>	<p>The recruitment of Assistant Registrar(Academic) will be taken up shortly along with other faculty and non faculty personnel.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																
8.	Non Faculty recruitment.	<p>At present there are 15 sanctioned posts of Data Entry Operator which are as follows:</p> <table> <tr> <th><u>Sections/Office</u></th> <th><u>No. of Posts</u></th> </tr> <tr> <td>Schools(7) nos.</td> <td>5</td> </tr> <tr> <td>Registrar's Office</td> <td>1</td> </tr> <tr> <td>Administration Section</td> <td>1</td> </tr> <tr> <td>Accounts Section</td> <td>3</td> </tr> <tr> <td>Academic, Examination & Admission Section</td> <td>3</td> </tr> <tr> <td>Front Office and External Activities</td> <td>1</td> </tr> <tr> <td>Store & Purchase Section</td> <td>1</td> </tr> </table> <p>The Schools are finding it increasingly difficult to function by sharing five (five) D.E.O.'s within seven schools and three centres. It is therefore, suggested that two more posts of D.E.O's be created for appointment in the schools.</p> <p>It is also suggested that three more posts of DEO's be created for appointment in the Accounts Section, Academic Section and Administration/Front Office/Stores Section respectively in view of the increased activities of the University .Currently the Accounts Section is sharing a DEO with the Administration Section.</p> <p>The Library Committee has also suggested to create and recruit two more posts of Library Assistant's in order to facilitate the proposal mooted by the Student Juridical Association of extending Library timings.</p> <p>It is also proposed that two sanctioned vacant posts of Library Attendants in the Library be filled up.</p> <p>Total additional liability for the University would be Rs.9,32,500(approx) per annum for creating the five posts of DEO's and two posts of Library Assistant's, which may be provided in the revised budget estimates 2007- 08.</p>	<u>Sections/Office</u>	<u>No. of Posts</u>	Schools(7) nos.	5	Registrar's Office	1	Administration Section	1	Accounts Section	3	Academic, Examination & Admission Section	3	Front Office and External Activities	1	Store & Purchase Section	1	
<u>Sections/Office</u>	<u>No. of Posts</u>																		
Schools(7) nos.	5																		
Registrar's Office	1																		
Administration Section	1																		
Accounts Section	3																		
Academic, Examination & Admission Section	3																		
Front Office and External Activities	1																		
Store & Purchase Section	1																		

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
9.	Proposal from Euro-Asia Pacific Uninet for Joint programmes	<p><u>RESOLUTION</u> The Standing Committee accepted the recommendations of the Finance Committee and directed that five more posts of DEO's and two posts of Library Assistant's may be created and directed that provision for the expenditure may be made in the Revised Budget Estimate for 2007-08. However before advertising for these posts the University may outline their work allocation/job description after proper analyses thereof.</p> <p>The University has recently received an offer for membership from Euro Asia Pacific Uninet a network which aims at establishing scientific partnerships for interdisciplinary scientific exchange, Joint Research projects, conferences as well as faculty and student exchange between Austrian Universities, Universities of applied sciences, other research institutions and member institutions in East Asia, Central Asia, South Asia and the Pacific region.</p> <p>The membership requires a payment of an annual membership fee of 400 Euros.</p> <p>The University proposes to be a member of the Euro Asia Pacific Uninet network.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and directed that the University may become a member of the Euro Asia Pacific Uninet network.</p>	<p>The University has applied for membership of the Euro Asia Pacific Uninet network.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken								
10.	Refund of fees on withdrawal from the courses	<p>In terms of decision of the Standing Committee in its 12th meeting dated 02/09/2006 (ratified by the Executive Council in its meeting dated 16/09/2006), refund of fees on withdrawal of a student in academic year 2007-08 is to be regulated as under:</p> <table><tr><td>Withdrawal</td><td>Quantum of refund</td></tr><tr><td>By 12/05/2007</td><td>Entire amount of deposit less Rs. 10000</td></tr><tr><td>By 20/05/2007</td><td>Entire amount of deposit less Rs. 16000</td></tr><tr><td>On or after 21/05/2007</td><td>No refund except refundable and adjustable deposit</td></tr></table> <p>For NRI sponsored/foreign students, Tuition Fees in excess of Rs. 35000 shall be refundable.</p> <p>Altogether 38 students who withdrew their candidature on dates mentioned against each are eligible for refund of their fees paid by them .</p> <p>The UGC has issued a Public Notice on 23/04/2007, whereby a student, withdrawing from a course after depositing fees, shall be entitled to full refund, less a sum not exceeding Rs. 1000. Many students are demanding refunds accordingly.</p> <p>The UGC notice was issued long after the decision of the Executive Council in this regard. Regulations of refund of fees in the event of withdrawal was also notified to intending candidates through the Bulletin. It is therefore, submitted for decision whether the directions issued by the UGC should apply to these cases and refunds be made accordingly.</p> <p><u>RESOLUTION</u></p> <p>The Standing committee accepted the recommendation of the Finance Committee and directed that the matter may be deferred and a report be placed before it after making a comparative analysis of the provision of other Law Universities and the University including financial implication to enable the committee to take a firm decision, and in the meanwhile claimants for such refunds may suitably be informed.</p>	Withdrawal	Quantum of refund	By 12/05/2007	Entire amount of deposit less Rs. 10000	By 20/05/2007	Entire amount of deposit less Rs. 16000	On or after 21/05/2007	No refund except refundable and adjustable deposit	
Withdrawal	Quantum of refund										
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By 20/05/2007	Entire amount of deposit less Rs. 16000										
On or after 21/05/2007	No refund except refundable and adjustable deposit										

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
11.	Campus Networking and LAN	<p>The University proposes to develop e-infrastructure for networking the Hostels and the Library and then the Academic Block since providing internet connectivity to students has become essential for the University.</p> <p>Accordingly, the University had approached M/s.Ernet India an autonomous society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India .</p> <p>The representatives of M/s.Ernet India visited the University campus on 29/6/2007 and has now sent their MOU for undertaking the networking work .</p> <p>The University proposes to enter into the MOU with M/s.Ernet India for the Campus networking work .</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and directed that the University may enter into an MOU with M/s Ernet India and pay the initial approval of Rs.1 Lakh as advance to M/s.Ernet India.</p>	<p>Payment of Rs.1 Lakh has already been made as an advance to M/s.Ernet India.</p>

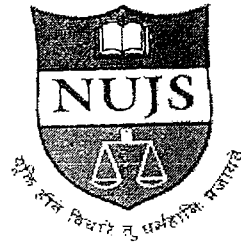
Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
12.	Study Leave of Mr. Supriya Routh, Lecturer in Law	<p>Mr Supriya Routh, Lecturer in Law has applied for a study leave of one year for pursuing an LL.M Course in Clinical Legal Studies at Vanderbilt University, USA from 1st August 2007 to 31st July 2008.</p> <p>Mr. Routh had joined the University as a Teaching Assistant during August 2005 and was subsequently appointed as Junior Lecturer in Law in August 2006. Mr. Routh has recently been appointed as a Lecturer in Law on a five year contract with effect from 26th June 2007 (forenoon). He has got more than 2 years of teaching experience in the University.</p> <p>The University has framed rules in relation to Study Leave which have duly been approved by the Executive Council in its 13th meeting dated 26th July 2003 (Agenda Item No. 35). As per the said rules a faculty member is entitled to one year of study leave without pay after completion of every five years of continuous service.</p> <p>In earlier cases the Executive Council on the recommendation of the University has granted study leave to Mr. Anirban Mazumder, Lecturer in Law; Mr. Souvik Chatterji, Lecturer in Law and Ms. Vaneeta Patnaik, Lecturer in Law by waving the clause about "completion of five years of continuous service" and by taking undertakings from them.</p> <p>In the 10th meeting of the Academic Council dated 17th June 2006 (Agenda Item No. 5), the University had proposed that a maximum of 10 percent of existing faculty members of the University may be allowed to go on study leave at any point of time. The Academic Council endorsed this proposal. At present Mr. S. Chatterji and Ms. Vaneeta Patnaik is on study leave till 31/7/2007 and 5/9/2007, respectively. Ms. Jasmine Joseph, Lecturer in Law is on extraordinary leave without pay till 1/12/2007. As on date, the University has a total strength of 25 faculty members excluding the faculty who are on leave.</p> <p>It is for consideration whether Mr. Routh may be granted study leave</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the Resolution of Finance Committee and directed that Mr. Routh be granted Study Leave from 01-08-2007 to 31-07-2008. The Standing Committee also directed that in future any employee taking study leave of one year or more out of turn and not in conformity with the University "Study Leave Rules" will have to submit a Bank/Insurance guarantee of an amount equivalent to his/her one year's salary (Gross).</p>	As directed, Mr. Routh was granted study leave by the University.
13.	Reimbursement of travel expenses of Prof. Joseph Stiglitz	<p>Professor Joseph Stiglitz, Nobel Laureate delivered the 4th K.C. Basu Memorial Endowment Lecture on 9/1/2007. He was paid \$ 1600 (Rs. 72320/-) towards the travel expenses of Professor Stiglitz and Mrs. Stiglitz.</p> <p>Since the proceeds of the endowment fund would not meet the expenditure, the Vice Chancellor requested the Finance Minister, Government of West Bengal to make an one time grant to the University for this purpose.</p> <p>The matter was reported to the Finance Committee/Standing Committee in meeting dated 4/3/2007.</p> <p>The Government of West Bengal vide order dated 6/7/2007 sanctioned a sum of Rs. 72320/- as reimbursement of the travel expenses made by the University.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and thanked the Government of West Bengal for reimbursing a sum of Rs. 72.320/- towards the travel expenses of Prof. Stiglitz and Mrs. Stiglitz.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
	<u>ADDITIONAL AGENDA ITEM</u>		
1.	Auditors Report and Annual Accounts 2006 -07	<p>In terms of direction of the Executive Council the Annual Accounts of the University for the year 2006-07 comprising of Receipts and Payment account, Income and Expenditure account for the year ended 31.03.2007 and Balance Sheet on 31/3/2007 have been prepared.</p> <p>These have been audited by the auditors M/s.D.P.Sen & Co. Their report is unqualified.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the matter be placed before the Executive Council for approval</p>	<p>The matter has been placed before the Executive Council for approval.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	<p><u>OTHER MATTERS WITH THE PERMISSION OF THE CHAIR</u></p> <p>Proposal to make Mrs. Justice Ruma Pal,(Retd), Honorary Professor of the University.</p>	<p>There has been a dearth of specialised law teachers in the University. The University proposes to appoint Mrs. Justice Ruma Pal(Retd.) as a Honorary Professor of Law in the University.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the proposal and directed that this may be done in terms of UGC guidelines.</p> <p>The Standing Committee also directed that the University should explore the possibility of inviting distinguished retired Judges and members of the bar for teaching. In this regard the Standing Committee felt that Justice Monoj Mukherjee(Retd.), Justice Alok Chakraborty(Retd.), Mr. Indrajit Mallick, Mr. Bimal Chatterjee and others may be invited for teaching at the University as visiting faculty.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
	<u>OTHER MATTERS WITH THE PERMISSION OF THE CHAIR</u>		
2.	Work progress of the Auditorium	<p>The work of completing the Auditorium was allotted to M/s Polaris .</p> <p><u>RESOLUTION</u> The Standing Committee directed that a meeting of the "Advisory Committee on University Auditorium " be called to monitor the work progress of the Auditorium.</p>	<p>The meeting of the University Advisory Committee on University Auditorium was called.</p>
3.	Certificate course on Mediation	<p>The University feels that a one month or a three months certificate course on mediation may be arranged.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the proposal of the University and directed that the University may take steps for organising a certificate course on mediation.</p> <p><i>Confirance</i></p>	



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 20TH MEETING OF THE

STANDING COMMITTEE

HELD ON 15TH OCTOBER 2007

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

**Minutes of the Twentieth Meeting of the
Standing Committee**

The W.B. National University of Juridical Sciences

Held on 15th October 2007

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twentieth Meeting of the Standing Committee was held on 15th October 2007 in Dr. Ambedkar Bhavan, Salt Lake, Kolkata. Following members were present:-

1. Prof. (Dr.) M. P. Singh, Chairman
Vice Chancellor, WBNUJS
2. Hon'ble Mr. Justice Chittatosh Mookerjee, Member
Former Chief Justice of Calcutta & Bombay High Courts, Kolkata.
3. Mr. Nisith Adhikary, Member,
Additional Advocate General, West Bengal.
4. Mr. Josh, Joint Secretary, Judicial Department, represented Mr. S. K. Chakraborty, Member,
Secretary to the Govt. of West Bengal, Judicial Department.
5. Mr. Anirban Mazumder, Member,
Lecturer in Law, WBNUJS.
6. Mr. Nandan Nawn, Member
Lecturer in Economics, WBNUJS.

Mr. Chittadip Bandyopadhyay, Registrar, WBNUJS was also present as the Ex-Officio Secretary to the Committee.

Hon'ble Mr. Justice A.K. Basu, Judge, Calcutta High Court, Member, Mr. Balai Chandra Ray, Advocate General, West Bengal, Member, Dr. Tapas Banerjee, Sr. Advocate, Calcutta High Court, Member, Mr. Asok Mohan Chakraborti, IAS, Member, Principal Secretary, Higher Education, Government of West Bengal, Mr. Samar Ghosh, Member, Principal Secretary, Finance Department, Govt. of West Bengal, Mr. Satrajit Chaudhuri, Ombudsman, Insurance Regulatory Authority, Permanent Invitee, could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the 20th Meeting of the Standing Committee of
WBNUJS held on Monday, 15th October, 2007.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the Minutes of the 19 th Meeting of the Standing Committee held on 27 th July, 2007.	The Minutes of the 19 th Meeting of the Standing Committee held on 27 th July 2007 were confirmed.	
2.	Payment to staff for working beyond office hours.	<p>There is a shortage of personnel in the University and accordingly the Standing Committee has approved sanction for recruitment of more personnel. A separate proposal is being mooted shortly for a comprehensive recruitment drive and the matter will be placed for the approval of the Finance Committee and Standing Committee.</p> <p>However, the University now wishes to provide as a purely ad hoc and stop gap arrangement some kind of monetary incentive for all categories of administrative staff barring those who are on the basic scale of Rs.6500 and above.</p> <p>In this connection it appears that the University in principle has accepted the need for granting an extra allowance for extra work beyond normal working hours to the attendant cum driver attached to the Vice Chancellor's office in the third meeting of the Standing Committee dated 12/3/2005. It also appears from an office order dated 20/9/2007 of Jadavpur University that Jadavpur University pays part time allowance to administrative staff like peon, Sr. Asst., Jr. Asst., and Jr. Supdt. for working beyond office hours.</p>	

		<p>In this regard the University also wishes to introduce part time allowance for staff who are requisitioned by the University to work beyond normal office hours on working days. Accordingly, the University proposes to pay the following allowance per day to the staff who are required by the University to stay at least two hours on any working day beyond normal office hours:</p> <p>A. Office Attendants/Library Attendants : Rs.50/- per day</p> <p>B. Data Entry Operators/Library Assistants/PA to Vice Chancellor & Registrar :Rs.100/- per day.</p> <p>However, any staff who is required by the University to attend office on a holiday will be eligible to have a compensatory casual leave as usual and will not be eligible for any part time allowance for working on a holiday/off day. The staff who are already drawing a campus duty allowance will also be exempted from the purview of this scheme since they are already drawing an allowance for working beyond office hours.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of Finance Committee and recommended that the proposal may be approved purely on a temporary basis.</p>	<p>The Office Order has been issued, accordingly.</p>
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Mr. Rajesh Roy- Extension of Contract.	<p>The matter arises out of the resolution of the 20th meeting of the Executive Council dated 18/09/2005.</p> <p>The Executive Council in the aforesaid meeting while considering the report of the Pay Committee for the administrative staff decided that the administrative staff (i.e. the D.E.Os, Library Assistants and Attendants) might be placed in the regular scales of pay as recommended by the Pay Committee after completion of their initial contract of two year's subject of course to satisfactory performance report.</p> <p>Reports were graded under five different categories, viz. outstanding, very good, good, satisfactory and poor. Each category was assigned a mark viz., for outstanding – 4 marks, very good – 3 marks, for good – 2 marks, for satisfactory – 1 mark and poor – 0 mark. As per standard procedure, those who scored average mark of 2 or more were recommended for regular pay scales.</p> <p>Performance Report of Mr.Rajesh Roy(Library Attendant) , whose term expired on 15/9/2007 was obtained from the respective head of Section.</p> <p>Mr.Roy's Assessment Report was placed before the Vice Chancellor and the Vice Chancellor graded his performance as "Very Good".</p> <p>Mr.Rajesh Roy has completed a contractual period of two years. The University now proposes that Mr.R.Roy's contract may be renewed for a further period of five years in the pay scale of Rs.2550-55-2660-60-3200.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the recommendation of the Finance Committee and directed that Mr.R.Roy may be put on contract of five years in the pay scale of Rs.2550-55-2660-60-3200.</p>	<p>The Office Order has been issued accordingly.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
4.	Cultural Diversity ,Cross-national Cooperation and Global Legal Development – a German Indian Symposium.	<p>The University has recently received an offer from the University of Leipzig expecting financial support from German Ministry of Foreign Affairs for hosting an international conference on Cultural Diversity ,Cross-national Cooperation and Global Legal Development in Kolkata along with the University of Leipzig, Germany and other potential private sponsors during the spring of 2008(10/3/2008 to 20/3/2008).</p> <p>The sponsorship of the conference is to be done by Private German Foundation, DFG and DAAD.</p> <p>The University proposes to be a co-host with the University of Leipzig, Germany for hosting this conference.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal of hosting the programme. However, it also directed that the budget of the proposal be worked out in terms of the University's financial liability for hosting such a programme and then placed before the Committee for approval.</p>	<p>The Budget has been drawn and placed before the Standing Committee.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	National Teacher's Training Workshop on Mainstreaming Gender in Legal Education in collaboration with the National Commission for Women	<p>The University has recently received an offer from the National Commission for women sanctioning a grant of Rupees Three Lakhs. For providing sponsorship towards hosting of a National Teacher's Training workshop on "Mainstreaming Gender in Legal Education".</p> <p>The University proposes to host this workshop through the Centre for Women and Law.</p> <p>RESOLUTION</p> <p>The Standing Committee approved the recommendation of the Finance Committee and approved the proposal in principle. However, it also directed that the budget of the proposal be reviewed in terms of standard charges of the University for providing infrastructural support ,etc for hosting a programme of such magnitude. It was also felt that Justice Ruma Pal should also be invited to the programme.</p>	This has been cancelled .

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
6.	Ibiji Lift of the Academic Building: Annual Maintenance Contract	<p>The warrantee period of Ibiji make lift in the Academic building of the University has come to an end on 17/9/2007.</p> <p>Accordingly, the University proposes to enter in to an Annual Maintenance Contract with M/s.Ibiji Lifts Pvt. Limited for servicing and maintenance of the "Ibiji " lift of the University .</p> <p>The University has received a proposal from them for servicing the lift at a cost of Rs.8100/- per month (exclusive of applicable service tax).</p> <p>Provision for this expenditure may be made in the revised budget estimates 2007-08.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal of entering into an Annual Maintenance Contract with M/s.Ibiji Lifts Pvt. Limited.It was also felt that a Lift Operator be recruited in terms of an existing post of Lift Operator.</p>	The matter is being processed.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Memorandum of Understanding between the University and Youngsan University, Republic of Korea.	<p>The University has recently received an offer from Youngsan University for entering into an MOU in order to promote cooperation for the advancement of Academic and Educational exchanges between the two Universities.</p> <p>In this regard, the University has entered into an MOU with Youngsan University.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter with approval.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
8.	Confirmation of completion of probation of Ms.Lovely Dasgupta	<p>Ms.Lovely Dasgupta,Lecturer in Law has completed one year of service in the University during the month of July 2007.</p> <p>Clause(5)(e) of the regulations of our University stipulates that"as soon as possible after completion of the prescribed period of probation,orders of declaration of probation shall be issued by the Registrar based on the report of the certifying officer and approved by the Vice Chancellor".The abovementioned teacher was asked to draw a self appraisal report which was submitted to the Vice Chancellor for review/remarks. Her performance has been assessed as "Good" by the Vice Chancellor.</p> <p>Order of declaration of completion of probation of Ms.Lovely Dasgupta may be issued as and when due; allowing her to draw the next increment in the scale.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the recommendation of the Vice Chancellor to confirm the satisfactory completion of probation of Ms.Lovely Dasgupta as Lecturer in Law.</p>	The Office Order has been issued.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
9.	Assessment and Accreditation of the University under National Assessment and Accreditation Council (NAAC)	<p>The National Assessment and Accreditation Council (NAAC) is an autonomous body of the UGC. The NAAC has been entrusted with the responsibility of assessment and accreditation of the Universities of India.</p> <p>As per recent direction of the UGC, the Universities recognized under sections 2(f) and 12(B) need not pay accreditation fee.</p> <p>The University is recognised under section 2(f) and 12B of the UGC Act, 1956. It has also completed five years and has three passed out batches under its degree programme.</p> <p>An assessment and accreditation of the University may now be undertaken by this appropriate authority.</p> <p>RESOLUTION The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	U.G.C has been requested accordingly.
10.	On duty leave of Ms. Tutu Mukherjee, Assistant Librarian	<p>Ms. Tutu Mukherjee was granted leave "On Duty" by the University for attending a three week group project on "American Libraries" from 4/6/2007 to 30/6/2007 in the USA. For professional development.</p> <p>RESOLUTION The Standing Committee noted the matter with approval.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
11.	Appointment of an Engineer on Adhoc basis	<p>The University proposes to create the post of a part time Engineer at a consolidated salary not exceeding Rs.15000/- per month and recruit him by giving adequate publicity on our Notice Board and through our website. The Part time Engineer will visit the University daily on all the working days for inspecting the on going works as well as for maintenance of assets of the University and submit his suggestions to the Vice Chancellor through the Registrar on all technical problems. He will also be responsible for necessary liaison with different organisation like Public works Department, Bidhannagar Municipality ,State Electricity Board, etc and due maintenance of University assts and utilities.</p> <p>The selection can be also made from a list of recently retired Government Engineers(not below the rank of Executive Engineer) who have past experience in Projects maintenance.</p> <p>In this regard the University may seek the advice of the Secretary,PWD,Govt. of West Bengal in drawing such a panel.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the possibility of appointing the Engineer on fee basis as per assignment/work be explored.</p>	<p>The University has received the name of Mr.Guha Roy retired S.E. who is being considered for engagement by the University on a part time basis.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
12.	Institute of Social Sciences: Waiving of Institutional Fees	<p>The University has received a letter dated 17/8/2007 requesting the waiving of Institutional fees of Rs.7000/- for using the University infrastructure for a colloquium held on 10/2/2007 at the University.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and waived the Institutional Fees charges of Rs.7000/-.</p>	
13	Increase in remuneration of Dr.S.K.Bhattacharya	<p>The University has recently received a request from Dr.S.K.Bhattacharya for increasing his remuneration from Rs.4500/- to Rs.7500/-</p> <p>Dr.Bhattacharya has been providing medical services to the University from May 2000 on a monthly consolidated payment of Rs.4500/- per month.</p> <p>Adequate provision has been made in the revised budget estimates 2007-08 for the increase.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and directed that Dr.Bhattacharya be paid Rs.6000/- per month instead of Rs.4500/- per month. W.e.f 1/12/2007</p>	Office Order has been issued accordingly.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
14.	Replacement of Morum Road with Paver Block	<p>The matter arises out of the 16th meeting of the Standing Committee wherein it was directed that the work of interlocking pavement block may be undertaken after getting a technical report on the suitability of the construction taking into consideration the possibility of vehicles plying on them.</p> <p>The Standing Committee also directed that the Budgetary provisions may be made for the expenditure in the revised Budget estimate 2007-2008.</p> <p>Accordingly, the University had taken the recommendation of Mr.U.K.Sheet; the Executive Engineer, PWD, Bidhannagar Division – II for undertaking this work and a closed tendering was done amongst the vendors/contractors empanelled by the PWD and also by M/S. Ghosh,Bose & Associates Pvt. Ltd, the former University Project Management Consultant.</p> <p>Accordingly the University invited quotations from ten firms out of which five firms bought the tender forms. However, two firms submitted the final quotations.</p> <p>The matter was again placed before Mr.U.K.Sheet, who recommended that the lowest bidder i.e. M/s.S.E.Tiles Mfg.Co.Pvt.Ltd may be given the order for executing the work of replacement of Morum road with paver block.</p> <p>The University proposes to place the order with M/s.S.E.Tiles Mfg.Co.Pvt.Ltd.</p> <p>RESOLUTION</p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal of placing the order on M/s.SE Tiles Mfg.Co. Ltd. It also directed that the possibility of appointing an engineer on fees basis for supervising the work be explored.</p>	The work has been completed.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
15.	Quarterly Statement of Accounts	<p>Statement of accounts for the 2nd Quarter ended 30.09.2007 of the Financial Year 2007-08 is annexed.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and deferred the matter. It also directed that the matter be placed in the next meeting.</p>	It has been placed in the meeting, as directed.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
16.	Grant of Transport Allowance	<p>The matter flows from the direction issued by the Standing committee in its 17th meeting held on 07-04-2007 on Additional Agenda Item No. AA 12</p> <p>In pursuance of the direction to ascertain the position in other law schools in regard to the grant of Transport Allowance, it is submitted that the Gujarat National Law University responded immediately to confirm payment of the allowance as per regulations of the National Law School of India University, Bangalore adopted by them vide letter dated 02-06-2007. Other law schools have not replied, despite reminders being issued to each of them.</p> <p>In view of the position, the Committee may consider granting Transport Allowance to the employees of the University as admissible to persons governed under Central Government rates of pay and allowances.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the grant of Transport Allowance to all eligible employees w.e.f - 1/12/2007.</p>	Office Order has been issued accordingly.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
17.	Payment of Dearness Allowance	<p>The dearness allowance payable to employees borne under Central Government scale of pay and allowances has been revised from 35% to 41% w.e.f. 01-07-2007. copy of the GIMF Office Memorandum dated 11.09.2007. Grant of the instalment of D.A sanctioned will entail additional outgo of Rs. 35920.00 per month. Adequate provision has been made in the budget.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and approved the increase in dearness allowance from 35% to 41% w.e.f. - 1/7/2007.</p>	The Office Order has been issued accordingly.
18.	Advocate's notice claiming full refund of fees for withdrawals during academic session 2006-07.	<p>Ashira Law , Advocates & Solicitors, 50/6, Palace Road, Bangalore, has sent a notice dated 20th September 2007 on behalf of 18 students of 2006-07 batch who withdrew from this University on various dates after enrolment to first year LL.B. Course.</p> <p>It has been alleged that (a) the University had deliberately sequenced events leading to the admission such that it prevented the students from seeking admission in other educational institutions, and (b) Since the students decided not to pursue the course, they were entitled to refund of the entire amount of fees paid by them. The Notice thus calls upon the University to refund remaining amounts taken from the students with interest within two weeks or face Legal Proceedings without further notice. An additional sum of Rs.500 has been claimed for each students to be paid as cost of this Notice.</p>	

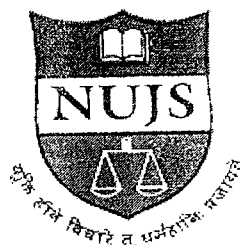
Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
19.	Engagement of Shri. Abhijit Ghosh against leave vacancy	<p>The refunds made to the students were in accordance with the Schedule of Refunds approved by the Executive Council.</p> <p>The University proposes to wait for further direction from Hon'ble Court, if moved by the aggrieved party.</p> <p>RESOLUTION</p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the University may await the Honb'le Courts direction in this regard.</p> <p>The University administration has been facing shortage of support staff in all departments. A detailed study of the manpower requirement is being made and a Comprehensive proposal for augmentation of staff in different Cadres will be made. In the meantime, one of the DEO's of Accounts Department, where the dearth of staff is very acutely felt, has proceeded on maternity leave from 26-08-2007. In order to cope with the situation, the University engaged Shri Abhijit Ghosh, who has proficiency in Tally (version 9.0) Accounting Software and E-Tax Software being used in our University. The engagement was made initially for one month w.e.f. 03-09-2007 on a Consolidated salary of Rs. 7500.00 per month under following conditions:</p> <ol style="list-style-type: none"> He will serve on purely adhoc and temporary basis with no right to ask for any job under this university on the basis of this engagement. He will be paid salary on 'no work-no pay' basis. His further extension beyond present term of appointment for 	

		<p>one month will depend on his satisfactory performance and requirement.</p> <p>Services of Shri Ghosh have been found satisfactory. He has been asked to continue for two months on same terms and conditions.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
20.	2 nd D. Basu Endowment Lecture	<p>Hon'ble Justice Shri. M.N.Venkatachaliah, former Chief Justice of India was invited to deliver the 2nd Durgadas Basu Memorial Lecture instituted by Dr. Saradindu Basu, son of Late Durgadas Basu. Justice Venkatachaliah has accepted the invitation and informed that he would deliver the Lecture titled "Constitutional World of Justice Durgadas Basu" on 28th November 2007</p> <p>Necessary arrangements are being made</p> <p>RESOLUTION</p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal with the observation that budgetary provision is there for hosting the programme.</p>	Endowment Lecture has already taken place.
21.	Procurement of PA Systems for the Classrooms of the University	<p>The matter arises out of the 16th meeting of the Standing Committee wherein it was decided that a comparative chart be drawn vis a vis cordless mikes and collar mikes and then placed before the Committee for consideration.</p> <p>However, it was later suggested by the Campus Supervisor that local PA systems can be installed in these classrooms as they are not only technically effective but also cost wise cheaper than PA Systems of BOSCH.</p> <p>Accordingly the University had a classroom(Room no:201) installed with a PA system of Ahuja make and it was found to be very effective.</p> <p>The University now proposes to procure Pa Systems for nine classrooms, Room no:328 and Room No:006.</p> <p>The total cost of the PA Sytem works out to Rs.95760/- and provision for this already exists in the revised budget 2007-08.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.	Order has been placed accordingly.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
	<u>OTHER MATTERS WITH THE PERMISSION OF THE CHAIR</u>		
1	Proposal of Menon Institute of Legal Advocacy Training, New Delhi	<p>The University has recently received a proposal from the Menon Institute of Legal Advocacy Training for hosting a programme for training teachers in the University from 18/12/2007 to 20/12/2007.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and directed that the source of funding such a programme may first be ascertained from the Institute.</p>	The programme was held accordingly.
2	Appointment of Mr.Prabhash Ranjan as Lecturer in Law.	<p>The University received an application from Mr.Prabhash Ranjan for appointment as a Lecturer. The Vice Chancellor recommended that Mr.Ranjan be appointed on adhoc basis for six months as a lecturer in Law in the approved pay scale of a Lecturer of the University.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal of appointing Mr. Prabhash Ranjan as a Lecturer in Law in view of the dearth of law teaching faculty in the University.</p>	Appointment has been made accordingly.



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 21ST MEETING OF THE

STANDING COMMITTEE

HELD ON 14TH DECEMBER 2007

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

**Minutes of the Twenty-first Meeting of the
Standing Committee**

The W.B. National University of Juridical Sciences

Held on 14th December 2007

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-first Meeting of the Standing Committee was held on 14th December 2007 in Dr. Ambedkar Bhavan, Salt Lake, Kolkata. Following members were present:-

1. Prof. (Dr.) M. P. Singh, Chairman
Vice Chancellor, WBNUJS
2. Hon'ble Mr. Justice Chittatosh Mookerjee, Member
Former Chief Justice of Calcutta & Bombay High Courts, Kolkata.
3. Mr. Nisith Adhikary, Member.
Additional Advocate General, West Bengal.
4. Mr. Josh, Joint Secretary, Judicial Department, represented Mr. S. K.Chakraborty, Member,
Secretary to the Govt. of West Bengal, Judicial Department.
5. Mr.Nandan Nawn , Member
Lecturer in Economics , WBNUJS.

Mr. Chittadip Bandyopadhyay, Registrar, WBNUJS was also present as the Ex-Officio Secretary to the Committee.

Hon'ble Mr. Justice A.K.Basu, Judge, Calcutta High Court, Member, Mr. Balai Chandra Ray, Advocate General , West Bengal, Member, Dr. Tapas Banerjee, Sr. Advocate, Calcutta High Court, Member, , Mr. Asok Mohan Chakraborti, IAS, Member, Principal Secretary, Higher Education, Government of West Bengal , Mr. Samar Ghosh, Member, Principal Secretary, Finance Department, Govt. of West Bengal, Mr. Anirban Mazumder, Member, Lecturer in Law . WBNUJS, Mr. Satrajit Chaudhuri, Ombudsman, Insurance Regulatory Authority, Permanent Invitee ,could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

**Minutes of the 21st Meeting of the Standing Committee of WBNUJS
held on Friday, 14th December, 2007.**

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the Minutes of the 20 th Meeting of the Standing Committee held on 15 th October, 2007.	The Minutes of the 20 th Meeting of the Standing Committee held on 15 th October 2007 were confirmed with the direction that action regarding agenda item no: 4 needs to be taken.	
2.	Mr. Debodeep Roy- Extension of Contract	<p>The matter arises out of the resolution of the 20th meeting of the Executive Council dated 18/09/2005.</p> <p>The Executive Council in the aforesaid meeting while considering the report of the Pay Committee for the administrative staff decided that the administrative staff (i.e. the D.E.Os, Library Assistants and Attendants) might be placed in the regular scales of pay as recommended by the Pay Committee after completion of their initial contract of two year's subject of course to satisfactory performance report.</p> <p>Reports were graded under five different categories, viz. outstanding, very good, good, satisfactory and poor. Each category was assigned a mark viz., for outstanding – 4 marks, very good – 3 marks, for good – 2 marks, for satisfactory – 1 mark and poor – 0 mark. As per standard procedure, those who scored average mark of 2 or more were recommended for regular pay scales.</p> <p>Performance Report of Mr.Debodeep Roy ,Data Entry Operator whose term expired on 20/10/2007 was obtained from the respective head of Section.</p> <p>Mr.Roy's Assessment Report was placed before the Vice Chancellor and the Vice Chancellor graded his performance as " Good".</p>	

		<p>Mr.Debodeep Roy has completed a contractual period of two years. The University now proposes that Mr.D.Roy's contract may be renewed for a further period of five years in the pay scale of Rs.4500-125-7000.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of Finance Committee and directed that Mr.D.Roy may be put on contract of five years in the pay scale of Rs.4500-125-7000 with effect from the due date.</p>	<p>As directed, letter has been issued.</p>
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Ms. Molly Nandi-Extension of Contract	<p>The matter arises out of the resolution of the 20th meeting of the Executive Council dated 18/09/2005.</p> <p>The Executive Council in the aforesaid meeting while considering the report of the Pay Committee for the administrative staff decided that the administrative staff (i.e. the D.E.Os, Library Assistants, etc) might be placed in the regular scales of pay as recommended by the Pay Committee after completion of their initial contract of two year's subject of course to satisfactory performance report.</p> <p>Reports were graded under five different categories, viz. outstanding, very good, good, satisfactory and poor. Each category was assigned a mark viz., for outstanding – 4 marks, very good – 3 marks, for good – 2 marks, for satisfactory – 1 mark and poor – 0 mark. As per standard procedure, those who scored average mark of 2 or more were recommended for regular pay scales.</p> <p>Performance Report of Ms.Molly Nandi, Receptionist cum Telephone Operator, whose term expired on 1/10/2007 was obtained from the respective head of Section.</p> <p>Ms..Nandi's Assessment Report was placed before the Vice Chancellor and the Vice Chancellor graded his performance as "Good".</p> <p>Ms. Molly Nandi has completed a contractual period of two years. The University now proposes that Ms.M.Nandi's contract may be renewed for a further period of five years in the pay scale of Rs. 3200-85-4900.</p>	

4.	Requirement of Liftmen for the lifts installed in the Hostels and the Academic Building.	<p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that Ms.M.Nandi may be put on contract of five years in the pay scale of Rs.3200-85-4900 with effect from the due date.</p> <p>The University has an approved post of Liftman in the pay scale of Rs.2550-55-2660-60-3200.The University had accordingly approached the Employment Exchange for a list of suitable candidates to fill up the vacancy. However, the Employment Exchange has not forwarded any list of suitable candidates.</p> <p>It has now become mandatory to employ a lift man for each of the installed lifts. This is as per the conditions of licence granted by the Government of West Bengal. The University currently has five lifts installed within the University campus(two each in the Boys and Girls Hostels and one in the Academic Building).Any delay on this score may attract legal complication in case of any untoward situation.</p> <p>The University proposes to engage at least three licensed liftmen on ad hoc basis. They are to be engaged on "No work No pay basis".It is felt that this will be cost effective in comparison to having three liftmen on regular basis. These licensed liftmen are available with housekeeping agencies and accordingly the University proposes to approach enlisted housekeeping agencies.</p> <p>Provision for this expenditure may be made in the revised budget estimates 2008-09.</p>	As directed, letter has been issued.
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	Construction of a Gymnasium and requirement of a part time Physical Instructor.	<p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal of engaging three qualified/licensed liftmen on ad hoc basis from enlisted housekeeping agencies and for making budget provision accordingly.</p> <p>The University has received a proposal from the Students Juridical Association for the construction of a Gymnasium along with the requirement of a part time Physical Instructor.</p> <p>The University proposes to construct the Gymnasium in Room No:007 at the Academic Building and also appoint a Physical Instructor.</p> <p>The estimated cost of procuring equipments for the Gymnasium has been worked out to approximately Rs.2.71 Lakhs (Approximately)</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the proposal with the direction that the University may explore the possibility of outsourcing such facilities or make formal institutional arrangements with SAI for use of their Gymnasium by the students of the University.</p>	<p>As directed steps are being taken for engaging three qualified lift men.</p> <p>The matter is being followed up.</p>

6.	Memorandum of International Cooperation Agreement between the University and Queensland University of Technology, Brisbane, Australia.	<p>The University has recently received an offer from the Faculty of Law, Queensland University of Technology, Brisbane, Australia for entering into an International Cooperation Agreement in order to promote cooperation for the advancement of Academic and Educational exchanges between the two Universities.</p> <p>The University proposes to enter into an agreement with the Queensland University of Technology, accordingly.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	The MOU has been signed.
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7.	Memorandum of Agreement between the University and Legal Education and Research Society, New Delhi.	<p>The University has recently received an offer from Legal Education and Research Society, New Delhi for entering into an agreement in order to promote Global Legal Education and Research among law schools of the world.</p> <p>The University proposes to enter into an agreement with LEARS.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee considered the recommendation of the Finance Committee and approved the proposal in principle. It further directed that the quantum of financial responsibilities to be borne by the University may be ascertained. Prof.Rajkumar, CEO, LEARS may be requested to endorse a copy of letter of authorisation by the Yale Law School and be placed before the committee for further directions.</p>	As directed, the matter is again placed with a letter from Yale Law School.
8.	Proposed plan/project for the allotment of 5 acres of land at Rajarhat.	<p>The University has recently received a letter dated 6/11/2007 from the Judicial Department, Government of West Bengal in regard to the furnishing of a detailed report on the plan/project on the proposed plot of land offered by WBHIDCO to the University. The University may now decide on the matter of appointing an agent for the preparation of a detailed report on the proposed project at Rajarhat.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee considered the recommendation of the Finance Committee and directed that Mr.Rathin Dutta, Member-Executive Council of the University be requested to help in the preparation of a detailed report on the proposed project at Rajarhat. The Committee also felt that the University should activate its Planning Board for dealing with similar matters.</p>	As directed, Mr.R.N. Dutta, Member, Executive Council has been approached by the University for a preparation of a project report.

9.	Request of the University Grants Commission for the creation of a SC/ST fees fund at the National Level.	<p>The University has recently received a circular no:F.No.1-14/2007(SCT) dated 20/9/2007 regarding the creation of a SC/ST fund in the University.</p> <p>RESOLUTION</p> <p>The Standing Committee considered the recommendation of the Finance Committee and directed that the University may write to the UGC clarifying that the provision may not be applicable to this University as no grants till date have been received by the University from the UGC.</p>	The University has written to UGC accordingly.
10.	Request of the University Grants Commission for the creation of a Statistical Cell with a Nodal Officer in the University.	<p>The University has recently received a circular no:F199(I&S)UGC/Adv.Comtt./Nodal Officer regarding the creation of a Statistical Cell with a Nodal Officer in the University.</p> <p>RESOLUTION</p> <p>The Standing Committee considered the recommendation of the Finance Committee and directed that the University may write to the UGC clarifying that this is not a Central University and no grants till date have been received by the University from the UGC</p>	The University has written to UGC accordingly.
11	Request of the University Grants Commission for the representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committees	<p>The University has recently received a circular no:F.3.-2/2007(CCM)regarding the representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committees in the University.</p> <p>RESOLUTION</p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the University may write to the UGC taking note of their request.</p>	As directed, the University has written to the UGC.

12.	Proposal for creation of a Hostel office in the University campus.	<p>The University has received a request from the Warden in Charge NUJS Hostels for the creation of a Hostel office along with office furniture, a full time D.E.O and an attendant.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee considered the recommendation of the Finance Committee and directed that the proposal be deferred with the instruction that a detailed report be prepared on the functions of the Hostel office.</p>	As directed, the matter is under process.
13	Request for Study Leave/Extraordinary Leave by Ms. Vaneeta Patnaik, Lecturer in Law	<p>Ms Vaneeta Patnaik, Lecturer in Law has applied for study leave or extraordinary leave without loss of incremental pay and seniority of two years for pursuing her doctoral studies at the International Max Planck Research School for Maritime Affairs, Hamburg from 1/3/2008 to 28/2/2010.</p> <p>Ms. Vaneeta Patnaik had gone on a study leave of one year for pursuing a Masters in Law and Business Programme at the Bucerius Law School/WHU-Otto Beisheim School of Management in Hamburg, Germany from 25th August 2006 to 5th September 2007. She joined back the University on 1st September 2007. Ms. Patnaik was given a study leave on the basis of an undertaking given by her in regard to service in the University for a further period of three years beyond the period of service left in her present five year contract excluding the period of her study leave. Accordingly she now has a contract with the University till 31/5/2014.</p> <p>The University has framed rules in relation to Study Leave which has duly been approved by the Executive Council in its 13th meeting dated 26th July</p>	

		<p>2003(Agenda Item No. 35) As per the said rules a faculty member is entitled to one year of study leave without pay after completion of every five years of continuous service.</p> <p>In earlier cases the Executive Council on the recommendation of the University has granted study leave to Mr. Sarfaraz Ahmed Khan, Lecturer in Law (from 01-10-2004 to 01-10-2005), and Mr. Anirban Mazumder, Lecturer in Law (from 15-04-2006 to 30-12-2006) by waving the clause about "completion of five years of continuous service" and by taking an undertaking from them that they would join back the University after completion of their study leave. Ms. Ruchira Goswami, Lecturer in Sociology was granted extra ordinary leave without pay from 20-04-2002 to 30-10-2003 prior to the framing of study leave rules (9th meeting of the Executive Council dated 27-07-2002-Agenda Item No. 12). Mr.Souvik Chatterjee, Lecturer in Law had also gone on study leave from 1/8/2006 to 31/7/2007.However,he resigned from service on 18/6/2007. Mr.Supriya Routh, Lecturer in Law who joined as a Lecturer on 26/6/2007 was also given Study Leave of a year by the University from 1/8/2007 to 31/7/2008 ,out of turn.</p> <p>The Standing Committee has also recently resolved in its 19th meeting dated 27/7/2007(Agenda Item No:3) that in future any employee taking study leave of one year or more out of turn and not in conformity with the University "Study Leave Rules" will have to submit a Bank/Insurance guarantee of an amount equivalent to his/her one year's salary.</p> <p>Recently, Ms.Sheela Rai, Lecturer in Law was also given extraordinary leave of four months for completing her doctoral</p>	
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		<p>It is for consideration whether Ms. Patnaik may be granted study leave or extraordinary leave without loss of incremental pay and seniority subject to her giving an undertaking that she will join the University after completion of her study leave/extraordinary leave without loss of incremental pay and seniority.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that Ms.Vaneeta Patnaik be given extraordinary leave without pay of two years, provided she agreed to submit an Indemnity Bond of Rs.50000/- before proceeding on extraordinary leave from 1/3/2008.</p>	
14	Quarterly Accounts	<p>Statement of accounts for the 2nd Quarter ended 30.09.2007 of the Financial Year 2007-08 was submitted for kind consideration of the Committee as directed in the 20th Meeting of the Standing Committee held on 15th October , 2007.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the recommendation of the Finance Committee and directed that the statements be put up with the 3rd Quarter ended statement of 31/12/2007 for the financial year 2007-08.</p>	<p>As directed, Ms.Patnaik has submitted an indemnity bond and proceeded on leave.</p> <p>As directed, the statements have been put up in the meeting.</p>

15.	Requirement of a Computer Hardware Engineer for Maintenance of the existing computers in the University.	<p>The University feels the need to engage on ad hoc temporary basis a computer hardware engineer for the maintenance of the existing computers in the University.</p> <p>Accordingly the University has received a proposal from M/s.Nexgen Infosys, the existing AMC providers of the computers. They have proposed to provide for a resident engineer at Rs.6000/- per month for at least six months or Rs.5000/- per month for 12 months.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the Computer hardware engineer be engaged for a period of one year on payment of Rs.5000 p.m. to the agency.</p>	As directed, the agency has been approached.
16.	Resignation of Ms.Sudarsana Sarkar	<p>Ms.Sudarsana Sarkar,Junior Lecturer of the University resigned from the University w.e.f. 20/11/2007.</p> <p>Ms.Sarkar was working on ad hoc basis and accordingly she was released from the University.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the resignation of Ms.Sudarsana Sarkar as recommended by the Finance Committee.</p>	As directed, Ms.Sarkar has been released from service of the University w.e.f. 20/11/2007.

	<u>OTHER MATTERS WITH THE PERMISSION OF THE CHAIR</u>	
1.	Air- conditioning of the Library	<p>M/s.Voltas has completed the air-conditioning of the Library and the University has also had a test run done in the presence of Mr.A.Sengupta,the Additional Chief Engineer,PWD,Govt.of West Bengal. The air conditioner was found to be running satisfactorily.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter with approval.</p>
2	Common Law Admission Test for admissions in 2008.	<p>The University has recently received a letter dated 30/11/2007 from the National Law School of India University, Bangalore confirming their willingness to conduct the Common Law Admission Test for admissions in 2008-09. Accordingly a meeting is to be held at NLSIU, Bangalore on 18/12/2007 for finalising all logistical arrangements. An MOU along with a letter dated 6/12/2007 has also been received by the University from University Grants Commission confirming the participation of seven law Universities in the conducting of the Common Law Admission Test for admissions in 2008-09.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter and requested the Vice Chancellor to attend the meeting and ensure that the date of admission test be fixed taking into consideration the dates of H.S. examination conducted by the Higher Secondary Council of West Bengal.</p>
		CLAT has been organised accordingly.

3.	Procurement of Office furniture and equipments for Justice Ruma Pal(Retd), Professor, Ford Foundation Chair on Human Rights ,Centre for Human Rights and Citizenship Studies.	<p>The University has recently appointed Justice Ruma Pal(Retd) to the Ford Foundation Chair on Human Rights in the Centre for Human Rights and Citizenship Studies.</p> <p>In this regard the University now proposes to procure office furniture and equipments for her office at an estimated cost of Rs.2 Lakhs.</p> <p><u>RESOLUTION</u> The Standing Committee approved the proposal.</p>	As directed, steps are being taken for procurement of the office furniture, etc by the University.
4.	Extension of maternity leave of Ms.Nandini Biswas, Data Entry Operator	<p>The University has recently received an application from Ms.Nandini Biswas for extension of her maternity leave from 90 days to 135 days on ad hoc basis and personal to her.</p> <p><u>RESOLUTION</u> The Standing Committee noted that the eligibility for maternity leave has been extended from 90 days to 135 days in all Government and educational organisations. It accordingly approved the proposal of extending maternity leave from 90 days to 135 days for Ms.N.Biswas as well as in other eligible cases. The Standing Committee also directed that draft Leave Rules incorporating the provision be prepared and placed before the next meeting of the Executive Council .</p>	The draft rules are under preparation.

5.	Proposal of Menon Institute of Legal Advocacy Training, New Delhi	<p>The University has recently received a proposal from the Menon Institute of Legal Advocacy Training for hosting a programme for training teachers in the University from 18/12/2007 to 20/12/2007.</p> <p>The Standing Committee had directed that the source of funding such a programme may first be ascertained from the Institute. The University had accordingly approached the Institute who confirmed that they would partly sponsor the programme. It is estimated that it will cost the University Rs.40000/- (approximately) for hosting the training programme.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the proposal and recommended that the University should spent up to Rs.40000/- towards expenses for hosting the training programme.</p>	As directed, the training programme was held in the University.
6.	Proposal for Campus Wide Network by M/s.Ernet India	<p>The University has received a proposal from M/s.Ernet India for undertaking the complete networking, etc of the University at an estimated cost of Rs.2.05 crores.(Approximate)</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee considered the proposal and directed that M/s. Ernet may be approached to submit a phase wise and unit wise cost break up of the proposed items, etc to be procured for the campus network. It also suggested that the proposal from M/s.Ernet be also sent to Hon'ble Mr. Justice S.B.Sinha and Shri Venugopal, Sr.Advocate, Supreme Court of India for their perusal and suggestions.</p>	As directed, letters have accordingly been issued.

7.	Refund of fees on withdrawal	<p>The University recently received a letter dated 14/8/2007 from the UGC forwarding therewith a complaint lodged by one of the guardians and requesting the University to comply with its directive made in its Public Notice issued on 23/4/2007 in regard to refund of fees on withdrawal of students. Implementation of the direction would entail additional refund to the extent of over Rs.15 Lakhs</p> <p>The University accordingly has replied back to the UGC on 24/8/2007 requesting the UGC to advise on: (a) whether the Public Notice would have retrospective effect to cover the students who took admission before the date of notification and (b) the extent of applicability of this Public Notice in so far as this University is concerned in the given context.</p> <p>The matter was reported to the Executive Council, who had directed that the University should await reply from the UGC.</p> <p>The University has now received another request for refunding of fees from the parent of a student.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that a letter be written to the guardian concerned confirming the University's position as already mentioned in the letter written to the UGC. The Standing Committee also directed that identical letters may be sent in all similar cases.</p>	<p>The guardian concerned has been advised accordingly.</p>
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8.	Seminar by International Commission of Jurists on "Human Rights in Judgements in South Asia" on 14/12/2007 and 15/12/2007.	<p>The University received a request from ICJ for co-hosting a seminar to be attended by eminent judges of superior courts of South Asian countries. Accordingly, the University arranged to co-host the seminar without any financial burden.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter with approval.</p>	
9.	Procurement of Furniture/Computer for Faculty and Staff.	<p>The University has received requisitions from various sections/schools for furniture and computers.</p> <p>The University proposes to procure them in terms of approved budgetary provision for the year 2007-08.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the proposal and directed that the matter be placed with tenders.</p>	

Agenda Item No:3

Proposal for vertical expansion of the academic block in the light of offer of land at Rajarhat

The University had received a letter from WBHIDCO seeking payment for the five acres of land allocated to it. The University is to pay a total amount of Rs.8 crores to WBHIDCO in four instalments.

The Standing Committee in its 18th meeting dated 16/6/2007 recommended that the matter may be taken up with government of West Bengal for allocation of appropriate funds to pay WBHIDCO. Accordingly the University had written to the Government of West Bengal.

The University then received a letter dated 6/11/2007 from the Judicial Department, Government of West Bengal in regard to the furnishing of a detailed report on the plan/project on the proposed plot of land offered by WBHIDCO to the University.

The Standing Committee in its 21st meeting dated 14/12/2007 considered the matter and recommended that Mr.Rathin Dutta, Member-Executive Council of the University be requested to help in the preparation of a detailed report on the proposed project at Rajarhat.

Accordingly the Vice Chancellor had held an initial meeting with Mr.Rathin Dutta. The following points were observed during the course of the meeting:

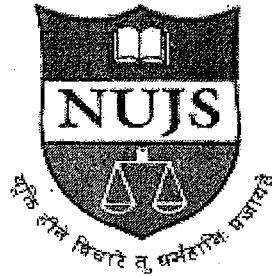
- 1) It was felt with the current state of finances of the University it will not be possible to pay for the land measuring around 5 acres at Rajarhat for construction of NUJS Campus offered by WBHIDCO. It is therefore necessary that The West Bengal National University of Juridical Sciences has to ask for fund from the government or arrange for it for the purpose. Moreover, even after allotment of land and taking possession of the same the construction of a campus will need considerable amount of time before completion in view of existing state of the infrastructure, etc. Hence it may be prudent to explore other possibilities for expansion of The West Bengal National University of Juridical Sciences.
- 2) The present size of the campus of The West Bengal National University of Juridical Sciences is around 5 acres. The total area of the institute and the library block is around 4094 sq.m. At present this block is G+3 in height. There is a provision of building three more floors thereon. As the present area of the campus does not permit horizontal expansion, the vertical expansion of the academic and library block is the only alternative. Such an expansion is necessary in view of the certain contemporary developments both in the area of higher education as well as commercial environment.

- 3) In order to build its own financial reserve WBNUJS needs to introduce certain programmes like Management Development Programme of the Executives of the Corporate Houses which will not only deal with fiscal reforms but also update the input level of persons assigned to handle legal issues in the global trade scenario. Moreover, introduction of courses on Alternate Dispute Resolution, Consumer Rights as well as Copyright Practices and Intellectual Property Rights will require adequate space which may be arranged in the additional floors to be constructed over the present block. The cost of such construction may be met out of the course fees as well as sponsorship from reputed private organizations with whom the University may enter into long-term agreement for training their personnel. It will provide some kind of in-house training arrangements for the organizations.
- 4) It was also felt that if some additional land, adjacent to the present campus, is available it may house hostel, playground, staff and faculty quarters which will be eventually required if the University opts for vertical expansion as discussed earlier. In this connection it may be noted that there is a land measuring around 5 acres adjacent to the University Campus now being occupied by KMDA for storing its construction materials. If the appropriate authorities in the government can be requested to make available this land for expansion programme of WBNUJS in lieu of the land offered at Rajarhat then it will be beneficial not only to WBNUJS, it will also convert the area now being occupied by The West Bengal National University of Juridical Sciences, National Institute of Fashion Technology and West Bengal College of Leather Technology into an academic area of Salt Lake. Even if WBNUJS is to make payment for such land in Salt Lake, it will be significantly less than the cost of land that is being offered at Rajarhat.

The University may decide on the issue of whether a project report as required by the Judicial Department, Government of West Bengal for utilization of land at Rajarhat will be taken up right now pending request to the government for exchange of land as proposed above.

Submitted for consideration.

The West Bengal National University of Juridical Sciences



ADDITIONAL AGENDA NOTES FOR THE 26TH MEETING
OF THE

EXECUTIVE COUNCIL

TO BE HELD ON 15 March 2008 AT 10:30 A.M.

AT DR.AMBEDKAR BHAVAN, SALT LAKE, KOLKATA

W.B National University of Juridical Sciences
Dr. Ambedkar Bhavan
Salt Lake, Kolkata

26th MEETING OF THE EXECUTIVE COUNCIL

15 MARCH , 2008 at 10:30 A.M.

Page No.

Additional Agenda Item No.AA1	Investment of University Funds	1
Additional Agenda Item No: AA2	Management of Gratuity Fund	5

Any other matter with the permission of the Chair.

Additional Agenda Item No: AA1

Investment of University Funds

The standing committee in its meeting dated 1st March 2008 directed that the Registrar be authorized to make investment of funds after ascertaining optimum rate of bank interest. Action in this regard is being taken. All important Nationalized Banks have been requested to offer competitive bids.

The Corporation Bank, official banker of the University, has forwarded a copy of office memorandum issued by Ministry of Finance on 15th January 2008 (Annexure –AA1A) forwarded to banks vide letter of 25th January 2008 (Annexure – AA1B) in which the Ministry advised that the practice of inviting for competitive bids for deposits should be discontinued forthwith and such funds should be placed with such bank with whom regular business is carried out in the regular course.

In the light of these instructions the Corporation Bank NUJS Branch has accordingly requested the University to have our fixed deposits invested with them.

Submitted for direction.

F. No.7(2)/E. Coord/2007
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, January 15, 2008

ANNEXURE A/A1A

OFFICE MEMORANDUM

Sub: Preference to Public Sector Banks for handling Government transactions - reg.

In August 2003, the Reserve Bank of India (RBI) had taken a decision to induct certain private sector banks for the conduct of Government business.

Accordingly, the Departments/Ministries were advised that, if they desired, they could induct these private sector banks also for handling accounts pertaining to their respective Departments/Ministries. These instructions were issued vide RBI Circular No. DGRA/GAD No. 60/42-01/033.2003-04 dated July 18, 2003.


2. It has been brought to the notice of the Government that some Departments/Ministries as well as agencies/entities under the control of Departments/Ministries have transferred their entire business, or a substantial part of their business, to private sector banks to the virtual exclusion of public sector banks. It is observed that public sector banks have a special role and importance in the banking industry and in advancing the economic policies of the Government. It is, therefore, important that Departments/Ministries conduct their business, as far as possible, through public sector banks. In any event, it is not desirable that any Department/Ministry should conduct its business through private sector banks alone to the exclusion of public sector banks. On a careful examination of the matter, it has now been decided that the funds under the control of the Departments/Ministries or funds amenable to their control (including funds distributed by Departments/Ministries to agencies/entities) shall, at least to the extent of 60 per cent, be placed with public sector banks. These instructions would apply equally to

...2.

2

subordinate offices, attached offices and autonomous organisations which mainly funded by Government. The Departments/Ministries are requested to issue forthwith suitable instructions in accordance with the above decision, to State Governments, agencies and entities to which they disburse funds for the purpose of executing the programmes funded by the Departments/Ministries.

It has also been brought to the notice of the Government that, in recent times, there is an emerging practice of inviting competitive bids for placing bulk deposits with banks. As a consequence, there is undesirable competition amongst banks leading to arbitrary hikes in deposit rates (even for short periods) which have consequences for the economy. It is therefore advised that the practice of inviting competitive bids for bulk deposits should be discontinued forthwith. Any Department/Ministry or any of the agencies/entities/bodies referred to in para 2 above should place their bulk deposits with the bank(s) with whom they have a regular course of business, including public sector banks.


(Meena Agarwal)
Joint Secretary to the Government of India

1. All Secretaries
2. Controller General of Accounts
3. All CCAs
4. All Financial Advisers

CORPORATE
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ANNEXURE AA1B

1 FEB 2008
3949

CHIEF SECRETARY
CHANDRASEKHAR SECRETARIAT

F.No.7/118/2005-BOA
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep Building,
Parliament Street,
New Delhi, the 25th January, 2008

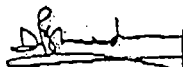
Chairman, State Bank of India,
CMDs of all Nationalised Banks and IDBI Bank,
MDs of Associate Banks of State Bank of India.

Sub:- Preference to Public Sector Banks for handling Government transactions.

Sir,

I am directed to enclose herewith a copy of Department of Expenditure's Office Memorandum no.7 (2) / E.Coord / 2007 dated 15th January, 2008 on the subject mentioned above, for your information. It has been, Inter-alia, decided that the funds under the control of the Government Departments / Ministries or funds amenable to their control (including funds distributed by Departments / Ministries to agencies / entities) shall, at least to the extent of 60%, be placed with public sector banks. It has also been advised to the Government Departments / Ministries that the practice of inviting competitive bids for bulk deposits should be discontinued forthwith and that they should place their bulk deposits with the bank(s) with whom they have a regular course of business, including public sector banks.

Yours faithfully,



(D.P.Bhardwaj)

Deputy Secretary to the Government of India
Tel: 011 - 23748707

Encs : as above.

Copy for Information to : Chief General Manager Reserve Bank of India,
DBOD, Mumbai.

DDO, DFS, Jeevan Deep Bldg., New Delhi.

By fax TO (1) G M IEDD, Mumbai

(2) G M Good Services

(3) G M ZOS et Leelhi Mumbai

Bangalore

Kanjurath

Pune

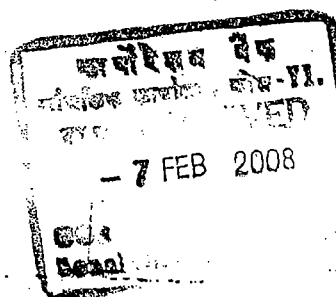
Chennai

Hyderabad

Madurai

Kolkata

for
information
and
action



Mangalore . 4.2.08 . (272)

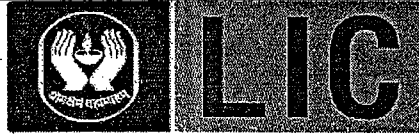
Additional Agenda Item No:AA2

Management of Gratuity Fund

In terms of the decision taken in the second meeting of the Board of Trustees held on 06/09/2007, the Life Insurance Corporation of India was approached to offer its terms for management of Gratuity Funds of the University. The Life Insurance Corporation of India has submitted its proposal - **Annexure AA2A**. According to this, the total contribution for the current financial year will be Rs 20,83,218 (Rupees Twenty Lakhs Eighty Three Thousand Two Hundred and Eighteen) only which includes initial contribution for the past service gratuity liability of Rs. 16,69,142 (Rupees Sixteen Lakhs Sixty-Nine thousand One hundred and Forty-Two) only.

The Board of Trustees which met on 21.02.2008 examined the proposal in details and advised that necessary formalities to introduce the Scheme from 01.01.2008 be completed at the earliest.

Submitted for kind information and direction.



ANNEXURE AA2A

Kolkata Metropolitan Divisional Office-I

Pension & Group Schemes Department

Jeevan Prakash
16 C R Avenue
Kolkata-700 072

Phone
Fax
E-mail

2212-6561, 2212-7622
2212-6027
licpgsdc@cal2.vsnl.net.in

JAN, 12, 2008

Ref: PGS/P-5982/UB

THE WB NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan,
12, L B BLOCK, SECTOR-III, SALT LAKE CITY
Kolkata-700 098

Dear Sir,

Re: Group Gratuity scheme

This has reference to your data submitted to us. We have made a valuation of the costs and benefits of the Group Gratuity Cash accumulation Scheme. The details thereof are given hereunder. Please note that this letter can not be used as an actuarial valuation report or as a certificate under AS-15.

Date of commencement of scheme	:	JAN, 01, 2008
Number of members covered	:	64
Normal Retirement age	:	
CAT-1	:	65 YEARS
CAT-2	:	60 YEARS
Estimated past service gratuity	:	Rs.30,36,201/-
Average Monthly Salary	:	Rs.12,866/-
Discount Rate	:	8% p. a.

BENEFITS

Benefits on retirement/resignation

Gratuity calculated as per rule of the Institution. Maximum Gratuity Payable : Rs.3,50,000/-

Benefits on death

Gratuity calculated as above along with the provision that the service to be reckoned for calculation of Gratuity shall be the total service which the employee would have rendered had he survived to normal retirement age. Maximum life cover per member restricted to Rs.3,50,000/- only.

CONTRIBUTIONS

Initial contribution for Past Service Gratuity Liability:	⊗	Rs. 16,69,142/-
Annual Contribution for future service liability :		Rs.3,91,130/-
Life cover premium	:	Rs.20,422/-
Service tax @ 12.36% of life cover premium	:	Rs.2524/-
Total Premium payable	:	Rs.20,83,218/-

The scheme is being introduced under the cash accumulation system wherein gratuity fund comprising of initial contribution and annual contribution shall be maintained from which payments towards the gratuity shall be made subject to the availability of the fund. The interest shall be credited to the fund for each financial year ending 31st march on the balance at the prescribed rate. The interest rate for the last financial year was 8.70% to 9.30%

Thanking you

Yours faithfully

Sr. Branch Manager
(Pension & Group Schemes Unit)

FORM NO. 6200

LIFE INSURANCE CORPORATION OF INDIA

Pension & Group Schemes Dept

Kolkata Metropolitan Divisional Office-I, 16, C.R.Avenue, Kolkata:-700072.

Master Proposal for Group Gratuity Scheme for the eligible employees of
The West Bengal University of Juridical Sciences.

1. Name of the Proposer :	The West Bengal University of Juridical Sciences. ^{National}
Address :	Dr. Ambedkar Bhavan; 12, L B Block, Sector-III, Salt Lake City, Kolkata:-700098.
2. (a) Name of Employer	The West Bengal University of Juridical Sciences. ^{National}
(b) Address : i) Head Office	Dr. Ambedkar Bhavan; 12, L B Block, Sector-III, Salt Lake City, Kolkata:-700098.
3. (a) Nature of Business	Academic Institution.
(b) Products manufactured	As above
4. (a) Is the Scheme to be administered by the Trustees?	No, By the Employer.
(b) The Scheme to be described as :	^{National} The West Bengal University of Juridical Sciences Employees' Group Gratuity Scheme.
5. Does the Proposed Scheme replace any of the existing benefits? If so, give details.	No
6. Date of Commencement of Scheme	01.01.2008.
7. What are the conditions of eligibility for membership of the Scheme ?	As per rules of the scheme
8. (a) Are any of the eligible employees to be excluded, and if so, please give names and reasons for exclusion separately. If none, state 'None'.	None
(b) Participation by eligible employees:	Full
9. What is the Normal Retirement Age?	Cat-I:- 65 Years & Cat-II:- 60 Years.

10. Contributions: i) by the Employee, if any : by the Employer	Nil 100% By the employer
11. Mode of payment of contribution :	Yearly
12. Was a proposal for Scheme made earlier to any other office of the Corporation? If so, please give details.	No
13. State briefly the benefits required : a) On death of the employee in Service: b) On leaving service : c) On total and permanent disability: d) On retirement: e) Vesting conditions for benefits:	As per Rules
14. Give details of any other benefits required:	Nil

"DECLARATION"

We request the Life Insurance Corporation of India to issue a Master Policy on the basis of the information by us and such further information which the Corporation may require us to give for the purpose of the Scheme referred in Column 4(b) above and to effect the necessary assurance thereunder in accordance with the provisions of the Rules of the said Scheme certified true copy of which is attached hereto.

It is hereby declared that undertake and bind ourselves to furnish to the Corporation full particulars as may be necessary of all statements, declaration by the eligible employees, reports & certificates in respect of every person on whose life the assurances are to be effected under the Master Policy in the form and manner required by the Corporation. We further agree that this Proposal together with the particulars statements and declarations by the eligible employees. Employer or ourselves shall form the Master Policy, we also agree that the assurances proposed under the Scheme shall not be binding on the Corporation until they are accepted by the Corporation in writing and the amounts of premium due thereunder and demanded by the Corporation shall have been duly paid.

We confirm the accuracy of the above particulars and agree that the Master Policy to be issued consequent upon this proposal shall be issued only on the basis that any statements made or to be made to the Corporation and the Corporation's medical examiner in respect of eligible employees intended to be assured thereunder shall be true and correct in every particular and we further agree that any misf-statement or untrue averment on the basis of which the assurance have been effected on the life of any member, shall render violable the particular assurances in assurances in respect of which the misf-statement or untrue averment by whomsoever has been made.

Dated at:)

On

Witness:.....

(Signature on behalf of the Employer)

Form No.6201
Life Insurance Corporation of India
Pension & Group Schemes Dept.
Kolkata Metropolitan Divisional Office-I
16,C.R.Avenue, Kolkata-700072.

Proposer's Declaration under Group Leave Encashment Scheme

Name of the Scheme: **The West Bengal University of Juridical Sciences Employees' Group Gratuity Scheme.**

Annexure to Master Proposal Dated Master Policy No.

Particulars of Employees eligible to become Members of the Scheme as on

Full Name	Date of Birth	Date of Commence-ment of Service	Salary	Position	Remarks
(A)	(B)	(C)	(D)	(E)	(F)
1.					
2.					
3.					
4.					
5.					
6.					
7.	As	per list	enclosed		
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Employer's Certificate

Particulars of all our employees eligible to join the Scheme as on
are given overleaf. We certify that these particulars are true and correct and request the admission
of these employees to the Scheme.

Date:

(Signature on behalf of the Employer)

Declaration By Proposer/Employer

We propose for assurances on the lives of the above-mentioned employees in
accordance with the Rules of the Schemes and confirm the accuracy of the particulars and
agree that the above particulars shall form the basis of the assurance or assurances to be
issued by the Life Insurance Corporation of India. We do further agree that the assurance
hereby proposed shall not be binding until they have been accepted by the said
Corporation and until the amount of premium demanded shall have been paid.

Signature on behalf of the Employer.

Date

Witness:

Signature

Name

Address

.....

.....

lic_id	employee_name	date_of_birth	date_of_appointment	salary	ps	ts	tsg	psg	life_cover	annual_renewal_date	lcp	category
1	Dr. T.V.G.N.S. Sudhakar	29/12/1967 00:00:00	05/12/2003 00:00:00	25380	4	29	350000	101520	248480	01/01/2008 00:00:00	695.74	1
2	Dr. Arup Kumar Poddar	24/10/1973 00:00:00	10/05/2004 00:00:00	25380	4	34	350000	101520	248480	01/01/2008 00:00:00	472.11	1
3	Dr. Sreenivasulu N.S.	20/06/1978 00:00:00	07/09/2007 00:00:00	25380	0	36	350000	0	350000	01/01/2008 00:00:00	612.5	1
4	Dr. J. K. Das	01/12/1964 00:00:00	08/09/2007 00:00:00	25380	0	22	350000	0	350000	01/01/2008 00:00:00	1207.5	1
5	Mr. Anirban Mazumdar	12/05/1970 00:00:00	09/11/2001 00:00:00	21573	6	34	345168	129438	215730	01/01/2008 00:00:00	517.75	1
6	Mr. Nandan Nawn	10/12/1972 00:00:00	25/09/2001 00:00:00	21573	6	36	345168	129438	215730	01/01/2008 00:00:00	431.46	1
7	Ms. Jasmine Joseph	05/10/1971 00:00:00	16/09/2004 00:00:00	18083	3	32	289328	54249	235079	01/01/2008 00:00:00	493.67	1
8	Ms. Ruchira Goswami	11/07/1972 00:00:00	14/02/2000 00:00:00	19246	8	37	307936	153968	153968	01/01/2008 00:00:00	307.94	1
9	Ms. Sheela Rai	26/06/1971 00:00:00	10/05/2004 00:00:00	18665	4	32	298640	74660	223980	01/01/2008 00:00:00	503.96	1
10	Ms. Kavita Singh	08/10/1972 00:00:00	10/05/2004 00:00:00	18665	4	33	298640	74660	223980	01/01/2008 00:00:00	447.96	1
11	Ms. Rukmini Sen	18/10/1976 00:00:00	06/01/2002 00:00:00	18665	6	40	298640	111990	186650	01/01/2008 00:00:00	326.64	1
12	Dr. Bikramjeet De	14/06/1968 00:00:00	19/09/2003 00:00:00	20991	4	30	335856	83964	251892	01/01/2008 00:00:00	705.3	1
13	Ms. Anupama Ghosal	22/06/1977 00:00:00	01/07/2005 00:00:00	18083	2	37	289328	36166	253162	01/01/2008 00:00:00	443.03	1
14	Ms. Sangeeta Chanda	14/10/1960 00:00:00	21/11/2002 00:00:00	17502	5	23	280032	87510	192522	01/01/2008 00:00:00	943.36	1
15	Ms. Vaneeta Patnaik	04/04/1973 00:00:00	05/09/2003 00:00:00	18083	4	35	289328	72332	216996	01/01/2008 00:00:00	433.99	1
16	Mr. Sarfaraz Ahmed Khan	25/07/1974 00:00:00	18/09/2005 00:00:00	18083	2	34	289328	36166	253162	01/01/2008 00:00:00	455.69	1
17	Ms. Lovely Dasgupta	18/10/1975 00:00:00	24/09/2003 00:00:00	18665	4	37	298640	74660	223980	01/01/2008 00:00:00	391.97	1
18	Mr. Supriya Routh	27/10/1977 00:00:00	08/01/2005 00:00:00	16920	3	38	270720	50760	219960	01/01/2008 00:00:00	384.93	1
19	Mr. Anirban Chakraborty	05/06/1976 00:00:00	08/07/2005 00:00:00	16920	2	36	270720	33840	236880	01/01/2008 00:00:00	414.54	1
20	Ms. Sujata Roy	19/06/1977 00:00:00	09/01/2006 00:00:00	16920	2	36	270720	33840	236880	01/01/2008 00:00:00	414.54	1
21	Mr. Shameek Sen	27/02/1982 00:00:00	11/02/2006 00:00:00	16920	2	41	270720	33840	236880	01/01/2008 00:00:00	414.54	1
22	Ms. Tilottama Roy Choudhury	28/05/1978 00:00:00	11/02/2006 00:00:00	16920	2	37	270720	33840	236880	01/01/2008 00:00:00	414.54	1
23	Mr. Sandeepa Bhat B.	31/03/1979 00:00:00	09/07/2007 00:00:00	16920	0	37	270720	0	270720	01/01/2008 00:00:00	473.76	1
24	Mr. D. Kanunina	08/01/1948 00:00:00	09/11/2000 00:00:00	28277	7	7	197939	197939	0	01/01/2008 00:00:00	0	2
25	Mr. Siddharta Guha	01/08/1971 00:00:00	04/01/2003 00:00:00	18083	5	29	289328	90415	198913	01/01/2008 00:00:00	417.72	2
26	Mr. Nabendu Dam	26/08/1971 00:00:00	01/04/2003 00:00:00	14170	5	28	226720	70850	155870	01/01/2008 00:00:00	327.33	2
27	Ms. Urmil Majumdar	19/08/1979 00:00:00	30/05/2005 00:00:00	10575	3	34	169200	31725	137475	01/01/2008 00:00:00	240.58	2
28	Mr. Abhijit Nandi	08/07/1962 00:00:00	24/11/2003 00:00:00	10046	4	19	160736	40184	120552	01/01/2008 00:00:00	488.24	2
29	Mr. Dwaipayan Basu	15/10/1975 00:00:00	24/11/2003 00:00:00	10046	4	32	160736	40184	120552	01/01/2008 00:00:00	210.97	2
30	Mr. Pinaki Saha	18/04/1977 00:00:00	28/11/2003 00:00:00	10046	4	33	160736	40184	120552	01/01/2008 00:00:00	210.97	2
31	Mr. Md. Nurul Ansar	16/11/1972 00:00:00	24/11/2003 00:00:00	10046	4	29	160736	40184	120552	01/01/2008 00:00:00	241.1	2
32	Mr. Probal Chanda	28/12/1979 00:00:00	27/11/2003 00:00:00	10046	4	36	160736	40184	120552	01/01/2008 00:00:00	210.97	2
33	Mr. Anirban Banerjee	12/11/1978 00:00:00	25/11/2003 00:00:00	10046	4	35	160736	40184	120552	01/01/2008 00:00:00	210.97	2

lic. id	employee_name	date_of_birth	date_of_appointment	salary	ps	ts	tsg	psg	life_cover	annual_renewal_date	lcp	category
34	Mr. Subhendu Bhattacharya	02/02/1972 00:00:00	24/11/2003 00:00:00	10046	4	28	160736	40184	120552	01/01/2008 00:00:00	253.16	2
35	Mr. Sovon Choudhuri	11/12/1976 00:00:00	30/11/2003 00:00:00	10046	4	33	160736	40184	120552	01/01/2008 00:00:00	210.97	2
36	Mr. Pritwish Saha	07/12/1973 00:00:00	30/11/2003 00:00:00	10046	4	30	160736	40184	120552	01/01/2008 00:00:00	229.05	2
37	Mr. Punendu Saha	02/03/1977 00:00:00	12/04/2003 00:00:00	10046	5	34	160736	50230	110506	01/01/2008 00:00:00	193.39	2
38	Ms. Nandini Das Biswas	04/09/1974 00:00:00	31/08/2004 00:00:00	9517	3	30	152272	28551	123721	01/01/2008 00:00:00	222.7	2
39	Mr. Abhijit Biswas	08/08/1973 00:00:00	31/08/2004 00:00:00	9782	3	29	156512	29346	127166	01/01/2008 00:00:00	241.62	2
40	Ms. Anindita Talapatra	02/01/1975 00:00:00	05/02/2005 00:00:00	9517	3	30	152272	28551	123721	01/01/2008 00:00:00	222.7	2
41	Mr. Debodeep Roy	05/05/1977 00:00:00	20/10/2005 00:00:00	9517	2	32	152272	19034	133238	01/01/2008 00:00:00	233.17	2
42	Ms. Molly Nandi	19/04/1975 00:00:00	10/01/2005 00:00:00	6408	3	30	102528	19224	83304	01/01/2008 00:00:00	149.95	2
43	Mr. Rajesh Kr Singh	25/07/1971 00:00:00	27/11/2003 00:00:00	6112	4	28	97792	24448	73344	01/01/2008 00:00:00	154.02	2
44	Mr. Sambhu Nath Das	01/12/1970 00:00:00	24/11/2003 00:00:00	6112	4	27	97792	24448	73344	01/01/2008 00:00:00	165.02	2
45	Mr. Ali Iman Siddiqui	01/02/1978 00:00:00	24/11/2003 00:00:00	5626	4	34	90016	22504	67512	01/01/2008 00:00:00	118.15	2
46	Mr. Pradipta Saha	01/02/1975 00:00:00	24/11/2003 00:00:00	5626	4	31	90016	22504	67512	01/01/2008 00:00:00	121.52	2
47	Mr. Shantanu Dey	11/09/1981 00:00:00	24/11/2003 00:00:00	5626	4	38	90016	22504	67512	01/01/2008 00:00:00	118.15	2
48	Mr. Siddheswar Mondal	26/06/1973 00:00:00	24/11/2003 00:00:00	5626	4	30	90016	22504	67512	01/01/2008 00:00:00	135.02	2
49	Mr. Sufual Biswas	25/04/1981 00:00:00	24/11/2003 00:00:00	5626	4	37	90016	22504	67512	01/01/2008 00:00:00	118.15	2
50	Mr. Uttam Metya	16/03/1977 00:00:00	24/11/2003 00:00:00	5626	4	33	90016	22504	67512	01/01/2008 00:00:00	118.15	2
51	Mr. Bipul Biswas	13/05/1984 00:00:00	24/11/2003 00:00:00	5626	4	40	90016	22504	67512	01/01/2008 00:00:00	118.15	2
52	Mr. Sukhen Biswas	01/06/1980 00:00:00	07/09/2004 00:00:00	5626	3	36	90016	16878	73138	01/01/2008 00:00:00	127.99	2
53	Mr. Manick Mallick	05/01/1968 00:00:00	07/08/2004 00:00:00	5626	3	23	90016	16878	73138	01/01/2008 00:00:00	204.79	2
54	Mr. Deb Bhushan Nag	15/08/1977 00:00:00	09/11/2004 00:00:00	5510	3	33	88160	16530	71630	01/01/2008 00:00:00	125.35	2
55	Mr. Subrata Thakur	10/10/1969 00:00:00	24/08/2004 00:00:00	5510	3	25	88160	16530	71630	01/01/2008 00:00:00	171.91	2
56	Ms. Tulu Mukherjee	10/07/1967 00:00:00	12/09/2002 00:00:00	18083	5	25	289328	90415	198913	01/01/2008 00:00:00	556.96	2
57	Ms. Soma Dutta	07/02/1971 00:00:00	24/11/2003 00:00:00	9517	4	27	152272	38068	114204	01/01/2008 00:00:00	256.96	2
58	Ms. Shrabani Ghosh	20/08/1975 00:00:00	25/11/2003 00:00:00	9517	4	32	152272	38068	114204	01/01/2008 00:00:00	199.86	2
59	Mr. Dipta Sengupta	14/06/1976 00:00:00	27/11/2003 00:00:00	9517	4	33	152272	38068	114204	01/01/2008 00:00:00	199.86	2
60	Ms. Shampa Kaur	26/08/1971 00:00:00	07/09/2004 00:00:00	9517	3	27	152272	28551	123721	01/01/2008 00:00:00	259.81	2
61	Mr. Premananda Mukherjee	25/04/1975 00:00:00	25/11/2003 00:00:00	9517	4	31	152272	38068	114204	01/01/2008 00:00:00	205.57	2
62	Mr. Ashim Kundu	01/06/1980 00:00:00	25/11/2003 00:00:00	5626	4	37	90016	22504	67512	01/01/2008 00:00:00	118.15	2
63	Mr. Biresh Bhattacharya	01/04/1963 00:00:00	24/11/2003 00:00:00	5626	4	19	90016	22504	67512	01/01/2008 00:00:00	273.42	2
64	Mr. Rajesh Roy	04/01/1983 00:00:00	15/09/2005 00:00:00	5393	2	37	86288	10786	75502	01/01/2008 00:00:00	132.13	2

Extracts from the Minutes of the meeting of Board of Directors of
..... held at the registered office of the
Company at
..... on

RESOLUTION FOR GROUP GRATUITY SCHEME

The Chairman informed the Board about the salient features of Group Gratuity Scheme of the Life Insurance Corporation of India. He also informed that for this purpose it is advisable to create a Trust Fund which shall ask annual deposits to L.I.C.I. for the total liability of Gratuity payable to the employees of the Company. In addition, a lump sum amount will also be paid to cover past liability of Gratuity. The Company will be benefited as the amount paid to the Trust Fund towards past service contribution, annual contribution and life cover contribution will be allowed as a deduction in Income-Tax Assessments.

After a lengthy discussion on the above and considering all aspects of the Scheme the following resolutions were passed :

“Resolved that a fund, called
Employees’ Gratuity Fund” pursuant to a Group Gratuity Scheme, under a Deed of Trust and Rules made thereunder a copy whereof authenticated by the Chairman, was placed at the meeting held and is hereby approved and that Mr.
....., Mr. Mr.
..... be the first Trustees of the afore-mentioned Fund of the Company.

“Resolved further that the Common Seal of the Company be affixed to the Deed of Trust as here-in-before approved and expressed to be made between the said Trustees on the one part and the Company on the other part in presence of Mr.
....., Director of the Company”.