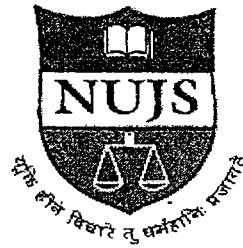


Reg.
The West Bengal National University of Juridical Sciences



AGENDA NOTES FOR THE 27th MEETING OF THE
EXECUTIVE COUNCIL

TO BE HELD ON 23RD AUGUST 2008 AT 11:00 A.M.

AT DR.AMBEDKAR BHAVAN, SALT LAKE,
KOLKATA

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

27th MEETING OF THE EXECUTIVE COUNCIL

23rd AUGUST, 2008 AT 11: 00 A.M.

		<u>Page No.</u>
Agenda Item No.1	Confirmation of the Minutes of the 26 th Meeting of the Executive Council held on 15 th March 2008.	1
Agenda Item No.2	Ratification of the minutes of the 22 nd , 23 rd , 24 th and 25 th Meetings of the Standing Committee held on 1 st March 2008, 12 th April 2008, 17 th May 2008 and 21 st June 2008 respectively	14
Agenda Item No.3	Tenure of Prof.M.P.Singh ,Vice Chancellor, WBNUJS.	94
Agenda Item No.4	Selection Committee for the selection of Registrar	95
Agenda Item No.5	Revised Estimates 2008-09 and Budget Estimates 2009-10	96
Agenda Item No.6	Audited Annual Accounts 2007-08 and Auditors Report.	101
Agenda Item No.7	Annual Report of the University for the period 2007-08	126
Agenda Item No:8	UGC Regulation on minimum qualification for appointment & Career Advancement of Lecturers, Readers & Professors in the University	127
Agenda Item No:9	Report of the Committee formed for review of job content and career progression for the administrative staff working in the University.	145
Agenda Item No.10	Appointment of Statutory Auditors	149
Agenda Item No.11	Increase in Adjustable Hostel Deposit.	150
Agenda Item No.12	Report of the Committee constituted to revise the existing rules and regulations of the University to implement the decisions of the Executive Council in its meeting dated 15/3/2008.	151
Agenda Item No.13	Creation of the post of Librarian	159
Agenda Item No.14	Proposed draft of University Leave Rules.	160
Agenda Item No.15	Convocation 2008	192
Agenda Item No.16	Formation of a Planning Board	193

Any other matter with the permission of the Chair.

The W.B. National University of Juridical Sciences

Dr. Ambedkar Bhavan

Salt Lake, Kolkata

27th Meeting of the Executive Council

23rd August, 2008

AGENDA NOTES

Agenda Item No. 1 Confirmation of the Minutes of the 26th Meeting of the
Executive Council held on 15th March, 2008.

Minutes of the 26th Meeting of the Executive Council of NUJS held on 15th March, 2008
are enclosed as **Annexure 1A** for confirmation.

W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

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

W.B. National University of Juridical Sciences

Held on Saturday, 15th March, 2008

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-sixth Meeting of the Executive Council was held on Saturday, 15th March, 2008 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. Prof. M.P.Singh
Vice Chancellor and Chairman, Executive Council
NUJS, Kolkata.
4. Mr. Balai Chandra Ray
Advocate General
West Bengal
5. Mr. Nisith Adhikary
Additional Advocate General
West Bengal
6. Mr. R.N. Dutta
Former Sherrif
Calcutta
7. Professor T.K. Oommen,
Emeritus Professor,
Jawaharlal Nehru University.
New Delhi
8. Mr. A. Roy.
Secretary to the Government of West Bengal,
Judicial Department.
Kolkata
9. Mr. Nandan Nawn
Lecturer in Economics,
WBNUJS, Kolkata.
10. Mr. Anirban Mazumder
Lecturer in Law
WBNUJS, Kolkata

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

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, Mr. Asok Mohan Chakrabarti, Principal Secretary to the Govt. of West Bengal, Higher Education Department, Member, Professor P. Balaram, Director, Indian Institute of Sciences, Bangalore, Member, Mr. K. K. Venugopal, Sr. Advocate, Supreme Court of India, Member, Mr. Dipankar Gupta, Sr. Advocate, Supreme Court of India, Member could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the 26th Meeting of the Executive Council of WBNUJS held on Saturday, 15th March, 2008.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>The meeting started with the Vice Chancellor congratulating Prof.T.K.Oomen ,Member, Executive Council and General Council, WBNUJS; for being awarded the Padmabhushan by the Govt.Of India and also welcoming the newly appointed members to the Executive Council; Professor.P.Balaram and Mr.Dipankar Gupta. He also observed that they couldn't be present in the meeting due to other preoccupations. The Vice Chancellor also informed the members that Justice Alope Basu having retired on 22/2/2008 is no longer a member of the Executive Council on his retirement and accordingly a letter has been written to the Hon'ble Chancellor requesting for a new nomination.</p>	
1.	Confirmation of the minutes of the 25th Meeting of the Executive Council held on 15 th September 2007.	The Minutes of the 25 th Meeting of the Executive Council held on 15 th September 2007 were confirmed with the Vice Chancellor observing that Mr.Siddhartha Shankar Ray has offered to donate books to the University Library and the University as on date has not received any books from Mr.Ray.	
2.	Ratification of the minutes of the 19 th ,20 th and 21 st meetings of the Standing Committee.	<p>The Executive Council ratified the minutes of the 19th,20th and 21st meetings of the Standing Committee held on 27/7/2007,15/10/2007 and 14/12/2007respectively with the following observations:</p> <p>It was suggested that the Standing Committee should meet regularly, preferably on second Saturday of every month.</p>	The Standing Committee is meeting since then almost every month though not always on 2 nd Saturday.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>The Executive Council also observed that the existing "Study Leave Rules" need to be reviewed by all National Law University/Schools in view of the exodus of existing faculty to better paid assignments after the conclusion of their study leave. It was suggested that the matter needs to be reviewed in the Vice Chancellors/Directors meetings of the National Law University/Schools.</p> <p>The Executive Council also observed that Justice Ruma Pal by being appointed as Professor to the Ford Foundation Chair on Human Rights at the Centre for Human Rights and Citizenship Studies in the University becomes eligible to be a member of the Executive Council and Academic Council of the University.</p> <p>The Council also felt that the University should explore the possibility of inviting distinguished retired judges and members of the bar for teaching. In this regard, the Executive Council 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. The Executive Council also approved the suggestion made by the Vice Chancellor of Mr.Pritam Baruah to teach in the University. However, it also suggested that appropriate enquiry may be made about his performance from the seniors with whom he has worked.</p> <p>The Executive Council also noted that the completion of the University Auditorium could still not be done due to various problems and directed the University to take appropriate steps to complete the work ,expeditiously.</p>	<p>The University has approved the design for the auditorium and the tender papers are now being processed by M/s.Polaris.</p>

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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Proposal for vertical expansion of the academic block in the light of offer of land at Rajarhat.	<p>The University had received a letter from WBHIDCO seeking 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Accordingly the Vice Chancellor had held an initial meeting with Mr.Rathin Dutta. The following points were observed during the course of the meeting:</p> <ol style="list-style-type: none"> 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 position 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. 	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>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.</p> <p>3) In order to build its own financial reserve WBNUJS needs to introduce certain programme 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.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>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 may 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 the Saltlake. 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.</p> <p>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.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council noted the matter with approval and directed the University to write to the Government of West Bengal seeking allotment of the vacant land lying adjacent to the current University premises. It also authorised the Vice Chancellor to form a Planning Board/Committee for preparation of a vision document/statement of the University.</p>	<p>A preliminary meeting of the Planning Board decided that a letter be drafted for the Govt. of West Bengal regarding the adjacent plot. The letter has been drafted and will be sent after the approval of the Board.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
AA1A	<u>Additional Agendas</u> Investment of University Funds	<p>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.</p> <p>The Corporation Bank, official banker of the University, has forwarded a copy of office memorandum issued by Ministry of Finance on 15th January 2008 forwarded to banks vide letter of 25th January 2008 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.</p> <p>In the light of these instructions the Corporation Bank NUJS Branch has accordingly requested the University to have our fixed deposits invested with them.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council observed that the University is not bound by the memorandum and directed the University to invest in public sector banks which offer the best rate of interest. It also requested Mr.Rathin Dutta, Member- Executive Council to give his views on the proposed investments.</p>	<p>Mr.Dutta approved the decision of depositing the money in public sector banks, preferably in the State Bank of India.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	<p><u>Other Matters with the permission of the chair</u></p> <p>Committee Report on Service terms for University employees.</p>	<p>The matter arises out of the 25th meeting of the Executive Council held on 15/9/2007.</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 had 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>Accordingly, a report of the committee was placed in the meeting.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council approved the report of the committee with the observation that the existing rules and regulations may be examined for any change in this regard.</p>	<p>A Committee under the Chairmanship of Mr.Satrajit Chaudhuri has already submitted a report in this regard.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
2.	Appointment of Dr.Gautam Ray as a Visiting Professor	<p>The Vice Chancellor reported that the University has received a proposal from Dr.Ray expressing his interest to teach in the University initially for a period of one year. The appointment is to be made in terms of the DOPT order dated 05.01.1994, as amended from time to time, with the prior concurrence of Central Government (Lending Department).The provision regarding accommodation is only to be clarified from Dr.Ray since at market rates the monthly charge of rent for his current accommodation is around Rs.22200/-.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council deferred the matter and directed that the matter may be placed in the Standing Committee after necessary clarification from Dr.Ray.</p>	<p>A letter has been written to the Govt. of India to release Mr.Ray on deputation for one year.</p>
3.	Appointment of a Student Counsellor	<p>It was felt that the University immediately requires a student counsellor for counselling its students to curb the growing indiscipline among the students..</p> <p><u>RESOLUTION</u></p> <p>The Executive Council approved the proposal and directed that steps may be taken accordingly with out further delay.</p>	<p>A counsellor visited the University and recommended that the matter should be carefully dealt. He has promised to discuss this with his other colleagues (Counsellors) and then send his suggestions.</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 matter arises out of the 20th meeting of the Standing Committee (Agenda Item No:4)The University had received an offer from the 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(11/3/2008 to 13/3/2008).The sponsorship of the conference is to be done by Private German Foundation, DFG and DAAD. The University proposes to be a co-host with the University of Leipzig, Germany for hosting this conference. The Standing Committee had approved the proposal of hosting the programme. However, it had also directed that the budget of the proposal be worked out in terms of the University's financial liability for hosting such a programme. Accordingly the University has worked out an estimate of the expected expenses to be incurred by the University when hosting the programme:</p> <ul style="list-style-type: none"> a. Hall Arrangement - Rs.35000/- b. Conference materials, stationery, etc- Rs.20000/- c. Dinner - Rs.80000/- d. Accommodation for two Indian - Rs.53000/- participants e. Local Travel, car etc - Rs.30000/- f. Food during the seminar -Rs.27000/- g. Air fare, etc - Rs.30000/- h. Miscellaneous charges, etc -Rs.20000/- <p>The University will have to pay Rs.295000/- approximately from the Academic Development Fund to co-host the programme.</p> <p>The matter was approved in the 22 Standing Committee meeting dated 1/3/2008.</p> <p>However, the Vice Chancellor reported that there may be a marginal increase in the actual expenditure from the proposed budget.</p> <p>The Vice Chancellor also reported that an amount of Rs.50000/- has been received from M/s.AZB & Partners as a donation towards sponsorship of the seminar.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council directed that the matter should be placed in the Finance Committee and Standing Committee for consideration.</p>	<p>The matter was placed in the Finance Committee and Standing Committee meetings.</p> <p>The conference was held on 11-13 March 2008 and the total expenditure, came to Rs.276482/-</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	Letter received from Mr.Venugopal regarding the proposed Campus Networking to be done by M/s.Ernet India.	<p>The Vice Chancellor placed a letter received from Mr.Venugopal, Member, Executive Council regarding the proposed Campus Networking proposed by M/s.Ernet India for information of the members present in the meeting.</p> <p><u>RESOLUTION</u></p> <p>The Executive Council noted the matter.</p>	The matter is being pursued with Ernet.

Agenda Item No:2

Ratification of the minutes of the 22nd, 23rd, 24th and 25th Meetings of the Standing Committee held on 1st March 2008, 12th April 2008, 17th May 2008 and 21st June 2008 respectively.

The minutes of the 22nd, 23rd, 24th and 25th Meetings of the Standing Committee held on 1st March 2008, 12th April 2008, 17th May 2008 and 21st June 2008 respectively are enclosed in Annexure 2A for ratification.



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 22nd MEETING OF THE

STANDING COMMITTEE

HELD ON 1st MARCH 2008

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

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

The W.B. National University of Juridical Sciences

Held on 1st March 2008

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-second Meeting of the Standing Committee was held on 1st March 2008 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. Josh, Joint Secretary, Judicial Department, represented Mr. A.K.Roy, Member,
Secretary to the Govt. of West Bengal, Judicial Department.
4. Mr. Satrajit Chaudhuri, Ombudsman,
Insurance Regulatory Authority, Permanent Invitee
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.

Mr. Balai Chandra Ray, Advocate General , West Bengal, Member, Mr. Nisith Adhikary, Member, Additional Advocate General, West Bengal. 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, , could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the 22nd Meeting of the Standing Committee of WBNUJS held on Saturday, 1st March, 2008.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the minutes of the 21 st Meeting of the Standing Committee held on 14 th December 2007.	The Minutes of the 21 st Meeting of the Standing Committee held on 14 th December 2007 were confirmed.	
2.	Memorandum of Agreement between the University and Legal Education and Research Society, New Delhi	<p>The matter arises out of the 21st meeting of the Standing Committee dated 14/12/2007(Agenda Item No: 7).</p> <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. The University had proposed to enter into an agreement with LEARS.</p> <p>The Standing Committee had approved the proposal in principle .It had further directed that the quantum of financial responsibilities to be borne by the University may be ascertained .Prof.Rajkumar, CEO, L.E.A.R.S may be requested to endorse a copy of letter of authorisation by the Yale Law School. Accordingly, the University now has received a letter from Yale Law School, USA.</p> <p>The matter was placed in the 40th meeting of the Finance Committee .The Finance Committee recommended it to be placed before the Standing Committee. It also requested the Vice Chancellor to invite Prof.C. Rajkumar for delivering lectures at the 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
3.	Request of the University Grants Commission for the Free Coaching for Schedule Castes and Other Backward Classes students for specified recruitment and entrance examinations.	<p>The University has recently received a circular no:F.1-16/2007(SCT)regarding the Free Coaching for Schedule Castes and Other Backward Classes students for specified recruitment and entrance examinations. The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter and directed that the matter be placed before the Standing Committee with the direction that the University may write to the University Grants Commission clarifying that this is a specialised University dedicated to the teaching of law and as such it may not be possible right now to arrange for coaching as suggested by UGC.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee.</p>	
4	Invitation of International Association of Universities to the 13 th General Conference in Utrecht, Netherlands.	<p>The University has received an invitation to the IAU General Conference to be held on from 15/7/2008 to 18/7/2008 in Utrecht, Netherlands. Participation in the conference is self financing. Keeping in view the international exposure the University will receive, participation of the Vice Chancellor may be considered. The expenditure for travel, stay, etc may be met out of the proceeds of Academic Development. The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter and directed that the matter be placed in the Standing Committee with the recommendation that the Vice Chancellor may explore the possibility of securing institutional membership to the Association and to ascertain from them the possibility of obtaining financial assistance for the trip to attend the conference</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of the Finance Committee</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5	Proposal for payment of accommodation and travel expenses of Prof. Ilias Bantekas from London's Brunel Law School.	<p>The University had hosted a workshop with the International Red Cross on 9/12/2007 and 10/12/2007 in which Prof. Bantekas was a resource person.</p> <p>The International Committee of the Red Cross has sponsored the whole work shop and had consented to pay Prof. Bantekas air fare of Rs.45000/-.</p> <p>However, they expect the University to bear his accommodation and travel expenses within Kolkata amounting to Rs.16000/-(Approximate).</p> <p>Prof. Bantekas has also taken classes in International Criminal Law in the University during his stay in Kolkata.</p> <p>The University proposes to pay for the accommodation and travel expenses of Prof. Bantekas within Kolkata amounting to Rs.16000/-(Approximate)</p> <p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee approved the matter and recommended it to be placed in the Standing Committee for consideration.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
6	Proposal for procurement of Inverter for Registrar's Chamber and Seminar Room No:107	<p>The University currently has three Inverter's one for the Vice Chancellor's Chamber, one for the Library and the third one for the Telephone/Intercom System.</p> <p>Now, the University wishes to procure two more inverter's for the Registrar's Chamber and Seminar Room No:107, respectively. Accordingly the University has received quotations .</p> <p>The University proposes to procure 600 V.A. Luminous Inverter from M/s.Roychowdhury & Sons and 1400 V.A. Luminous Inverter from M/s. Super Battery Corporation at a total cost of Rs.44050/-(Approximate)</p> <p>Adequate funds exist for the expenditure in the revised budgetary estimates for 2007-2008.</p> <p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee approved the matter and recommended that the matter be placed in the Standing Committee for consideration. It further directed that the best quality inverter be procured</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal</p>	<p>Accordingly, orders for procurement of the inverters have been placed.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Proposal for repairing of the University Pillar.	<p>The granite tiles on the front Pillar of the University building are loosening and falling away. This is creating a lot of inconvenience and peril to the students and employees of the University.</p> <p>Accordingly, the University had approached Mr.U.C.Sheet, the Executive Engineer, Bidhannagar- Div-II, PWD for his opinion.. Mr.Sheet has now recommended that the work may be done by M/s Deep Enterprise at a total cost of Rs.55440/-(Approximate).Mr.Sheet has proposed that the tiles are to be removed and plastering be done on the pillar and then glossy painting(Heritage finishing) will be done on the pillar . Adequate funds exist for the expenditure in the revised budgetary estimates for 2007-2008.The matter was placed in the 40th meeting of the Finance Committee .The Finance Committee recommended the matter to the Standing Committee for its consideration It further desired that the opinion of an architect may be taken in this regard..</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the opinion of an architect may be taken in this regard.</p>	<p>Accordingly, the Chief Architect of the Government of West Bengal,PWD, Ms.Rakshit visited the University for a survey of the University Pillar.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
8.	Procurement of Mementos	<p>The matter arises out of the 16th meeting of the Standing Committee dated : 4/3/2007(Agenda Item No:20).In the meeting the Standing Committee had approved a proposal of procurement of mementos .</p> <p>Accordingly the University had procured 25 mementos in the month of June 2007 from M/s.Haridas Dutta and currently there are only 10 in stock with the University.</p> <p>The University now proposes to procure 100 mementos @ Rs.416/- each inclusive of all applicable taxes.</p> <p>Adequate funds exist for the expenditure in the revised budgetary estimates for 2007-2008.</p> <p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee approved the matter and recommended it to the Standing Committee for its consideration.</p> <p>The Standing Committee was also informed that the price of the mementos has recently gone up to Rs.500/- each.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the mementos being procured be of good quality and design and not exceeding the cost of Rs.500/-each.</p>	<p>Accordingly, orders have been placed for procuring 100 mementos.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
9.	NUJS Journal Fund	<p>Students of NUJS have ventured into an ambitious project of publishing two journals – the annual JURIDICAL REVIEW and the quarterly NUJS LAW REVIEW. It has already obtained approval of the Registrar of Newspaper in India (RNI). Maiden issue of the NLR (January – March 2008) is scheduled to come out in February next. It is student-oriented effort under the workmanship of an Editorial Board of which the Vice-Chancellor is the Editor-in-Chief. While a few copies (maximum 200) will be initially distributed as complementaries, it is going to be a priced publication, targeted for law libraries, legal practitioners and academia. Distribution and publication rights are vested with the NUJS.</p> <p>In order to maintain transparent accounts and appropriate financial control, it is proposed to create a separate fund, namely 'NUJS Journal Fund', which will account for the sale proceeds and be charged for the expenses. In other words, it will be a self-supportive venture. The University may initially grant from its Academic Development Fund a loan of rupees three lakhs, to be recouped within a maximum period of five years. All eventual surplus will revert to the University. The Fund may be operated jointly by the Registrar and the Vice-Chancellor. It will be subject to annual audit by the statutory auditors.</p> <p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter with approval and recommended the matter to the Standing Committee for its consideration.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
10.	Quarterly Statement of Accounts	<p>The third quarterly statement of Accounts covering the period up to 31.12.07 is submitted for kind perusal and orders. The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter with approval and directed that the matter be placed before the Standing Committee for its information.</p> <p>RESOLUTION</p> <p>The Standing Committee noted the matter with approval and also observed that the University has to complete the Auditorium work immediately since adequate funds are kept for completion of the University Auditorium.</p>	The University has approved the design for the auditorium and has now started the process of tendering.
11	Government Grant for the Financial Year 2007-2008	<p>Government of West Bengal has released a grant of Rs. 2,59,49,613 (Rupees Two crores Fifty Nine lakhs Forty Nine thousand Six hundred Thirteen) only for repayment of Loan taken from the corporation Bank. Out of this Rs 2,52,00,000 (Rupees Two crores Fifty Two lakhs) only being the amount taken as loan from Student Fee A/c has been recouped and the balance amount of Rupees 7,49,613 (Seven lakhs Forty Nine and Six hundred and Thirteen) only has been paid to Corporation Bank as additional payment to the Campus Building Loan Account.</p> <p>Incidentally it may please be recalled that owing to increase in rate of interest the quarterly instalment was revised to Rs. 70,00,000 (Rupees Seventy Lakhs) only and the Government was requested to enhanced the grant amount of Rs. 2,80,00,000 (Rupees Two Crores Eighty Lakhs) only per annum. It was agreed to in the meeting taken by the Finance Secretary on 19-03-2007 that the State Government would provide entire fund to this University to a single annual allotment sometimes during the September every year.</p> <p>The government is being requested to release the balance amount of Rs. 20,50,387 (Rupees Twenty Lakhs Fifty thousand Three hundred Eighty Seven) only in the course of this financial year.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																				
12	Requirement of Staff in Accounts Department	<p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee approved the action proposed to be taken and directed that it may be placed before the Standing Committee for its information.</p> <p><u>RESOLUTION</u> The Standing Committee noted the matter with approval.</p> <p>In terms of direction of the Standing Committee (Meeting dated 15th October 2007 Agenda No 19) Shri Avijit Ghosh was engaged as an "Accountant" on ad hoc basis w.e.f. 1-9-2007. In view of acute shortage of staff the services of Shri Ghosh has been retained till 04-05-2008. This is for kind information.</p> <p>Incidentally, Sri. Probal Chanda D.E.O. who has been working in the Accounts Department since his joining on 27 November 2003, has been selected for appointment in Central Secretariat Service. He is likely to leave NUJS soon. This will cause further depletion in the administrative staff strength.. Based on an internal study of workload and minimum number of staff needed to deal with it, it is submitted that following posts may be sanctioned in place of existing support staff in Accounts Department and persons recruited to fill them immediately. The requirement assessed is as under:</p> <table border="1"> <thead> <tr> <th>Sl No.</th><th>Post</th><th>Scale</th><th>Number</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Assistant Accounts Officer</td><td>8000-13500</td><td>1</td></tr> <tr> <td>2.</td><td>Senior Accountant (Including Post of Cashier)</td><td>5500-9000</td><td>3</td></tr> <tr> <td>3.</td><td>Junior Accountant (Including Post of Record Keeper)</td><td>3050-4590</td><td>3</td></tr> <tr> <td>4.</td><td>Attendant (Including Post of Cash Assistant)</td><td>2550-3200</td><td>2</td></tr> </tbody> </table>	Sl No.	Post	Scale	Number	1.	Assistant Accounts Officer	8000-13500	1	2.	Senior Accountant (Including Post of Cashier)	5500-9000	3	3.	Junior Accountant (Including Post of Record Keeper)	3050-4590	3	4.	Attendant (Including Post of Cash Assistant)	2550-3200	2	
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter and recommended the matter to the Standing Committee for its consideration. It directed that the University should take steps for filling up the vacancy likely to be caused due to release of Mr. Probal Chanda. Mr. Avijit Ghosh may be retained till then, if necessary. The Finance Committee further directed that the University may have necessary arrangements with the Corporation Bank, NUJS Branch for "cash" transactions of the University in terms of receipt of fees, etc at the counters of the bank. It also directed that an assessment of personnel in regard to all existing sections of the University may be got done by a management consultancy firm and their report may be placed before the Committee for its consideration before further recruitment.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee.</p>	<p>Accordingly, letter for seeking a proposal of assessment of personnel has been sent to M/s. Indian Institute of Psychometry, Kolkata – a non profit organisation.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken												
13	Investment of University Fund	<p>The University has accumulated balances. in the following funds which are proposed to be invested during this financial year.</p> <table><tr><td></td><td>Name of Funds</td><td>Fixed Deposit</td></tr><tr><td>1.</td><td>NUJS CAMPUS DEVELOPMENT FUND</td><td>Rs. 10,00,000</td></tr><tr><td>2.</td><td>NUJS ACADEMIC DEVELOPMENT FUND</td><td>Rs. 7,00,000</td></tr><tr><td>3.</td><td>NUJS DEPRECIATION FUND</td><td>Rs. 2,30,00,000</td></tr></table> <p>It is proposed that the Registrar may be authorized to make the investment in Nationalised Banks after ascertaining optimum rate of bank interest, the mode and periodicity etc. Accumulated interest in the Depreciation Fund Account has exceeded Rs. 1.25 Crores. As per direction of the Executive Council (13th meeting dated July 26, 2003 Item No 18) this amount is to be transferred for meeting expenditure on maintenance of assets. As some major maintenance work is being taken up, transfer of accumulated interest to the WBNUJS A/C is sought to be made.</p> <p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed and approved the matter and authorised the Registrar to take appropriate steps in this behalf before seeking approval of the Standing Committee.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee.</p>		Name of Funds	Fixed Deposit	1.	NUJS CAMPUS DEVELOPMENT FUND	Rs. 10,00,000	2.	NUJS ACADEMIC DEVELOPMENT FUND	Rs. 7,00,000	3.	NUJS DEPRECIATION FUND	Rs. 2,30,00,000	
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken								
14	Transfer and Allocation of Fund	<p>During the academic year 2007-08 fees from the students were collected in two instalments, first at the beginning of the session i.e. April – June 2007 and the next at the beginning of the Winter Semester i.e. October 2007. The total fee collected from the student aggregate to Rs. 375.05 lakhs.</p> <p>Collection under the following heads is to be capitalized in terms of existing order of the Executive Council.</p> <p>a. Entire amount of Development Fee is to be capitalized and appropriate to Campus Development Fund</p> <p>b. Excess over Rs. 30,000 collected from NRI Sponsored students as Tuition Fee to be capitalized</p> <p>c. 5% of the tuition fee to be transferred to Academic Development Fund</p> <p>Amount of depreciation charged for the year 2006-2007 is to be transferred to the Depreciation Fund A/C Accordingly the following appropriate and inter-fund transfers are required to be made.</p> <table><tr><td>Campus Development Fund</td><td>2535000</td></tr><tr><td>Academic Development Fund</td><td>722750</td></tr><tr><td>Depreciation Fund</td><td>18297820</td></tr><tr><td>Total</td><td>21555570</td></tr></table> <p>The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee noted the matter with approval and directed that the Standing Committee be informed of the action taken.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter with approval.</p>	Campus Development Fund	2535000	Academic Development Fund	722750	Depreciation Fund	18297820	Total	21555570	Allocation of fund has accordingly been made.
Campus Development Fund	2535000										
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Depreciation Fund	18297820										
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
15	Procurement of Laptops for Faculty Members	<p>The University has received requests from members of the Faculty for laptops in order to further their academic research/work related activities.</p> <p>Accordingly, it has been estimated that the University may now procure 26 laptops for use of the faculty .The</p> <p>University has received quotations .The total cost involved will be around Rs. 1221090/-inclusive of anti virus, operating system, etc and exclusive of applicable taxes. The approximate value for applicable VAT will be about Rs.49000/- (approximate) to be paid extra. The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter at length and directed that the matter be placed before the Standing Committee for its consideration. It further desired that University should make explicitly clear to concerned teachers about the safe keeping and proper maintenance of the laptops before distributing the laptops. Common internet connection and common printer is to be provided with the laptops. The Finance Committee also directed that the University should explore the possibility of getting a further discount on the quoted prices and the expenditure is to be made from the Academic Development Fund.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the proposal with the direction that the University may further explore the possibility of procuring Laptops as per specific technical requirements and requested Mr.Nawn to put up a report in this regard after consulting other members of the faculty in its next meeting.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
16	Procurement of Furniture for Faculty Members	<p>The Matter arises out of the 19th meeting of the Standing Committee dated : 27/2/2008(Agenda Item No:4).The Standing Committee had directed that provision for procurement of furniture may be made in the Revised Budget Estimates 2007-2008.Accordingly, the University now proposes to procure furniture for the faculty members. The University has received quotations. The total cost involved will be around Rs.633328.43p inclusive of applicable taxes. The matter was placed in the 40th meeting of the Finance Committee. The Finance Committee discussed the matter and recommended the matter to the Standing Committee for its consideration with the direction that the expenditure may be met out of the budgetary provision for Furniture A/C.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	Accordingly, orders have been placed for procurement of furniture.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
17	Proposal from Singapore Management University for Joint/Exchange Courses/Programmes	<p>The University has recently received an offer from the Singapore Management University for entering in to an MOU with them in regard to a student exchange programme. A copy of draft MOU was given along with a write up on the Singapore Management University.</p> <p>The University proposes to enter into this MOU.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
18	Cultural Diversity ,Cross-national Cooperation and Global Legal Development – a German Indian Symposium	<p>The matter arises out of the 20th meeting of the Standing Committee (Agenda Item No:4)The University had received an offer from the 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(11/3/2008 to 13/3/2008).The sponsorship of the conference is to be done by Private German Foundation, DFG and DAAD. The University proposes to be a co-host with the University of Leipzig, Germany for hosting this conference. The Standing Committee had approved the proposal of hosting the programme. However, it had also directed that the budget of the proposal be worked out in terms of the University's financial liability for hosting such a programme. Accordingly the University has worked out an estimate of the expected expenses to be incurred by the University when hosting the programme:</p> <ul style="list-style-type: none"> a. Hall Arrangement - Rs.35000/- b. Conference materials, stationery, etc– Rs.20000/- c. Dinner - Rs.80000/- d. Accommodation for two Indian - Rs.53000/- participants e. Local Travel, car etc - Rs.30000/- f. Food during the seminar -Rs.27000/- g. Air fare, etc - Rs.30000/- h. Miscellaneous charges, etc -Rs.20000/- <p>The University will have to pay Rs.295000/- approximately from the Academic Development Fund to co-host the programme.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
19	Appointment of an Engineer on Adhoc basis	<p>The matter arises out of the 20th meeting of the Standing Committee(Agenda item no:11)The University had proposed to create the post of a part time Engineer at a consolidated salary not exceeding Rs.15000/- per month. 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. 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. In this regard the University had approached the Secretary, PWD, Govt. of West Bengal in drawing such a panel. The Standing Committee had accepted the proposal and had also directed that the possibility of appointing the Engineer on fee basis as per assignment/work be explored. Now the University has received a letter from the PWD, Govt. of West Bengal recommending the name of Mr.B.Guha Roy retired S.E.(Civil) for the post of a part time engineer in the University.Recently the Vice Chancellor had a discussion with Mr.B.Guha Roy,where Mr.Guha Roy agreed to serve the University on a part time basis on payment of Rs.1000/-(Rupees one thousand,only) per day for visiting the University at least twice a week .The University now proposes to engage Mr.Guha Roy on part time basis accordingly.</p> <p><u>RESOLUTION</u> The Standing Committee approved the proposal.</p>	<p>Accordingly, letter of engagement has been issued to Mr.Bipul Guha Roy.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
20	Renewal of contract of Mr. N. Konar, Coordinator, SLPD.	<p>The matter arises out of the 19th meeting of the Executive Council dated 11/06/2005 (Agenda Item No. 9).</p> <p>In accordance with the decision of the Executive Council, the University retained the services of Mr.N.Konar w.e.f. 01/04/2005 on ad hoc basis for a period of one year which was subsequently renewed on 01/04/2006 and 1/4/2007, respectively.</p> <p>Mr.N.Konar is currently getting Rs.15000/- per month. Retention of his services is considered necessary in the interest of the University in view of prevailing shortage of competent Law teachers.</p> <p>Sanction is sought for renewal of his contract w.e.f. 01/04/2008 for a further period of one year on the same terms and conditions.</p> <p>The necessary budgetary allocation for paying salary may be provided in the Revised Budget estimate for the financial year 2008-2009.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal.</p>	Accordingly, letter of renewal has been issued to Mr.Konar.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
21	Proposal for painting and renovation of the University Buildings.	<p>The University buildings were handed over by the University Project Management Consultant M/s. Ghosh Bose & Associates Pvt Ltd on 31/12/2003. M/s. Bridge and Roof did the construction work under supervision of M/s. Ghosh Bose & Associates Pvt. Ltd. Recently, during inspection of the buildings it has been noticed that grills, railings, window frames, rolling shutters, collapsible gates and boundary iron fence appears to be gathering rust and the paint on them is gradually eroding. It has also been observed that the walls are gathering moisture and becoming damp with water seeping in from areas where walls have developed cracks. The University proposes to take the following steps in this regard:</p> <ol style="list-style-type: none"> White washing and painting (Hostel Blocks, Institute Blocks and Staff Quarters). Painting of windows, etc (Hostel Blocks, Institute Blocks and Staff Quarters). Weather Shield painting for the outside walls of the hostels, staff quarter and boundary wall of the University including enamel finish painting for the boundary wall. <p>The total approximate estimate for completing the work would be around Rs.1582840/- exclusive of applicable taxes. This was referred to the Executive Engineer, PWD, Govt. of West Bengal who recommended the work at the proposed estimate. The work can be done either by inviting tenders or by a public sector undertaking willing to do the work.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal.</p>	<p>The University has approached the PWD for seeking a list of enlisted contractors who do this work.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
AA1	<p><u>Additional Agenda</u></p> <p>Appointment of Dr.Gautam Ray</p>	<p>Dr.Gautam Ray, Commissioner of Customs, Kolkata approached the University for teaching in the University. The matter was placed in the 40th meeting of the Finance Committee .The Finance Committee discussed the matter and requested the Vice Chancellor and Registrar to work out the terms of his appointment, etc and then place it before the Standing Committee for its consideration. Accordingly a proposal has been worked out.</p> <p>Appointment of teachers at NUJS is made in accordance with second proviso to clause 9(1) and clause 17 schedule to WBNUJS Act 1999 [NUJS Regulation Chapter II, Clause B]. Teachers can also be appointed by invitation, which covers the instant proposal. Powers to appoint teachers has been vested with the Executive Council in Clause 9(1) of the Schedule ibid.</p> <p>Particular of service of Dr. Ray, as ascertained from him, are as under:</p> <p style="text-align: center;"> <i>Date of Birth : 01.07.1955</i> <i>Date of Joining: July 1979</i> <i>Scale of Pay: Rs 18400-500-24400</i> <i>Present Pay :Rs 22400</i> <i>Increment: 1st November every year</i> </p> <p style="text-align: center;"> <i>Whether belonging to CCS(IRS) since beginning: Yes</i> </p> <p>Appointment of Dr. Ray can be made in terms of the DOPT order dated 05.01.1994, as amended from time to time, with the prior concurrence of Central Government (Lending Department).</p>	

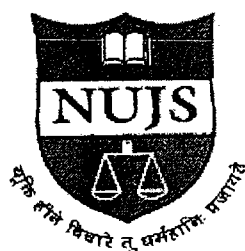
Sl. No.	Agenda Item	Resolution	Remarks/Action Taken												
		<p>In the event of the proposal being favourably considered, Dr. Ray will be entitled to remunerations etc. as follows:</p> <p>1. <u>Pay & Allowances:</u> The scale of pay of Professor in the University (Rs 16400-500-22400) is less than the pay scale attached to the post held by Dr. Ray in the Central Government. Deputation to a lower post is not permitted in the normal course. However, in exceptional circumstances, this may be relaxed in the exigencies of public service.</p> <p>Dr. Ray will have the right to opt for pay & allowances as drawn in his parent department. Being an officer of superior time scale, he will, however, not be entitled to any deputation allowance. Pay and allowances to be authorised to him initially are as under:</p> <table><tr><td>Pay: Rs</td><td>22400.00</td></tr><tr><td>DP: Rs</td><td>11200.00</td></tr><tr><td>DA: Rs</td><td>13776.00</td></tr><tr><td>CCA: Rs</td><td>300.00</td></tr><tr><td>Rs</td><td>47676.00 per month</td></tr><tr><td>Rs.</td><td>572112 per annum</td></tr></table>	Pay: Rs	22400.00	DP: Rs	11200.00	DA: Rs	13776.00	CCA: Rs	300.00	Rs	47676.00 per month	Rs.	572112 per annum	
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>2. <u>Increment:</u> He will be granted increments as due in his parent office, i.e. in November every year.</p> <p>3. <u>Accommodation:</u> Dr. Ray is presently occupying official accommodation at Dover Lane for which he does not draw HRA and is required to pay a nominal licence fee. Assuming that he is permitted to retain the accommodation while on deputation, it is likely that he will be charged licence fee at a much higher rate under FR 45B, or at market rate, as the case may be. In that event, the incidence of additional burden on rent, which cannot be quantified at this stage, may be required to be subsidized.</p> <p>4. <u>Other allowances and benefits:</u> In terms of Para 7.6 of GOI orders dated 05.01.1994 <i>ibid</i>, 'such allowance as are not admissible to regular employees of corresponding status in the borrowing organisation, shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organization'. Accordingly, benefits like use of official car and official telephones, as are being provided to Dr. Ray by the Central Government, may not be extended as these are not available to Professors of NUJS.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																																																																																					
		<p>5. <u>Medical Facilities:</u> Dr. Ray is a CGHS beneficiary. However, since NUJS is not covered by the Scheme, he will be entitled to draw Rs. 3600.00 per annum according to NUJS Healthcare Benefit Scheme.</p> <p>6. <u>Leave Salary & Pension</u></p> <p><u>Contribution:</u> NUJS being an autonomous body, is liable to pay to the Central Government Foreign service contributions as per norms, which is calculated below:</p> <p><u>Leave Salary Contribution:</u></p> <table> <tr> <th>Period</th> <th>Rate</th> <th>Amount</th> <th>Months</th> <th>Total</th> </tr> <tr> <td>1/4/08</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>to</td> <td>11%</td> <td>3696/-</td> <td>7</td> <td>25872.00</td> </tr> <tr> <td>31/10/08</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1/11/08</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>To</td> <td>11%</td> <td>3773/-</td> <td>5</td> <td>18865.00</td> </tr> <tr> <td>31/3/09</td> <td></td> <td></td> <td></td> <td>-----</td> </tr> <tr> <td colspan="4"></td> <td>TOTAL :<u>37345.00</u></td> </tr> </table> <p><u>Pension Contribution:</u></p> <table> <tr> <th>Period</th> <th>Rate</th> <th>Amount</th> <th>Months</th> <th>Total</th> </tr> <tr> <td>1/4/08</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>to</td> <td>23%</td> <td>8418/-</td> <td>3</td> <td>25254.00</td> </tr> <tr> <td>30/6/08</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(28-29 years of Service)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1/7/08</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>To</td> <td>23%</td> <td>8418/-</td> <td>9</td> <td>75762.00</td> </tr> <tr> <td>31/3/09</td> <td></td> <td></td> <td></td> <td>-----</td> </tr> <tr> <td>(29-30 years of service)</td> <td></td> <td></td> <td></td> <td>TOTAL :<u>101016.00</u></td> </tr> </table>	Period	Rate	Amount	Months	Total	1/4/08					to	11%	3696/-	7	25872.00	31/10/08					1/11/08					To	11%	3773/-	5	18865.00	31/3/09				-----					TOTAL :<u>37345.00</u>	Period	Rate	Amount	Months	Total	1/4/08					to	23%	8418/-	3	25254.00	30/6/08					(28-29 years of Service)					1/7/08					To	23%	8418/-	9	75762.00	31/3/09				-----	(29-30 years of service)				TOTAL :<u>101016.00</u>	
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To	23%	8418/-	9	75762.00																																																																																				
31/3/09				-----																																																																																				
(29-30 years of service)				TOTAL :<u>101016.00</u>																																																																																				

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
		<p>Total Contribution: Leave Salary Contribution + Pension Contribution = Rs. 37, 345.00 + Rs. 1,01,016.00 = Rs. 1,38,361.00</p> <p>The University may like to consider making an offer to Dr. Ray specifying in details its expectation of his services as a Professor and the remuneration etc. that may be paid to him as per prevailing rules.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the proposal with the direction that clarification may be sought from Dr. Gautam Ray regarding his accommodation arrangements during his service with the University.</p>	<p>As directed, Dr. Ray was approached and he has accordingly submitted a letter Clarifying his status of accommodation during his tenure with the University.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	<p><u>Other Matter with the permission of the chair</u></p> <p>Appointment of a Student Counsellor</p>	<p>It was felt that the University requires a student counsellor for counselling its students.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the proposal and directed that the University may explore the possibilities of appointing a counsellor and directed that a comprehensive proposal may be placed before it for consideration.</p>	The Counsellor has been approached.
2.	<p>Resignation of Mr.Sujit Kumar Nandy,Fellow</p>	<p>The Vice Chancellor informed the Committee about the resignation tendered by Mr.Sujit Kumar Nandy.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted it.</p>	



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 23RD MEETING OF THE

STANDING COMMITTEE

HELD ON 12TH APRIL 2008

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

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

The W.B. National University of Juridical Sciences

Held on 12th April 2008

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-third Meeting of the Standing Committee was held on 12th April 2008 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. Balai Chandra Ray, Member
Advocate General ,
West Bengal.
4. Mr. Nisith Adhikary, Member,
Additional Advocate General,
West Bengal.
5. Mr. A.K.Roy, Member,
Secretary to the Govt. of West Bengal,
Judicial Department.
6. Mr. Satrajit Chaudhuri, Ombudsman,
Insurance Regulatory Authority, Permanent Invitee
7. Mr. Anirban Mazumder, Member,
Lecturer in Law , WBNUJS
8. Mr.Nandan Nawn , Member
Lecturer in Economics , WBNUJS.
- 9.Mr.R.N.Dutta,Special Invitee.

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

Dr. Tapas Banerjee, Sr. Advocate, Calcutta High Court, Member, , Mr. Prasad Ranjan Ray, IAS, Member, Addl.Chief Secretary, Higher Education, Government of West Bengal , Mr. Samar Ghosh, Member, Principal Secretary, Finance Department, Govt. of West Bengal, , could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the 23rd Meeting of the Standing Committee of WBNUJS held on Saturday, 12th April, 2008.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the minutes of the 22 nd Meeting of the Standing Committee held on 1 st March 2008.	The Minutes of the 22 nd Meeting of the Standing Committee held on 1 st March 2008 were confirmed with the observation that the University may place the report of Mr.Nandan Nawn(Agenda Item No:15) regarding procurement of laptops in the next meeting of the Standing Committee.	
2.	Appointment of Dr.Gautam Ray	<p>The matter arises out of the 22nd meeting of the Standing Committee dated 1/3/2008(Additional Agenda Item No: AA 1).</p> <p>Dr. Gautam Ray, Commissioner of Customs, Kolkata approached the University for teaching in the University. Accordingly a proposal had been worked out and placed in the meeting of the Standing Committee dated 1/3/2008.</p> <p>The Standing Committee approved the proposal with the direction that clarification may be sought from Dr. Gautam Ray regarding his accommodation arrangements during his service with the University.</p> <p>As directed, Dr.Ray was approached and he has accordingly now submitted a letter clarifying his status of accommodation during his tenure with the University .</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal to appoint Dr.Gautam Ray for one year on deputation on foreign service terms from the Central Government and also directed the University to approach the Central Government for his release.</p>	The University has accordingly Approached the Central Government.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Dearness Allowance To Employees	<p>Central Government have announced enhancement of Dearness Allowance from 41% to 47% with effect from 01.01.2008. GIMF OM dated 17.03.08 .</p> <p>The enhancement will involve additional payment of salaries to the extent of Rs. 5.70 Lakhs (approx.), including arrears from January to March 2008, during the current year 2008-09. It is proposed to extend the benefit to the employees of NUJS.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the enhancement of D.A to the University employees w.e.f 1/1/2008.</p>	Accordingly, enhancement of DA has been done.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
4.	Constitution of an Advisory Committee	<p>It has been felt that the University requires constituting an Advisory Committee comprising of persons drawn from different walks of life like the Corporate world, professionals, media personalities, Retd. Government Officials, academics and parents of the students whose experience and expertise may be of use to the University.</p> <p>The number of members may not exceed ten at a time and the committee will tender advice on such matters as may be referred to them by the Vice Chancellor and the meetings of the committee will be presided over by the Vice Chancellor. The Vice Chancellor may be authorised to nominate such persons to this committee</p> <p><u>RESOLUTION</u></p> <p>The Committee considered the proposal and observed that this committee being a creation under delegated authority of the Executive Council has no power to set up the proposed Advisory Committee. It recommended that the University may consider setting up issue based committees as and when required.</p>	<p>Accordingly, the matter is being processed</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	Proposal for repairing of the University Pillar.	<p>The matter arises out of the 22nd meeting of the Standing Committee dated 1/3/2008. The granite tiles on the front Pillar of the University building are loosening and falling away. This is creating a lot of inconvenience and peril to the students and employees of the University. Accordingly, the University had approached Mr.U.C.Sheet, the Executive Engineer, Bidhannagar- Div-II, PWD for his opinion.. Mr.Sheet has now recommended that the work may be done by M/s Deep Enterprise at a total cost of Rs.55440/-(Approximate).Mr.Sheet has proposed that the tiles are to be removed and plastering be done on the pillar and then glossy painting(Heritage finishing) will be done on the pillar . The matter was placed in the 40th meeting of the Finance Committee .The Finance Committee recommended the matter to the Standing Committee for its consideration. It further desired that the opinion of an architect may be taken in this regard. The Standing Committee in its meeting dated 1/3/2008 had accepted the recommendation of the Finance Committee. Accordingly, Ms.Manisha Rakshit ,Chief Govt. Architect visited the University on 19/3/2008 and inspected the front Pillar. She observed that :</p> <ol style="list-style-type: none"> 1. As the shape of the column is circular type, long size granite strip is not suitable for covering up the column. 2. "Little glass mosaic tiles" can be used for covering up the column but it will be quite expensive . 3. The best option is to have heritage finishing of the Column. Existing granite colour (Ruby) can be used for heritage finishing .Flex type heritage used for external use can be used for this purpose. <p>The University proposes to do heritage finishing of the column as recommended by Mr.U.C.Sheet, Executive Engineer,Div II, PWD and Ms.Manisha Rakshit, Chief Govt. Architect.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the recommendation of Ms.Manisha Rakshit and directed that the University may do Heritage finishing on the pillar.</p>	<p>The University is accordingly getting the work done.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
6	Report of the Committee formed for review of job content and career progression for the administrative staff working in the University.	<p>The matter arises out of the 18th meeting of the Standing Committee dated 16th June 2008(Additional Agenda Item No.4)</p> <p>The Standing Committee had recommended that a review of the job content of the administrative staff including prospects of promotion be undertaken. In this regard the University had proposed to form a committee for reviewing the job content of the Administrative staff and also for proposing a career advancement scheme.</p> <p>The Standing Committee had accepted the proposal and recommended that a Committee may be formed by the Vice Chancellor under the Chairmanship of Mr. Satrajit Chaudhuri, Ombudsman, Insurance Regulatory Commission.</p> <p>Accordingly, a committee was formed by the University under the chairmanship of Mr.Satrajit Chaudhuri with the following members:</p> <ol style="list-style-type: none"> 1. Mr.N.Konar, Member 2. Mr.A.Mazumder, Member 3. Mr.S.Guha, Member-Secretary <p>The Committee has now submitted an initial report.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the matter may be placed in the next meeting of the Executive Council along with the report received from the Indian Institute of Psychometry.</p>	<p>The University has written to Indian Institute of Psychometry for a proposal for preparing the report.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Appointment of Mr.Pritam Baruah	<p>The matter arises out of the 26th meeting of the Executive Council dated 15/3/2008.</p> <p>The Executive Council had approved the proposal of appointing Mr.Pritam Baruah in the University as a faculty. However, it had also directed that before appointing Mr.Baruah appropriate inquiry may be made about his performance from the seniors with whom he has worked.</p> <p>Accordingly, the University has now received certificates of his performance from his previous employer's.</p> <p>The University now proposes to appoint Mr.Baruah as a faculty member in view of the dearth of law teachers in the University</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that Mr.Baruah may be appointed on ad hoc basis for a period of one year in the pay scale of a Lecturer.</p>	<p>Mr.Baruah has accordingly joined the University w.e.f 1/5/2008.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
8	Appointment of Mr.Dulal Chandra De	<p>Mr.Dulal Chandra De, a retired District and Sessions Judge, South 24 –Parganas,Alipur has expressed his interest to teach in the University.</p> <p>The University proposes to appoint Mr.De as a faculty member in view of the dearth of law teachers in the University.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the proposal may be deferred.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
9.	Resignation of Mr.Chittadip Bandyopadhyay, Registrar of the University.	<p>Mr.Chittadip Bandyopadhyay, Registrar of the University has resigned from his post and as per terms of his contract submitted a one month's notice period for release from the University w.e.f 30/4/2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee while accepting the resignation of Mr.Chittadip Bandyopadhyay w.e.f 30/4/2008(afternoon) placed on record its deep appreciation of the services rendered by him with dedication and commitment and hoped that Mr.Bandyopadhyay would continue to associate himself with the affairs of the University in the manner he felt appropriate. It requested him to remain a member of the Auditorium Committee after his demitting office. Mr.Bandyopadhyay accepted the offer and assured the Committee of his association in future also. It further directed that Mr.N.Konar is to take over charge from Mr.Bandyopadhyay till a regular appointment to the post of Registrar is made.</p>	<p>The University has accordingly released Mr.Bandyopadhyay w.e.f 30/4/2008(afternoon).</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
10.	Resignation of Professor U.R.Rai	<p>Prof.U.R.Rai, Visiting Professor and Coordinator, School of Criminal Justice and Administration has gone on leave w.e.f. 21/11/2007 due to an accident. He has since then not been able to join back the University</p> <p>The University has now received his resignation letter dated 21/2/2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the release of Prof.Rai w.e.f 21/2/2008.</p>	<p>The University has accordingly released Prof.Rai w.e.f 21/2/2008.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
11.	Formation of a Planning Board.	<p>The matter arises out of the 26th meeting of the Executive Council dated 15/3/2008.</p> <p>The Executive Council in the meeting had authorised the Vice Chancellor to form a Planning Board for the preparation of a vision document/statement of the University.</p> <p>Accordingly, the Vice Chancellor has formed a Planning Board with the following members:</p> <ol style="list-style-type: none"> 1. Vice Chancellor, WBNUJS – Chairman 2. Hon'ble Mr. Justice Chittatosh Mookerjee, Chairman, Finance Committee – Member 3. Hon'ble Mrs. Justice Ruma Pal – Member 4. Secretary to the Government of West Bengal, Judicial Department – Member. 5. Mr. R.N. Dutta, Member, Executive Council – Member <p>Mr. N. Nawn, Lecturer in Economics, WBNUJS may act as a Secretary to the Board.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter with approval.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
12	Excess billing of Campus Recruitment Telephone connection.	<p>The University has given a telephone/broadband connection to the Campus Recruitment Committee for its use(Telephone No: 2335 2471) to facilitate final year campus recruitment of the University.</p> <p>However, last year during the summer vacations this facility was used by the Basic Structure Group who were working in the University during the vacations.</p> <p>It has resulted in an excessive billing amount of Rs.29524/- for the period June 2007 and Rs. 65365/- for the period July 2007.The University has conducted an internal inquiry into the misuse of the telephone/ broadband connection and found out that the broadband connection which is password based was used by the students of the Basic Structure Group arbitrarily to access the internet and they had also given the password of the broad band connection to a member of the Cyber Committee who in turn used it in the Hostel LAN. This resulted in heavy usage and excessive bills. The University had proposed to recover at least 50% of the excess amount(Rs.47444/-) from the students of the Basic Structure Group and the member of the Cyber Committee who was responsible for using the password in the Hostel LAN. The Cyber Committee had initially agreed to share the excessive bill amount with the Basic Structure Group and pay an amount of Rs.25000/-. The balance amount of Rs.22444/- is to be paid by the Basic Structure Group. However, the current Convenor of the Cyber Committee proposes to do this when the monsoon session starts and when they have a new convenor.</p> <p>It is for consideration now as to whether the University should wait for the new Convenor of the Cyber Committee to pay the amount of Rs.25000/- as committed by the current Convenor of the Cyber Committee or recover the amount from the students who are using the internet facility through the Cyber Committee arbitrarily.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that the amount may be recovered from the erring students.</p>	Accordingly, the matter is being processed

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																									
13.	Contract with Mr.Gopal Pramanik	<p>The University has an arrangement of hiring a car on a monthly basis for its use. Mr.Gopal Pramanik's car is being currently used by the University on a ad hoc basis for more than six years on a hiring basis at a monthly payment. However, Mr.Pramanik has been asking for a rate revision in view of market inflation. The University recently invited quotations for hiring of cars from agencies within Salt Lake. Quotations were received from four car hiring agencies including Mr.Gopal Pramanik :</p> <table><thead><tr><th>Name of Vendor</th><th>Rate quoted for Use Of Car- 25 days a Month,10hrs a day & 1500Kms a month (Rs.)</th><th>Extra Km (Rs.)</th><th>Extra Hour (Rs.)</th><th>Terms & Conditions</th></tr></thead><tbody><tr><td>Bhashkar Travels</td><td>5000/-</td><td>Rs.4.00</td><td>Rs.18.00</td><td>Yes, extra parking/toll tax.</td></tr><tr><td>Mr.Gopal Pramanik</td><td>15000/-</td><td>Rs.4.00</td><td>Rs.18.00</td><td>None</td></tr><tr><td>New Horizon Travels</td><td>14950/-</td><td>Rs.5.80p</td><td>Rs.58.00</td><td>Yes, extra parking/toll tax.</td></tr><tr><td>Mrs.Shukla Dutta</td><td>17000/-</td><td>Rs.6.00</td><td>Rs.60.00</td><td>None.</td></tr></tbody></table> <p>However, on tabulation it has been found that Mr.Pramanik's offer is the best with no other terms and conditions. The University proposes to enter into a contract for one year with Mr.Pramanik.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and approved the proposal.</p>	Name of Vendor	Rate quoted for Use Of Car- 25 days a Month,10hrs a day & 1500Kms a month (Rs.)	Extra Km (Rs.)	Extra Hour (Rs.)	Terms & Conditions	Bhashkar Travels	5000/-	Rs.4.00	Rs.18.00	Yes, extra parking/toll tax.	Mr.Gopal Pramanik	15000/-	Rs.4.00	Rs.18.00	None	New Horizon Travels	14950/-	Rs.5.80p	Rs.58.00	Yes, extra parking/toll tax.	Mrs.Shukla Dutta	17000/-	Rs.6.00	Rs.60.00	None.	Accordingly; the matter is being processed.
Name of Vendor	Rate quoted for Use Of Car- 25 days a Month,10hrs a day & 1500Kms a month (Rs.)	Extra Km (Rs.)	Extra Hour (Rs.)	Terms & Conditions																								
Bhashkar Travels	5000/-	Rs.4.00	Rs.18.00	Yes, extra parking/toll tax.																								
Mr.Gopal Pramanik	15000/-	Rs.4.00	Rs.18.00	None																								
New Horizon Travels	14950/-	Rs.5.80p	Rs.58.00	Yes, extra parking/toll tax.																								
Mrs.Shukla Dutta	17000/-	Rs.6.00	Rs.60.00	None.																								

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
14	Mr. Premanada Mukherjee- Extension of Contract	<p>The matter arises out of the resolution of the 20th meeting of the Executive Council dated 18/09/2005. 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. 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. Performance Report of Mr. Premanada Mukherjee, Library Assistant whose term expired on 3/09/2007 was obtained from the respective head of Section. Mr. Mukherjee's Assessment Report was placed before the Vice Chancellor and the Vice Chancellor graded his performance as " Good ". Mr. Mukherjee has completed a contractual period of two years. The University now proposes that Mr. P. Mukherjee's contract may be renewed for a further period of five years in the pay scale of Rs.4000-100-6000. However, Mr. Mukherjee has been claiming that he should get a basic pay fixation at Rs.4500/- since all his colleagues have got a basic pay fixation at Rs.4500/- when their contracts were renewed for five years.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the recommendation of the Finance Committee and directed that Mr. Premanada Mukherjee's contract may be renewed for a period of five years in the pay scale of Rs.4000-100-6000 with initial basic pay of Rs.4000/- w.e.f. 4.9.2007.</p>	Accordingly, letter has been issued .

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
AA1	<u>Additional Agenda</u> Extension of service of Mr.Prabhash Ranjan	<p>The matter arises out of the 20th meeting of the Standing Committee dated 15/10/2007. The University had received an application from Mr.Prabhash Ranjan for appointment as a Lecturer. The Vice Chancellor had 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 .The Standing Committee had accepted the recommendation and Mr.Prabhash Ranjan was appointed as a Lecturer in Law on adhoc basis for a period of six months. He accordingly joined his services on 1.11.2007 .The University has now received a request from him for further extension and regularisation of his services.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the extension of services of Mr.Prabhash Ranjan on ad hoc basis for a further period of six months and under the prevailing terms and conditions.</p>	<p>Accordingly letter has been issued to Mr.Prabhash Ranjan.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
AA2.	Management Development Courses in Law	<p>The University has recently received a request from Mr.S.Bannerjee of M/s.Larsen & Toubro Limited ,Baroda for starting of a certificate course in law for working executives involved in formulating proposals and tenders for lump sum turnkey projects in Oil & Gas well platforms, Petrochemical complexes, etc.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the proposal may be placed in the Academic Council for its consideration.</p>	As directed the matter was placed in the Academic Council.
AA3.	Extension of Study Leave of Mr.Supriya Routh	<p>The matter arises out of the 19th meeting of the Standing Committee dated 27/7/2007.Mr Supriya Routh, Lecturer in Law had 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.The Standing Committee granted Mr. Routh Study Leave from 01-08-2007 to 31-07-2008.However, the University has now received an email from Mr.Routh requesting for extension of his leave for another one and a half months since he wishes to pursue an internship programme of three months from 16/6/2008 to 16/9/2008. He has confirmed that he will join back the University on 17/9/2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee approved the extension of Study leave of Mr.Routh till 16/9/2008..</p>	Accordingly a letter has been issued to Mr.Routh.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
AA4	Appointment of Ms.Shannon Jhunhunwala.	<p>Ms.Shanon Jhunhunwala has expressed her interest to teach in the University. .</p> <p>The University proposes to appoint Ms.Jhunhunwala as a faculty member in view of the dearth of law teachers in the University.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the proposal and requested the Vice Chancellor to seek further information about her suitability as a faculty of the University.</p>	Accordingly, the matter is being processed.



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 24TH MEETING OF THE

STANDING COMMITTEE

HELD ON 17TH MAY 2008

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

**Dr. Ambedkar Bhavan
Salt lake, Kolkata**

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

The W.B. National University of Juridical Sciences

Held on 17th May 2008

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-fourth Meeting of the Standing Committee was held on 17th May 2008 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. Hon'ble Mrs. Justice Ruma Pal, Special Invitee
Former Judge of Supreme Court of India
Kolkata
4. Hon'ble Mr. Justice P.C. Ghose, Member
Judge, Calcutta High Court
Kolkata
5. Mr. Nisith Adhikary, Member,
Additional Advocate General,
West Bengal.
6. Mr. A.K. Roy, Member,
Secretary to the Govt. of West Bengal,
Judicial Department.
7. Mr. Satrajit Chaudhuri, Ombudsman,
Insurance Regulatory Authority, Permanent Invitee
8. Mr. Nandan Nawn, Member
Lecturer in Economics, WBNUJS.

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

Mr. Balai Chandra Ray, Member, Advocate General, West Bengal, Dr. Tapas Banerjee, Sr. Advocate, Calcutta High Court, Member, Mr. D.C. Chakroborty, Jt. 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, could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the 24th Meeting of the Standing Committee of WBNUJS held on Saturday, 17th May, 2008.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the minutes of the 23 rd Meeting of the Standing Committee held on 12 April 2008.	<p>At the outset, the Chairman welcomed Special Invitee Hon'ble Mrs. Justice Ruma Pal and the new member Hon'ble Mr. Justice P.C. Ghose to the Committee.</p> <p>The Minutes of the 23rd Meeting of the Standing Committee held on 12 April 2008 were confirmed with the following observations/directions:</p> <p>In the matter regarding procurement of Laptops, the report of Dr. Arup Poddar may be placed with the report of Mr. Nandan Nawn (Agenda Item No:3) in the next meeting of the Standing Committee.</p> <p>In regard to the resolution for the formation of a Planning Board (Agenda Item No:11), it should read as "The Standing Committee noted the matter" and the phrase "with approval" should be omitted.</p>	
2.	Request for Information under RTI Act 2005	<p>The matter arises out of the 17th meeting of the Standing Committee dated 7/4/2007 (Additional Agenda Item No:AA3). The University had received a letter dated 22/3/2007 from Mr. Sabir Ahamed Middya of 66 No, Phears Lane, Kolkata - 700073 requesting for information regarding the religion wise and sex wise division of students and employees in the University. The matter was placed in the Standing Committee which had directed that since the University does not have a State Public Information officer, information may be provided by the University after deciding the modalities of the system for furnishing such information on the basis of the report of a working group to be set up for the purpose by the Vice Chancellor. However, in a round table meeting held by the Vice Chancellor's of Universities in West Bengal on 10/4/2007 at Netaji Subhas Open University chaired by the Chief Information Commissioner, West Bengal doubt was expressed on the applicability of the RTI Act in regard to Universities and it was resolved that a legal opinion be sought in this regard. Accordingly, a letter was sent under the instruction and after the approval of the then Registrar, Mr. Chittadip Bandyopadhyay and the Vice Chancellor to the applicant Mr. Sabir Ahamed Middya. This was reported in the 18th meeting of the Standing Committee dated : 16/6/2007 (Agenda Item No: 1) during the confirmation of the minutes of the 17th meeting of the Standing Committee. Subsequently, the University received reminders on the matter on 20/9/2007 and 15/2/2008. These letters were all sent to Ms. Sangita</p>	

		<p>Laha, Assistant Registrar(Academic) who with the permission of the then Registrar and Vice Chancellor spoke to the Controller of Examination, University of Calcutta for finding out the status of the decision of the Chief Information Commissioner regarding the applicability of the RTI Act in regard to Universities. It was learnt verbally from the Controller of Examination, University of Calcutta that the decision regarding applicability of the RTI Act in regard to Universities was still pending with the Chief Information Commissioner, West Bengal . However, Ms.Laha gave no reply to the reminders sent by the applicant. The University has now received a letter dated 24/4/2008 on 30/4/2008 from the West Bengal Information Commission seeking an explanation in regard to a complaint lodged by Mr.Sabir Ahamed of 12/1, Mominpore Road,3rd Floor, Kolkata – 70023.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that a reply may be sent to the West Bengal Information Commission stating that the University does not maintain any record of religion wise division of students and employees. However, the sex ratio break up of students and employees may be given. The Standing Committee also authorised the Vice Chancellor to appoint a State Public Information Officer.</p>	<p>As directed, a reply has been sent to the West Bengal Information Commission by Ms.S.Chanda, acting Assistant Registrar(Academics) who has been appointed as the State Public Information Officer of the University under the RTI Act 2005.</p>
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Report of Mr.Nandan Nawn, Lecturer in Economics regarding requirement of Computers for Faculty.	<p>The matter arises out of the 22 meeting of the Standing Committee dated : 1/3/2008 (Agenda Item No: 15)</p> <p>The Standing Committee in its meeting had directed that the University may further explore the possibility of procuring Laptops as per specific technical requirements and requested Mr.Nawn to put up a report in this regard.</p> <p>Accordingly, Mr.Nawn's report was placed.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University may first ascertain the system of distribution of laptops being followed in other National Law Universities. It also directed the University to put up a comprehensive report regarding the procedure to be followed after these laptops are distributed in terms of the maintenance of the Laptops and regarding the insurance/safe keeping of these Laptops.</p>	<p>As directed, letters have been sent to all the National Law Universities. Replies from them are awaited.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
4.	Procurement of Racks for the University	<p>The University wishes to procure about 22 steel racks for storing all old answer scripts, project reports, etc of students in its Academic Record room.</p> <p>Accordingly, the University now proposes to procure the racks. The University received quotations which were tabulated.</p> <p>The total cost involved will be around Rs.75790/- inclusive of applicable taxes.</p> <p>The expenditure may be made from the Furniture a/c in the revised budgetary estimates for 2008-2009.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the proposal and noted that the quotations obtained were not as per uniform specifications and directed that quotations may be obtained with uniform specifications of the racks. It also directed that the University should frame rules for maintaining academic records and a time frame may be made for keeping such academic records which can then be destroyed. The Standing Committee also observed that the University should explore the possibility of storing these records in Compact Discs since maintenance of discs will be much easier and ensure longevity .It also felt that the University should explore the possibility of appointing a Record Keeper for maintaining these records.</p>	<p>Accordingly, the matter is being processed. The University is reviewing the rules regarding maintaining of academic records.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	Procurement of Photocopier Machine for the Accounts Department	<p>The University has procured a photo copier machine for the Accounts Department .</p> <p>The University received quotations which were tabulated and subsequently an order was placed for procuring "Xerox" make photocopier machine from the authorised dealer of "Xerox" machines M/s. Mega Trade Centre. The total cost involved was Rs.66130/- inclusive of applicable taxes.</p> <p>The expenditure was made from the University Equipments a/c for 2008-2009.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																								
6	Compendium of Endowment Lectures at NUJS	<p>NUJS received two endowments, both held in perpetuity, for organising annual lectures; namely, THE K. C. BASU MEMORIAL LECTURE ON LAW AND ECONOMICS, instituted by Prof. Kaushik Basu, son of Late K. C. Basu and DR. DURGADAS BASU MEMORIAL LECTURE ON CONSTITUTIONAL LAW, instituted by members of family of Late Dr. D. Basu.</p> <p>Following Lectures were organised:</p> <p>A. <u>K. C. Basu Lecture</u></p> <table><thead><tr><th>Topic</th><th>Date</th><th>Delivered By</th></tr></thead><tbody><tr><td>First: <i>Law, Economics and Social Change</i></td><td>20/12/2003</td><td>Prof. Amartya Sen</td></tr><tr><td>Second: <i>Legal and other Institution and Economic Development</i></td><td>30/12/2004</td><td>Prof. Pranab Bardhan</td></tr><tr><td>Third: <i>A Framework for Reforms in Higher Education in India</i></td><td>3/08/2006</td><td>Mr. N. R. Narayana Murthy</td></tr><tr><td>Fourth: <i>The Rule of Law, Property Rights and Development: The Risk of Poorly Designed Reforms</i></td><td>01/09/2007</td><td>Prof. Joseph Stiglitz</td></tr></tbody></table> <p>B. <u>Durgadas Basu Lecture</u></p> <table><thead><tr><th>Topic</th><th>Date</th><th>Delivered By</th></tr></thead><tbody><tr><td>First: <i>The Silences in our Constitutional Law</i></td><td>29/10/2005</td><td>Mr. Fali S. Nariman</td></tr><tr><td>Second: <i>The Constitutional World of Dr. Durgadas Basu Common Law, Humanism and Constitutions.</i></td><td>28/11/2007</td><td>Justice Shri M. N. Venkatachaliah</td></tr></tbody></table>	Topic	Date	Delivered By	First: <i>Law, Economics and Social Change</i>	20/12/2003	Prof. Amartya Sen	Second: <i>Legal and other Institution and Economic Development</i>	30/12/2004	Prof. Pranab Bardhan	Third: <i>A Framework for Reforms in Higher Education in India</i>	3/08/2006	Mr. N. R. Narayana Murthy	Fourth: <i>The Rule of Law, Property Rights and Development: The Risk of Poorly Designed Reforms</i>	01/09/2007	Prof. Joseph Stiglitz	Topic	Date	Delivered By	First: <i>The Silences in our Constitutional Law</i>	29/10/2005	Mr. Fali S. Nariman	Second: <i>The Constitutional World of Dr. Durgadas Basu Common Law, Humanism and Constitutions.</i>	28/11/2007	Justice Shri M. N. Venkatachaliah	
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		<p>Besides these, inaugural Ford Chair Lecture titled: "<i>Towards a Structural Adjustment of Judicial Activism? Human Rights Amidst Contemporary Indian Judicial Globalisation</i>" was delivered by Prof. Upendra Baxi on 10/06/2006.</p> <p>It is necessary to ensure that these lectures, having high academic value, should be properly preserved and their contents disseminated in public domain. For this, it is proposed to bring out a Compendium of these lectures titled 'ENDOWMENT AND OTHER LECTURES AT NUJS : 2003-2007'. It may be a five-yearly publication, to be brought out in 2013 next.</p> <p>Printing of about 500 copies of the Compendium will cost Rs. 25000.00 approximately. The expenditure may be met from the head of account 'Academic Expenses'.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the proposal and directed that the University should explore the possibility of putting up the lectures on the University website.</p>	<p>Accordingly, the matter is being processed</p>
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Increase of Library Hours – Appointment of Additional Staff	<p>The University Library is currently open on working days from 8.00 a.m. to 8.00 p.m. except Saturday when it is open up to 1.30 p.m. There has been persistent demand of the students as well as faculty to open up library facilities on holidays and also increase working hours till at least 10.00 p.m. The Vice-Chancellor & the Registrar had a meeting with the library personnel to find out possibility of extending library services as demanded. The existing library personnel expressed difficulties in working extra hours even for extra remuneration. They instead suggested increase of the existing staff strength. Considering that the demands for improvement of library facilities are genuine, it is proposed to create two more additional post of library assistant w.e.f. academic year 2008-09. The Vice-Chancellor may be authorised to fill up the posts on adhoc basis immediately so that working hours in the library may be extended to 10. p.m. and open on holidays.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the Vice Chancellor may be authorised to recruit two Library Assistants on ad hoc basis so that the working hours in the Library may be extended to 10 p.m. and also remain open during holidays.</p>	Accordingly, the matter is being processed

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
8	Appointment of Statutory Auditors	<p>In terms of clause 24(2) of the Schedule of the WBNUJS Act, 1999, annual accounts of the University shall be audited by the statutory auditors appointed by the Executive Council. M/S D.P. Sen & Co. 22 Ashutosh Chowdhury Avenue, 2nd Floor, Flat No. 22, Kolkata – 700 019 was appointed statutory auditors by resolution dated 18/9/2005 of the Executive Council (Agenda item No 10 of 20th Meeting for three years, to cover audit of accounts of 2005-06 to 2007-08. The auditors have duly certified the accounts of the first two years and are due to commence audit of the accounts of 2007-2008 soon. It is submitted for decision whether</p> <p>(a) M/S D.P. Sen & Co. are to be re-appointed as the statutory auditors for a further term of three years, or</p> <p>(b) Process is to be initiated for appointment of statutory auditors for the year 2008-09 onwards.</p> <p>In the latter event, the Committee may kindly consider</p> <p>(i) authorising the Registrar to approach the CAG of India / Institute of Chartered Accountants of India to seek names of suitable firms for appointments, and</p> <p>(ii) appointing a Selection Committee, as was done in the last occasion, to examine the responses and recommend suitably for consideration of the Executive Council.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University may reappoint the existing auditor's M/s.D.P.Sen & Co. for a further term of three years under the existing terms and conditions and recommended the matter to the Executive Council for approval.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
9.	Increase in Adjustable Hostel Deposit.	<p>In order to ensure timely settlement of hostel dues by the students. It was decided in the 12th meeting of the Standing committee dated 2/9/2006 that the University will realise in advance a sum of Rs. 10,000/- (Ten Thousand only) per student per semester. The bills of the students for Mess, Electricity and Cyber usage in the hostel would be submitted by the respective Students' Committee to the University for settlement by adjustment of the deposits made. The balance amount remaining in individual account is refunded to each at the end of the semester. This system has been working since Winter Semester 2006.</p> <p>It has been noticed that the bills payable by students during the Winter Semester 2007 exceeded Rs. 10,000/- (Ten Thousand only) thereby affecting the adjustment of dues in time. Due to hike in the bills, this is likely to continue. It is therefore proposed to increase the amount of adjustable deposit from Rs. 10,000 to Rs. 12,500/- per semester. This may be made effective from Winter Semester 2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the proposal of increasing the amount of adjustable deposit from Rs.10000/- to Rs.12500/- per semester from the Winter Semester 2008 and recommended the matter to the Executive Council for approval.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
10.	Requirement of staff in Accounts Department	<p>Sri. Probal Chanda D.E.O. who has been working in the Accounts Department since his joining on 27 November 2003, has been selected for appointment in Central Secretariat Service. He is likely to leave NUJS soon. This will cause further depletion in the administrative staff strength of the university and of Accounts department in particular. Based on an internal study of workload and minimum number of staff needed to deal with it, a proposal to augment of the staff position (Additional Agenda item no AA4 of 40th Finance Committee dated 14th February 2008 & Agenda item no 6 of 41st Finance Committee dated 12th April 2008) was mooted. This is being considered by the committee formed to review job content and career progression for the administrative staff working in the University. Meanwhile, services of Shri Avijit Ghosh, engaged as an Accountant on adhoc-basis on consolidated salary of Rs. 7500/- p.m. in terms of direction of the 20th Standing Committee meeting dated 15/10/2007 Agenda 19) has been retained till 03.08.2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the proposal of retaining the services of Mr.Avijit Ghosh up to 3/8/2008.</p>	Accordingly, orders have been issued.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
11.	Revision of Fees	<p>Fees from students are the only major source of revenue of this University. While grants of the Government of West Bengal are available for servicing the bank loan taken for building the Campus, all other expenses of both capital and revenue nature are met out of self-generated resources. With steady increase in expenditure over the years, the earning at the optimal level could barely meet the demands till the year 2007-08. However, due to inflationary pressure as well as increase in expenditure in various functional areas, the income at the present level will not be enough to sustain the demands in future years. It is, therefore, imperative that steps are immediately taken to review the quantum of fees being paid by the students to ensure that activities of the University are not forced to be curtailed due to paucity of funds. Whereas attempts are on to secure grants from UGC and other Government sources for specific developmental needs, the authorities may consider a revision of existing fees to meet the needs of sustainability and growth. This will also ensure better financial health to facilitate drawing up perspective and forward-looking plans. The scheme for grant of need-based free ships out of university's own resources, prevailing in all premier institutions, is yet to be implemented. It may be pertinent to mention here that there has not been any increase in fees payable by students for both LL.B. and LL.M. programmes during the past six years. The fees at the NUJS are also least among the NLUs, as would be seen from the comparative chart In view of the facts stated above, it is for consideration to decide:</p> <p style="padding-left: 40px;">a) whether the present fee structure should be reviewed and revised, and</p> <p style="padding-left: 40px;">b) if so, what should be the quantum of increase</p> <p>The matter may, if kindly approved, be examined in all its bearings by a duly constituted committee which may submit its report within one month to enable the University to place its recommendations before the Executive Council seeking implementation of changes, if any, from the next semester (October 2008).</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee requested the Vice Chancellor to put up a proposal of revision of fees after consulting the Vice Chancellor's/Directors of other National Law Universities.</p>	<p>Accordingly, the matter is being processed</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
12	Unaudited Accounts 2007-08.	<p>The accounts of the University for the Year 2007-08, comprising of Income and Expenditure Account for the year ended 31.03.08 and Balance Sheet as at that date, have been prepared. The statutory auditors have informed that the audit will commence soon.</p> <p>The un audited accounts were submitted for kind perusal and direction if any.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter.</p>	

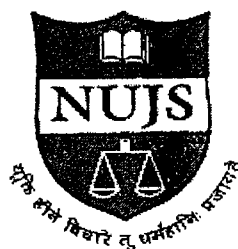
Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
13.	Management of NUJS Gratuity Fund.	<p>In pursuance of the direction of the Executive Council (meeting dated 15.03.08 additional Agenda Item AA2) the University has authorised the Board of Trustees of NUJS Provident Fund and Gratuity Scheme to entrust management of the Gratuity Fund to the Life Insurance of India. This has become operational from 01.01.08 and payment for the first year has been made. A Trust Deed between the University and the Board of Trustees has been drawn</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
14	Campus Building Loan A/C – Status Report.	<p>The University was sanctioned an infrastructure loan of Rs. 2,00,00,000 (Rupees Two crores) by HUDCO for construction of the Campus. The loan was subsequently taken over by Corporation Bank. An amount of Rs. 19,86,51,590 was drawn out of the Loan A/c. The repayment of the loan commenced from April 2003-04 at quarterly rest, initially @ Rs. 70 lakhs till March 2005 and @ Rs. 63 lakhs thereafter. Entire payment towards loan servicing is being made from grants received from Government of West Bengal for this purpose. Outstanding balance as on 02.05.08 is Rs. 14,45,64,126 which includes Rs. 8,51,12,460 as interest. The University requested the Government to provide funds so that the payment could be made @ Rs. 70 lakhs per quarter to avoid time and cost overrun. A study has been made to work out comparative difference in making the repayment @ Rs. 63 lakhs and @ Rs. 70 lakhs per quarter as has been proposed to the government. It would be seen that if the repayment is not made @ Rs. 70 lakhs per quarter from 2008-09 the additional amount of interest payable will be Rs. 1,84,21,467 (only besides the time of overrun of 1 year 6 months). It is therefore proposed to bring the facts to the notice of the Government for taking adequate remedial action.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University may approach the Government immediately for increasing the repayment amount from Rs.63 Lakhs to Rs.70 Lakhs per quarter from 2008-09.</p>	Accordingly, the matter has been processed.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																								
15	Bank Building Loan A/C – Status Report	<p>The University was sanctioned a loan of Rs. 20,00,000 (Rupees Twenty Lakhs) by Corporation Bank for construction of Bank building at the NUJS premises. Amount of loan drawn aggregated Rs. 19,47,7081.00. It was so arranged that the rent receivable from the Bank @ Rs 40,000 per month beginning from August 2003 would be credited to the Loan A/c by way of repayment. The Bank also paid advance rent of Rs. 2,40,000 which was held as Fixed Deposit (FD) with them. Interest earned on the FD @ Rs. 1972.00 per month was also being credited from May 2007 towards loan servicing. This way the loan was being serviced without the University having to pay anything directly from its Fund.</p> <p>The present status of loan is as under:</p> <p>A. <u>BANK BUILDING LOAN A/C.</u> <u>CRENT/01/03001 AS ON 05/05/2008</u></p> <p>B.</p> <table> <tr> <th>Particulars</th> <th>Amount (Rs.)</th> <th>Amount (Rs.)</th> </tr> <tr> <td>Amount of Loan drawn</td> <td></td> <td>1947081.00</td> </tr> <tr> <td>Add : Accrued interest up to 05/05/2008</td> <td></td> <td>317859.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Less: Refunds made up to 05/05/2008</td> <td></td> <td></td> </tr> <tr> <td>Principal</td> <td>1947081.00</td> <td></td> </tr> <tr> <td>Interest</td> <td><u>317859.00</u></td> <td>2263797.00</td> </tr> <tr> <td>Balance due</td> <td></td> <td>00.00</td> </tr> </table> <p>It would be seen that the University has liquidated the loan liability for construction of Bank Building. The Bank has further been instructed</p> <ol style="list-style-type: none"> to complete formalities of closing the Bank Building Loan A/c to start crediting the rent as well as monthly interest on FD to WBNUJS A/c until further instruction <p><u>RESOLUTION</u> The Standing Committee noted the matter.</p>	Particulars	Amount (Rs.)	Amount (Rs.)	Amount of Loan drawn		1947081.00	Add : Accrued interest up to 05/05/2008		317859.00				Less: Refunds made up to 05/05/2008			Principal	1947081.00		Interest	<u>317859.00</u>	2263797.00	Balance due		00.00	
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
16	Renewal of Contract with Corporation Bank.	<p>The Corporation Bank, NUJS Branch has requested vide letter dated 07.04.08 to renew the lease period for a further block of 5 years beginning June 2008.</p> <p>Clause 6 of the agreement between the University and the bank drawn on 24.06.03 provides for extension of lease as requested by the Bank. It also undertakes to increase the rent by 25% i.e. from Rs. 40,000 to Rs. 50,000 per month from August 2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee deferred the matter and directed that the University should examine the Lease agreement with the bank and explore the possibility of charging rent at current market rates.</p>	Accordingly, the matter has been processed.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
17	Cultural Diversity, Cross-National Cooperation and Global Legal Development – A German Indian Symposium – A Financial Report.	<p>The Standing Committee in its 22nd Meeting dated 01.03.05 (<i>Agenda Item No. 18</i>) approved an estimate of Rs. 2,95,000 for hosting an international conference on Cultural Diversity, Cross-National Cooperation And Global Legal Development in Kolkata with the University of Leipzig, Germany and other potential private sponsors as co-hosts.</p> <p>The programme was held on 11th – 13th March 2008. A financial statement of expenditure under different heads was prepared. Total expenditure (excluding travel and accommodation of foreign participants borne directly by the University of Leipzig) came to Rs. 2,76,482 which was within the estimated amount. A sum of Rs. 50,000 was received by the University as financial assistance from M/S ABZ & Partners for the purpose. University's net outgo was thus Rs. 2,26,482.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter.</p>	



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MINUTES OF THE 25TH MEETING OF THE

STANDING COMMITTEE

HELD ON 21ST JUNE 2008

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

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

The W.B. National University of Juridical Sciences

Held on 21st June 2008

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Twenty-fifth Meeting of the Standing Committee was held on 21st June 2008 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. Hon'ble Mrs. Justice Ruma Pal, Special Invitee
Former Judge of Supreme Court of India
Kolkata
4. Hon'ble Mr. Justice P.C. Ghose, Member
Judge, Calcutta High Court
Kolkata
5. Mr. Nisith Adhikary, Member,
Additional Advocate General,
West Bengal.
6. Mr. Satrajit Chaudhuri, Permanent Invitee
Ombudsman, Insurance Regulatory Authority
7. Mr. R.N. Dutta, Special Invitee
Member, Executive Council, WBNUJS
8. Mr. Anirban Mazumder, Member
Lecturer in Law, WBNUJS.
9. Mr. Nandan Nawn, Member
Lecturer in Economics, WBNUJS.

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

Mr. Balai Chandra Ray, Member, Advocate General, West Bengal, Dr. Tapas Banerjee, Sr. Advocate, Calcutta High Court, Member, Mr. A.K. Roy, Member, Secretary to the Govt. of West Bengal, Judicial Department, Mr. D.C. Chakroborty, Jt. Secretary, Higher Education, Government

of West Bengal , Principal Secretary, Finance Department, Govt. of West Bengal, Member could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

Minutes of the 25th Meeting of the Standing Committee of WBNUJS held on Saturday, 21st JUNE 2008.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the minutes of the 24 th Meeting of the Standing Committee held on 17 th May 2008.	<p>The Minutes of the 24th Meeting of the Standing Committee held on 17th May 2008 were confirmed with the following observations/directions:</p> <p>Career Advancement Scheme of teachers and other employees who fall under the purview of the U.G.C is to be placed in the next meeting of the Executive Council. The report of Mr.Satrajit Chaudhuri, Permanent Invitee to the Standing Committee in regard to employees of the University who are not under U.G.C purview is also to be placed in the next meeting of the Executive Council.</p>	
2.	Air Conditioned Vehicle for the use of the Vice Chancellor	<p>The matter arises out of the 24th meeting of the Standing Committee(Agenda Item No:18)</p> <p>As directed by the Standing Committee the University has obtained rates from authorised dealers of selective air conditioned cars .</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University should explore the possibility of buying a Maruti Dzire vehicle from authorised Maruti dealers in Kolkata like Machino Techno Sales Ltd, Dewars Garage, etc.</p>	<p>As directed the University explored the possibility of procuring a Maruti Dzire. However, Maruti Dzire has a maximum delivery period of 3 months from the date of booking the vehicle. The University has subsequently decided to procure a Maruti SX4 ZXi vehicle.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
3.	Procurement of Laptops – Report of Dr.A.K.Poddar and Mr.N.Nawn	<p>The matter arises out of the 24th meeting of the Standing Committee. As directed by the committee, the reports of Dr.A.K.Poddar and Mr.N.Nawn were placed along with a proposed Agreement to be signed by the user of the laptop. In regard to procurement of laptops, the University as directed by the Standing Committee has already written to the National Law Universities and reply from them is awaited.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee considered the reports and directed that the University may procure Lenovo laptops for the use of faculty members preferably Lenovo 2048 and these should be wi fi enabled. It also directed that the University should explore the possibility of procuring the antivirus and the windows software in a complete package so that the University can avail of good discounts. In regard to the “Laptop User Agreement”; the Standing Committee approved the agreement with the following amendments (The changes suggested are in bold italics):</p> <ol style="list-style-type: none"> <i>Point C. should read as “ TERM. The term of this agreement shall begin_____ and shall expire on_____(The term shall not exceed the maximum period of three years or <u>resignation/termination from service which ever is earlier</u> from the date of issuance of the laptop by the WBNUJS.”</i> <i>Point L. should read as “ ASSIGNMENT. The User may not assign, sublease, or otherwise transfer any rights or obligations under this Agreement without the express written approval of the WBNUJS. <u>The Laptop should be only used by the concerned User.</u>”</i> <i>Point O. should read as “RETURN POLICY. Upon expiration of the term of this agreement, the User shall return the computer, all related equipment and all software to the WBNUJS. The responsible administrator shall promptly check in all equipment. A Laptop User Agreement Form must be completed for the WBNUJS to consider the equipment returned. If the User does not return the Laptop by the expiration date <u>or on discontinuation/ resignation/ termination which ever is earlier</u>, the User's salary or any monies owed by the WBNUJS may be withheld <u>without prejudice to any other prescribed law available to the User</u>, until all equipment is returned.”</i> 	Accordingly, the matter is being processed.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
4.	Report on Admission 2008	<p>The Common Law Admission Test (CLAT) 2007 for admission to B.A./B.Sc. LL.B. (Hons.) & LL.M. Programmes was conducted on 11.05.2008. A total number of 10, 773 candidates appeared for B.A. / B.Sc. LL.B. (Hons.) programme and 611 candidates appeared for the LL.M. Programme. A merit list of candidates was prepared from selected list provided by the CLAT committee. Accordingly, the candidates were admitted for the B.A. / B.Sc. LL.B. (Hons.) programme. The selection list was provided as per category mentioned below:</p> <p>General Category - 78 Schedule Caste - 15 Schedule Tribe - 8 NRI - 18 Physically Challenged - 2</p> <p>Four foreign national candidates were selected on the merit of their academic performance in (10+2) standard.</p> <p>As on 6th June 2008, the total number of candidates admitted to the programme was 115 out of 125 seats.</p> <p>For LL.M programme , out of 611 candidates who appeared for the test a merit list of 9 LLM candidates was published by the CLAT committee for NUJS.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter with the direction that the matter may be placed before the Executive Council. The Standing Committee also observed that :</p> <ol style="list-style-type: none"> Supplementary lists of candidates should have a cut off date of admission. The University should explore the possibility of coinciding the academic session with other national Law Universities like NLSIU, NALSAR, etc. 	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
5.	Recruitment of employees	<p>The University proposes to fill up existing vacant posts of Professor of Law, Registrar, Assistant Registrar (Finance), Assistant Registrar(Academics), Assistant Librarian, Technical Assistant(Civil), PA to Registrar, Accountant, and Library Attendant.</p> <p>Accordingly, the University proposes to put up an advertisement in its website for inviting applications. The University also proposes to place an advertisement in the "Employment News" and a national daily newspaper.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University should place two advertisements .One for Professor, Registrar, Assistant Registrar's and Assistant Librarian. The second advertisement will be for recruitment of other employee's. The Committee also directed that the University should consider placement of the advertisement in : (a) Economic and Political Weekly (b) University News (c)Employment News (d) Times of India – Mumbai, Delhi & Kolkata. The advertisement should also specify that TA,DA is not payable for candidates who may be required to appear for a written test in the case of the second advertisement.</p> <p>The Standing Committee observed that the University should advertise for the post of Librarian .</p>	<p>The University has also included the recruitment of 3(Three) Lecturers in Law, in the first advertisement. These posts are lying vacant</p> <p>The University will be placing the second advertisement only in (a) Employment News (b)Statesman, Kolkata</p> <p>In regard to the advertisement for the post of Librarian, the University will refer it to the Executive Council for the creation of a post of Librarian and subsequently place an advertisement.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
6	Renewal of contract with Corporation Bank	<p>The matter arises out of the 24th meeting of the Standing Committee dated 17/5/2008(Agenda Item No: 16) .The Corporation Bank, NUJS Branch has requested vide letter dated 07.04.08 to renew the lease period for a further block of 5 years beginning June 2008.</p> <p>The Standing Committee in its meeting had deferred the matter with the direction that the University should examine the Lease agreement with the bank and explore the possibility of charging rent at current market rates.</p> <p>As directed, the University did a market survey of the surrounding areas and the following information was obtained verbally by the University in regard to rate of rent being paid by banks in Sector III of Salt Lake:</p> <ul style="list-style-type: none"> a. Bank of Baroda – Rs.18.00/- per Sq.Feet. b. Allahabad Bank – Rs.15.71p per Sq.Feet. c. Bank of Maharashtra – Rs.17.70 p per Sq.Feet <p>The University is currently charging Rs.20/- per Sq.Feet and according to the lease agreement there will be an increase of 25% in the second five year period of the lease.</p> <p>In addition to the monthly rent being paid by the bank, the Corporation Bank is also maintaining the University campus gardens/lawns for which they are spending about Rs.4700/- per month on an average.</p> <p>Clause 6 of the agreement which is unregistered between the University and the bank drawn on 24.06.03 provides for extension of lease as requested by the Bank. It also undertakes to increase the rent by 25% i.e. from Rs. 40,000 to Rs. 50,000 per month from August 2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee observed that the market survey done is incomplete and authorised the Registrar to negotiate with the Bank for a higher rent since the proposed increase(as per agreement) is not commensurate with current market rates.</p>	<p>As directed, the Registrar has held a meeting with the Bank officials and a reply from them is awaited in regard to the increase in rent.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
7.	Report of M/s Ernet (I) Limited.	<p>The matter arises out of the 19th meeting of the Standing Committee(Agenda Item No: 11). The University is planning 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. Accordingly the University had entered into an agreement with 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 and made a survey of the requirement of the University and they have accordingly submitted their report.</p> <p>The University wishes to have the report verified from an independent expert by approaching experts in IIT, Kharagpur, Computer Engineering Division - Jadavpur University, Computer Engineering Division - University of Calcutta and the West Bengal University of Technology.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee recommended that the proposal of M/s.Ernet (I) Ltd which is an autonomous society under DIT, Ministry of Communication and Information Technology may be placed before the Executive Council for its approval and directed that the University should explore the possibility of commencing work on a phase wise basis.</p> <p>The Standing Committee also directed that the University can explore the possibility of funding this work through the UGC..</p>	<p>The University has written a letter to M/s Ernet (I) Ltd requesting for the possibility of commencing work on a phase wise basis and also for giving a phase wise break up of the proposed work along with financial implications. Reply from them is awaited.</p>

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
8	Auditors Report and Annual Accounts 2007-2008	<p>In terms of direction of the Executive Council the Annual Accounts of the University for the year 2007-2008 comprising of Receipts and Payment account, Income & Expenditure account for the year ended 31.03.2008 and Balance Sheet as on 31st March 2008 have been prepared.</p> <p>These have been audited by the Auditors M/S D.P. Sen & Co. Their report is unqualified.</p> <p>The copies of the Auditors Report and the Audited Annual Accounts for the year ended 2007-2008 was placed.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee recommended that the matter be placed before the Executive Council for consideration.</p>	
9.	Accounts Officer – Retirement/Continuation	<p>The Accounts Officer of the University Mr.D.Kannujna is to retire from the University when he reaches the age of 60.</p> <p>Mr.Kannujna turns sixty on 1/8/2008 and as per existing rules of the University is scheduled to retire.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University may extend Mr.Kanunjna's contract for a further period of six months.</p>	

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
10.	<u>Disposal of University Mini Bus</u>	<p>The University has a mini bus of model TATA 407 purchased in the year 2000. The bus was used regularly for carrying students from the hostels to the University and back. However, in the year 2003 when the University moved to its new campus with hostels the use of the bus diminished considerably. The bus is now used only occasionally for legal aid clinics, special functions of the University, etc.</p> <p>It was felt by the University that the bus may now be sold off as it is old and is not required on a regular basis. Accordingly, the University had approached Automobile Association of Eastern India for a reserved price/present value of the bus to enable the University to sell the bus by way of an auction.</p> <p>The University has now received a reserved price of the bus in a closed envelope from Automobile Association of Eastern India.</p> <p>The University now proposes to sell off the bus by a public auction after placing an advertisement in a local newspaper like "Anandabazar Patrika".</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee directed that the University may invite bids for the bus. However, no public auction is to be done.</p>	Accordingly, the matter is being processed

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
11.	Enhancement of emoluments of Mr.N.Konar,Coordinator School of Legal Practice and Development and Acting Registrar,WBNUJS.	<p>Mr.N.Konar was a member of the West Bengal Higher Judicial Service. He retired as Special Secretary to the Government of West Bengal, Judicial Department. He had earlier functioned as a District Judge.</p> <p>He joined NUJS on 15/2/2001 as a Senior Research Fellow . Mr.Konar is also currently shouldering the responsibilities of performing the functions of a Registrar, in addition to his normal duties. The total emoluments that Mr.Konar is getting since 1/9/2006 is Rs.15000/- per month.</p> <p>The University proposes to increase his total emolument from Rs.15000/- per month to Rs.20000/- per month with immediate effect from 1/7/2008.</p> <p>Provision for this enhancement may be made in the "Salaries and Allowances A/c" in the revised budgetary estimates for 2008-2009.</p> <p><u>RESOLUTION</u> The Standing Committee accepted the proposal.</p>	Accordingly, Office Order has been issued.

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken																																																								
AAI	Additional Agenda Refund for Withdrawal Student	<p>Students who have sought withdrawal after joining the course, have requested to refund their fees paid to NUJS. UGC letter dt: 23.04.2007 does not specifically indicate the refund procedure to be followed in these cases. However, since a decision has been taken not to fill up the vacancies caused by these withdrawals, it is necessary to work out a uniform guideline to be followed in this behalf. In case of the students withdrawing within one month of the commencement of classes i.e. by 1st July 2008 following deductions may be made from the quantum of fees paid to NUJS.</p> <table border="1"> <thead> <tr> <th>Components</th><th>Amount received Rs.</th><th>Amount to be retained Rs.</th><th>Amount to be refunded Rs.</th></tr> </thead> <tbody> <tr> <td>Admission Fee</td><td>1000</td><td>1000</td><td>-</td></tr> <tr> <td>Semester Fee</td><td></td><td></td><td>Rupees equivalent of \$ 1000</td></tr> <tr> <td>NRI</td><td>\$ 1500</td><td>\$500</td><td></td></tr> <tr> <td>Sponsored/ Foreign Nationals</td><td>15000</td><td>5000</td><td>10000</td></tr> <tr> <td>Others Students</td><td></td><td></td><td></td></tr> <tr> <td>Examination Fee</td><td>1000</td><td>-</td><td>1000</td></tr> <tr> <td>Library Fee</td><td>5000</td><td>1500</td><td>3500</td></tr> <tr> <td>Computer Fee</td><td>3000</td><td>1000</td><td>2000</td></tr> <tr> <td>Student Welfare Fund</td><td>3000</td><td>1000</td><td>2000</td></tr> <tr> <td>Development Fee</td><td>5000</td><td>-</td><td>5000</td></tr> <tr> <td>Composite Hostel Fee</td><td>6000</td><td>2000</td><td>4000</td></tr> <tr> <td>Adjustable Hostel Deposit</td><td>10000</td><td>Actual expenses</td><td>Balance Amount to be refunded</td></tr> <tr> <td>Refundable Deposit</td><td>10000</td><td>Actual charges</td><td>Balance Amount to be refunded</td></tr> </tbody> </table> <p>Those seeking withdrawal after 1.7.2008 will be refunded only refundable deposits.</p> <p>RESOLUTION The Standing Committee accepted the proposal.</p>	Components	Amount received Rs.	Amount to be retained Rs.	Amount to be refunded Rs.	Admission Fee	1000	1000	-	Semester Fee			Rupees equivalent of \$ 1000	NRI	\$ 1500	\$500		Sponsored/ Foreign Nationals	15000	5000	10000	Others Students				Examination Fee	1000	-	1000	Library Fee	5000	1500	3500	Computer Fee	3000	1000	2000	Student Welfare Fund	3000	1000	2000	Development Fee	5000	-	5000	Composite Hostel Fee	6000	2000	4000	Adjustable Hostel Deposit	10000	Actual expenses	Balance Amount to be refunded	Refundable Deposit	10000	Actual charges	Balance Amount to be refunded	
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Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
	<u>Other Matters with the permission of the Chair.</u>		
1.	Proposal for conducting a workshop on Disability and Human Rights	<p>The University proposes to conduct a workshop on the rights of persons with Disabilities. The National Human Rights Commission has already sent an amount of Rs.253000/- for conducting the workshop.</p> <p>The University proposes to hold the work shop during August 2008.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee accepted the proposal. It also observed that the University should work out the details of any financial expenditure which may occur and place it before the committee for approval.</p>	
2	Chair on Intellectual Property Rights.	<p>The University has recently received an offer from the Ministry of Human Resources and Development, Government of India regarding the creation of a Chair on Intellectual Property Rights.</p> <p><u>RESOLUTION</u></p> <p>The Standing Committee noted the matter.</p>	

Agenda Item No:3

Tenure of Prof.M.P.Singh ,Vice Chancellor,WBNUJS.

Professor M.P.Singh,Vice Chnacellor is on a term of two years with the University. Professor Singh joined the University in December 2006 as Vice Chancellor.

Submitted for directions.

*Extnd 3 years
under the same terms & conditions*

Agenda Item No:4

Selection Committee for the selection of Registrar

Mr. Chittadip Bandyopadhyay, Registrar of the University was released from his service on 30/4/2008. Mr.N.Konar, Coordinator of the School of Legal Practice and Development is currently officiating as the Registrar of the University.

The University is going to seek applications to the post of Registrar by public advertisement

The following are the terms of appointment of the Registrar:

- a. The Executive Council shall approve panel(s) of experts for various appointments from which the vice Chancellor shall nominate two persons on the Selection Committee.

The Registrar shall be appointed by the Executive Council based on the recommendations of a Selection Committee consisting of the Vice Chancellor as Chairman and two experts from outside the University nominated by the Vice Chancellor from among a panel of names approved by the Executive Council as members.

- b. The Selection Committee, after considering the applications of all eligible candidates received in response to the advertisement for the post, shall submit a panel of not more than three persons suitable for the post from out of whom the Executive Council shall appoint one as the Registrar either on a permanent basis or for a specified term of not less than 5 years at a time.

- c. The post of Registrar shall carry the same pay scale as in the case of a professor in the University.

In the 8th meeting of the Executive Council dated 13/4/2002(Agenda Item No:4), the Executive Council had directed that the Registrar should be selected through advertisement and open selection by a Selection Committee constituted by the Vice Chancellor with himself as the Chairman, a nominee of the Executive Council as member and an expert in educational administration nominated from a panel of names approved by the Executive Council as member. The Selection Committee thus constituted should recommend a panel of at least two names to the Executive Council from whom the Council may choose one for appointment.

Submitted for directions.

1. *Provide direction (Acadmic)*
in case of need
2. *Referred to the H. T. T. Khongpa* / *Director*
or his nominee
3. *27th July*

Agenda Item No:5

Revised Estimates 2008-09 and Budget Estimates 2009-10

The Revised Estimates 2008-09 and Budget Estimates 2009-10 have been prepared and are given in Annexure 5 A.

Submitted for consideration.

The West Bengal National University of Juridical Sciences

CAPITAL RECEIPT					(In Lakhs Rs.)	
Particulars	Revised Estimates 2007-08	Actuals Receipt 2007-2008(Audited)	Budget Estimates 2008-09	Revised Estimates 2008-09	Budgeted Estimates 2009-10	
Government Grant						
Campus Construction	80.01	86.00	88.61	110.00	110.00	
Loan from Financial Institutions	0.00	0.00	0.00	0.00	0.00	
University Funds	352.29	184.42	116.65	217.25	230.75	
Auditorium Fund	100.00	0.00	0.00	115.00	0.00	
Donations & Endowments	10.00	11.49	10.00	5.00	5.00	
Depreciation Fund	182.98	171.09	190.00	171.07	180.00	
Academic Development Fund	7.02	7.00	7.51	10.00	8.00	
TOTAL	732.30	460.00	412.77	628.32	533.75	

CAPITAL EXPENDITURE		In Lakhs of Rupees				
					(In Lakhs Rs.)	
Particulars	Revised Estimates 2007-08	Actuals Expenditure 2007- 2008(Audited)	Budget Estimates 2008-09	Revised Estimates 2008-09	Budgeted Estimates 2009-10	
BUILDING CONSTRUCTION						
Repayment of loan	80.01	86.00	88.61	110.00	110.00	
Auditorium	100.00	0.00	0.00	115.00	50.00	
Other Infrastructure	118.80	37.24	75.50	135.00	125.00	
Acoustics & Video Arrangement	57.50	0.00	0.00	5.00	1.00	
Subtotal	<u>356.31</u>	<u>123.24</u>	<u>164.11</u>	<u>365.00</u>	<u>286.00</u>	
ASSETS						
Furniture and Fixture	31.12	3.45	4.90	15.00	4.00	
University Equipments	5.43	0.52	4.00	2.00	1.50	
Computers & Peripherals	5.00	3.77	3.00	10.00	2.00	
Motor Vehicles	7.00	0.00	3.00	8.00	0.00	
Library Books	35.00	30.38	25.00	40.00	45.00	
Hostel Equipments	3.00	0.00	1.00	2.00	2.00	
* Sports Materials	0.25	0.00	0.25	0.25	0.25	
Subtotal	<u>86.80</u>	<u>38.12</u>	<u>41.15</u>	<u>77.25</u>	<u>54.75</u>	
INVESTMENTS						
Donations and Endowment Fund	10.00	0.00	10.00	5.00	5.00	
Depreciation Fund	272.17	460.00	190.00	171.07	180.00	
Academic Development Fund	7.02	0	7.51	10.00	8.00	
Subtotal	<u>289.19</u>	<u>460.00</u>	<u>207.51</u>	<u>186.07</u>	<u>193.00</u>	
Total	<u>732.30</u>	<u>460.00</u>	<u>412.77</u>	<u>628.32</u>	<u>533.75</u>	

	Revenue Receipt				(In Lakhs Rs.)	
	Particulars	Revised Estimates 2007-08	Actuals Receipt 2007- 2008(Audit	Budget Estimates 2008-09	Revised Estimates 2008-2009	Budget Estimates 2009-2010
	Government Grant					
	Maintenance(recurring)	171.99	170.37	163.39	170.00	170.00
	University Fund	192.08	42.70	231.62	200.05	219.73
	Students Fees	217.30	204.04	228.93	223.02	233.57
	Interest - Scholarship Fund	1.15	1.49	1.20	1.20	1.20
	Other Income	95.00	141.90	90.00	104.00	100.00
	Seminars and Workshops	1.00	6.36	1.00	1.00	1.00
	TOTAL	678.52	566.86	716.14	699.27	725.50

Revenue Expenditure						
(In Lakhs Rs.)						
Particulars	Revised Estimates 2007- 08	Actuals Expenditure 2007- 2008(Audited)	Budget Estimates 2008-09	Revised Estimates 2008-09	Budgeted Estimates 2009-10	
A. ADMINISTRATIVE EXPENSES						
Salaries and Allowances	180.00	123.89	220.00	205.70	230.00	
Travelling	3.00	2.47	3.50	4.00	4.50	
Telephone and Fax	8.30	7.35	8.00	11.00	12.00	
Postage and Courier	3.50	0.83	4.50	1.50	2.00	
Stationery and Printing	6.50	3.54	7.00	5.00	5.00	
Electricity	12.00	9.98	16.00	16.00	16.00	
Advertisement & Publicity	2.00	0.26	2.00	2.00	1.00	
Meetings & Miscellaneous	3.00	5.85	3.50	8.00	8.00	
Rent, Rates & Taxes	9.50	3.76	3.25	8.50	2.50	
Hospitality	2.00	0.30	2.50	1.50	2.00	
Healthcare	4.50	2.98	5.00	5.00	5.00	
Convocation	5.80	3.22	5.00	5.00	5.00	
Insurance	2.00	1.05	2.00	1.50	2.00	
Audit Fees	0.30	0.28	0.30	0.30	0.30	
Total (A)	242.40	165.76	282.55	275.00	295.30	
B. EDUCATIONAL EXPENSES						
Academic	12.00	10.34	12.00	15.00	16.00	
Admission	12.00	0.92	6.00	1.00	1.00	
Students Activities	8.00	10.22	8.00	8.00	8.00	
Seminar & Workshop	1.00	0.94	1.00	6.00	2.00	
Scholarship & Economic Support	1.15	1.15	1.20	1.20	1.20	
Legal Services Clinic	1.00	0.18	1.00	1.00	1.00	
Total (B)	35.15	23.75	29.20	32.20	29.20	
C. MAINTENANCE EXPENSES						
Campus	38.00	22.35	41.00	40.00	40.00	
Vehicles and Equipments	4.50	3.71	5.00	5.00	5.00	
IT Infrastructure	3.50	3.16	5.00	6.00	6.00	
Total [C]	46.00	29.22	51.00	51.00	51.00	
D. FINANCIAL EXPENSES						
Depreciation	182.98	177.75	190.00	171.07	180.00	
Interest on Loan	171.99	170.38	163.39	170.00	170.00	
Total (D)	354.97	348.13	353.39	341.07	350.00	
GRAND TOTAL	678.52	566.86	716.14	699.27	725.50	

Agenda Item No:6

Audited Annual Accounts 2007-08 and Auditors Report.

The annual accounts of the University for the year 2007-2008 have been duly audited by the statutory auditors M/s D.P. Sen & Company, Kolkata.

The auditors' report which is unqualified, along with the annual accounts is submitted at Annexure 6A for kind perusal and consideration.

AUDITORS' REPORT

**THE CHAIRMAN, EXECUTIVE COUNCIL,
THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL
SCIENCES, KOLKATA.**

We have audited the attached Balance Sheet of WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES, Dr. Ambedkar Bhavan, No. 12 LB Block, Sector – III, Salt Lake City, Kolkata – 700 098 as on 31st March, 2008 and the annexed Income & Expenditure Account for the period ended on that date. These financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our audit.

We have conducted audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We report that –

- a) The accounts have been prepared and our audit was conducted as per the provisions of Section 24 of the West Bengal National University of Juridical Sciences Act, 1999 and Regulations thereunder.
- b) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit.
- c) In our opinion, proper books of accounts as required by law have been kept by the University, so far as appears from our examination of those books.
- d) The Balance Sheet and the Income and Expenditure Account referred to in this report, are in agreement with the books of account.



continued.....


[2]

Subject to the above, in our opinion and to the best of our information and according to the explanations given to us, the said Balance Sheet and the Income & Expenditure Account read together with the Schedules thereto and subject to the notes on accounts referred to vide Schedule 14 give a true and fair view in conformity with the accounting principles generally accepted in India:

- i) in case of the Balance Sheet, of the state of affairs of the University as at 31st March 2008, and
- ii) in case of the Income and Expenditure Account, of the Excess of Income over Expenditure of the University for the year ended on that date.



For D. P. SEN & CO.
Chartered Accountants


(P.L. Sarkar)
Partner

Membership No. 51043

Place : Kolkata

Date : June 12, 2008

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
SALT LAKE CITY, KOLKATA - 700098
BALANCE SHEET AS ON 31ST MARCH 2008

<u>SOURCES OF FUND</u>	<u>Sch No.</u>	<u>Current Year Rs.</u>	<u>Previous Year Rs.</u>
Capital Accounts			
University Fund	1	113,590,773.43	94,237,714.96
Reserves & Surplus	2	155,291,516.28	134,512,136.08
Grant for NUJS Auditorium		10,000,000.00	10,000,000.00
Loans & Advance			
Secured Loans	3	149,536,991.00	152,618,784.00
TOTAL		428,419,280.71	391,368,635.04
<u>APPLICATION OF FUND</u>			
Fixed Assets	4	281,823,209.77	274,021,520.72
Investments	5	151,800,390.74	105,560,895.88
Current Assets	6		
Inventory		333,198.87	221,148.97
Loans and Advances		2,399,561.83	19,988,732.81
Security Deposit		91,146.00	84,146.00
Cash at bank and in hand	13	2,806,385.05	2,037,690.16
		<u>5,630,291.75</u>	<u>22,331,717.94</u>
Current Liabilities	6		
Payable to Campus Development Fund		1,530,000.00	2,460,000.00
Accounts Payable		272,785.00	2,001.00
Refundable Deposits- Students		5,643,868.00	5,298,318.00
Liability for Expenses		610,598.55	478,501.50
Security Deposit		1,089,796.00	1,061,031.00
Adjustable Deposit(Students)		1,378,204.00	969,648.00
Advances(Liabilities)		309,360.00	276,000.00
		<u>10,834,611.55</u>	<u>10,545,499.50</u>
Net Current Assets		-5,204,319.80	11,786,218.44
TOTAL		428,419,280.71	391,368,635.04

For THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

MPS
(PROF. (Dr.) M.P. Singh)
VICE CHANCELLOR

N. Konar
(N. Konar)
REGISTRAR

Place: Kolkata
Date: June 12, 2008.

Signed in terms of our report of even date.
FOR D.P. SEN & CO.
Chartered Accountants

P.L. SARKAR
(P.L. SARKAR)
PARTNER
Membership No.: 51043



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
SALT LAKE CITY, KOLKATA - 700098


INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

<u>Income</u>	<u>Sch No</u>	<u>Current year</u> Rs.	<u>Previous Year</u> Rs.
Govt. Grant - Interest Component of Campus Building Loan		10619464.70	15158940.00
Students' Fee	7	35254982.03	33900080.10
Seminar and Workshop		238155.00	177677.00
Other Income	8	14290370.82	9274997.63
Convocation Fee		33750.00	150.00
Mr.K.C.Basu Memorial Lecture & Workshop Receipt		444.00	0.00
		60437166.55	58511844.73

Expenditure

Administrative Expenses	9	16781794.08	14245268.91
Educational Expenses	10	2375518.00	2370238.00
Financial Expenses	11	18825350.90	16513902.68
Maintenance Expenses	12	2920465.00	2435806.00
University Gratuity Fund		2083218.00	0.00
NRM Menon Endowment Fund Expenses		4000.00	59069.00
CWL Expenses		0.00	70000.00
Dr.D.Basu Memorial Lecture Expenses		45708.00	6305.00
Mr.G.Subramaniam Endowment Expenses		92000.00	64000.00
Mr.K.C.Basu Memorial Lecture & Workshop Expenses		0.00	41946.00
WBNUJS Lecture Series Expenses		1983.00	9648.00
Moot Court Society Expenses		4755.10	242.00
Convocation Expenses		322021.00	0.00
Gold Medal		12000.00	0.00
Excess of Income over Expenditure		16968353.47	22695419.14
		60437166.55	58511844.73

For THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

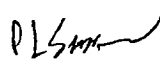

 (PROF. (Dr.) M.P. Singh)
 VICE CHANCELLOR


 (N. Konar)
 REGISTRAR

Signed in terms of our report of even date.

Place: Kolkata
 Date: June 12, 2008.

FOR D.P. SEN & CO.
 Chartered Accountants


 (P.L. SARKAR)
 PARTNER
 Membership No.: 51043

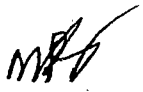


THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
SALT LAKE CITY, KOLKATA - 700098

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

Receipts	Current Year	Payments	Current Year
Opening Balance(Schedule 13)	2,037,690.16	University Funds	523,284.00
University Funds	47,757,602.00	Reserve & Surplus	6,783.00
Reserve & Surplus	3,342,500.00	Secured Loans	19,649,613.00
Advances(Liabilities)	168,360.00	Accounts Payable	105,000.00
Accounts Payable	375,784.00	Adjustable Deposit(student)	8,064,214.00
Refundable Deposits (students)	1,445,000.00	Refundable Deposits (Students)	1,096,450.00
Adjustable Deposit(Students)	8,482,770.00	Earnest Money Deposit	270,000.00
Investments	57,697,904.67	Convocation Fees	1,200.00
Accounts Receivable	75,477.00	Liability for Expenses	29,325.00
Loans and Advances (Asset)	731,104.98	Books and Periodicals	3119620.00
Books and Periodicals	2,864.00	Campus Building	264,784.00
Other Income	13,667,551.82	Campus Infrastructure	3,630,480.00
Students' Fee	35,875,472.03	Computer and Software	377,143.00
Development Fee	2,545,000.00	Furniture and Fixture	273,225.00
Convocation Fee	36,150.00	University Equipments	20,206.00
Imprest Cash	3,811.00	Investment	103,901,001.53
Earnest Money Deposit	300,000.00	Accounts Receivable	7,000.00
Seminar & Workshop Receipt	535,839.00	Loans and Advances (Asset)	3,270,748.00
Administrative Expenses	61,985.00	Other Income	34.00
Educational Expenses	8,288.00	Security Deposit (CA)	7,000.00
K.C.Basu Collection Against		Students' Fees	1,468,490.00
Expenditure	800.00	Campus Development Fee	15,000.00
Maintenance Expenses	2,070.00	Seminar & Workshop Receipt	191,505.00
		Administrative Expenses	16,320,413.98
		Educational Expenses	1,609,280.00
		Maintenance Expenses	2,845,878.00
		Payable to Campus Development Fund	2,460,000.00
		Centre for Women and Law	0.00
		Dr. D. Basu Memorial Lecture Fund	37,585.00
		Gopal Subramaniam Endowment Fund	92,000.00
		K.C.Basu Memorial Lecture &	
		Workshop Expenses	356.00
		Imprest Cash	70,498.00
		NRM Menon Endowment Fund	4,000.00
		Moot Court Society Fund	2,155.10
		Convocation Expenses	317,846.00
		University Grauity Fund	2,083,218.00
		Gold Medal Fund	12,000.00
		Staff Welfare	200,303.00
		Closing Balance(Schedule 13)	2,806,385.05
	175,154,023.66		175,154,023.66

For THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES


(PROF. (Dr.) M.P. Singh)
VICE CHANCELLOR


(N. Konar)
REGISTRAR

Signed in terms of our report of even date.

Place: Kolkata
Date: June 12, 2008

FOR D.P. SEN & CO.
Chartered Accountants


(P.L. SARKAR)
PARTNER
Membership No.: 51043



SCHEDULES TO BALANCE SHEET

Schedule No. 1

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>University Fund</u>	
Capital Fund - Land	3,177,685.00
Building Fund	30,442,991.85
Donation Fund	266,970.00
Donation Fund(Moot Court Society)	1,515,000.00
General Fund	70,300,310.44
Moot Court Society Fund	276,171.20
NUJS Provident Fund	4,905,429.83
NUJS Scholarship Fund	1,734,777.10
NUJS Staff Welfare Fund	971,438.01
Total	<u>113,590,773.43</u>

Schedule No. 2

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Reserve and Surplus</u>	
a) <u>Capital Fund</u>	
Capital Fund	20,385,408.38
Academic Development Fund	2,397,603.00
Campus Development Fund	15,108,907.00
Depreciation Fund	5,668,306.43
Depreciation Fund - Campus Building	108,188,118.45
Total	<u>151,748,343.26</u>
b) <u>Endowment Fund</u>	
Gopal Subramaniam Endowment Fund	1,182,615.67
D.D Basu Memorial Lecture Fund	932,467.95
NRM Menon Scholarship Fund on Media Law	385,671.92
K.C. Basu Memorial Lecture Fund	314,439.88
Total	<u>2,815,195.42</u>
c) <u>Other Funds</u>	
Centre for Women and Law	150,636.60
Gold Medal Fund	150,000.00
WBNUJS Shri D.S. Chimni Gold Medal Fund	3,921.00
WBNUJS Sir Asutosh Mookerjee Memorial Gold Medal Fur	5,646.00
The WBNUJS Saloni Sharma Memorial Scholarship Fund	103,845.00
WBNUJS Lecture Series Fund	313,929.00
Total	<u>727,977.60</u>
TOTAL(a+b+c)	<u>155,291,516.28</u>

Schedule No. 3

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Secured Loans</u>	
Campus Building Loan	149,533,877.00
Bank Building Loan (Corporation Bank)	3,114.00
Total	<u>149,536,991.00</u>



SCHEDULE TO BALANCE SHEET

Schedule No. 4

SCHEDULE OF ASSETS AND DEPRECIATION

Particulars	Original Cost	Additions During the Year			Deletion/	Cost	Rate %	Depreciation Block		Accumulated	W.D.V.	W.D.V.
	as on 1/4/2007	Before 30/09/2007	After 1/10/2007	Total	Transfer	as on 31/03/2008		up to 31/03/2007	For the Year	up to 31/03/2008	as on 31/03/2008	as on 31/03/2007
Land	3177685.00	0.00	0.00	0.00		3177685.00	0.00	0.00	0.00	0.00	3177685.00	3177685.00
Campus Building	239355478.00	0.00	264784.00	264784.00		239620262.00	10.00	86166367.00	15330148.30	101516535.30	138103726.70	153169091.00
Bank Building	1978226.00	0.00	0.00	0.00		1978226.00	10.00	745584.66	123364.13	868948.79	1110277.21	1233641.34
University Equipment	4333201.20	16360.00	35740.00	52100.00		4385301.20	10.00	2072565.84	228486.54	2302052.38	2083248.82	2260635.36
Hostel Equipment	1383805.42	0.00	0.00	0.00		1383805.42	10.00	643097.96	74076.75	717114.70	666690.72	740767.47
Furniture and Fixtures	8768133.49	58420.00	288685.00	345085.00		8113218.49	10.00	4028781.59	494110.44	4522892.03	4590326.46	4738851.90
Campus Infrastructure	1382248.00	2770000.00	954070.00	3724070.00		5106318.00	15.00	264304.86	654746.71	919051.67	4187266.33	1117943.04
Motor Vehicles	1049661.00	0.00	0.00	0.00		1049661.00	15.00	801078.22	37272.42	838350.64	211210.36	248482.78
Books and Periodicals	11432389.57	1666119.00	1372388.05	3038507.05		14470896.62	0.00	0.00	0.00	0.00	14470896.62	11432389.57
Computer and Software	1128767.04	9360.00	367783.00	377143.00		1503910.04	60.00	1048249.30	164261.54	1210510.84	293399.20	80517.74
Sports Material	33026.00	0.00	0.00	0.00		33026.00	60.00	32801.25	212.38	32613.63	212.38	424.75
TOTAL	274021520.72	4520259.00	3281430.05	7801689.05	0.00	281823209.77		95820590.77	17107679.20	112928269.97	168894939.80	178200929.95



SCHEDULE TO BALANCE SHEET

Schedule No. 5

Schedule of Investment

a) Fixed Deposit

<u>Name of Fund</u>	<u>Opening Balance</u> Rs.	<u>Additions</u> Rs.	<u>Adjustment</u> Rs.	<u>Closing Balance</u> Rs.
Academic Development Fund	2,000,000.00	3,000,000.00	2,000,000.00	3,000,000.00
Bank Building Construction Fund	2,500,000.00	10,000,000.00	2,500,000.00	10,000,000.00
Campus Development Fund	6,000,000.00	12,000,000.00	6,000,000.00	12,000,000.00
Depreciation Fund	11,275,000.00	46,036,398.00	11,311,398.00	46,000,000.00
NUJS Provident Fund	1,200,000.00	3,500,000.00	1,200,000.00	3,500,000.00
Refundable Deposits	3,000,000.00	3,500,000.00	3,000,000.00	3,500,000.00
Bank Building Rent Deposit	240,000.00	0.00	0.00	240,000.00
Saloni Sharma Memorial Scholarship Fund (FD)		105,000.00		105,000.00
WBSEB Bank Guarantee	566,500.00	0.00	0.00	566,500.00
Total	26,781,500.00	78,141,398.00	26,011,398.00	78,911,500.00

b) GOI Bond

D. Basu Memorial Lecture Fund	900,000.00	0.00	0.00	900,000.00
Depreciation Fund	42,518,000.00	0.00	0.00	42,518,000.00
Gold Medal Fund (SRRK Sharma)	100,000.00	0.00	0.00	100,000.00
Gold Medal Fund - Shri Gopal Subramaniam	50,000.00	0.00	0.00	50,000.00
Gopal Subramaniam Endowment Fund	1,160,000.00	0.00	0.00	1,160,000.00
K.C. Basu Lecture Fund	300,000.00	0.00	0.00	300,000.00
NRM Menon Scholarship on Media Law	300,000.00	0.00	0.00	300,000.00
NUJS Scholarship Fund	1,640,000.00	0.00	0.00	1,640,000.00
Total	46,968,000.00	0.00	0.00	46,968,000.00



Schedule of Investment (contd.)

c) CLSB Deposits

<u>Name of Fund</u>	<u>Opening Balance</u> Rs.	<u>Additions</u> Rs.	<u>Adjustment</u> Rs.	<u>Closing Balance</u> Rs.
Centre for Human Rights and Citizenship Studies	32,018.07	34,223.00	32,018.07	34,223.00
Centre for Women and Law	55,513.00	59317	55,513.00	59,317.00
Dr. D. Basu Memorial Lecture Fund	91,627.01	127,506.03	91,627.01	127,506.03
Depreciation Fund	9,054,273.02	8,226,688.00	9,054,273.02	8,226,688.00
NRM Menon Scholarship on Media Law	124,889.21	39,874.79	0.00	164,764.00
NUS Building Construction	1,304,496.01	204,640.00	1,304,496.01	204,640.00
NUS Campus Development Fund	2,377,733.02	606,275.13	2,377,733.02	606,275.13
NUS Moot Court Society Fund	284,974.02	317,488.02	284,974.02	317,488.02
NUS Provident Fund	2,703,486.01	1,748,244.02	2,703,486.01	1,748,244.02
NUS Staff Welfare Fund	605,040.04	671,323.04	605,040.04	671,323.04
Refundable Deposits	829,066.00	568,208.01	829,066.00	568,208.01
WBNUS Account	5,171,278.45	4,361,103.21	5,171,278.45	4,361,103.21
WBNUS Students Fee Account	9,177,002.02	8,831,111.28	9,177,002.02	8,831,111.28
<u>Total</u>	<u>31,811,395.88</u>	<u>25,796,001.53</u>	<u>31,686,506.67</u>	<u>25,920,890.74</u>
<u>Grand Total</u>	<u>105,560,895.88</u>	<u>103,937,399.53</u>	<u>57,697,904.67</u>	<u>151,800,390.74</u>



SCHEDULE TO BALANCE SHEET

Schedule No. 6

Particulars

Amount (Rs.)

a) Current Assets

Inventory	333,198.87
Loans and Advances	2,399,561.83
Security Deposit	91,146.00
Cash at bank and in hand	2,806,385.05
Total	5,630,291.75

b) Current Liabilities

Payable to Campus Development Fund	1,530,000.00
Accounts Payable	272,785.00
Refundable Deposits- Students	5,643,868.00
Liability for Expenses	610,598.55
Security Deposit	1,089,796.00
Adjustable Deposit (Students)	1,378,204.00
Advances (Liabilities)	309,360.00
Total	10,834,611.55



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

SCHEDULE TO INCOME AND EXPENDITURE ACCOUNT

Schedule No. 7

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Students' Fee</u>	
Tuition Fee	23,323,762.03
Admission Fee	144,000.00
Room Rent	5,000,000.00
Computer Fee	1,518,000.00
Dessertation Fee	4,000.00
Re-evaluation Fee	154,000.00
Re-registration Fee	276,300.00
Library Fee	2,525,000.00
Late Fine	52,800.00
Placement fee	178,500.00
Scrutiny Fee	1,200.00
Student Welfare Fee	1,518,000.00
Examination Fee	518,000.00
Miscellaneous	41,420.00
TOTAL	35,254,982.03

Schedule No. 8

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Other Income</u>	
Application Form	0.00
Question Paper	105,900.00
Rent - Bank Building	480,000.00
License Fee	7,174.00
Bulletin	8,700.00
Miscellaneous (WBNUJS)	460,806.00
Interest - Bank Accounts	9,556,318.82
Interest - GOI Bonds	3,671,122.00
Water Tax Recovery	350.00
TOTAL	14,290,370.82



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

SCHEDULE TO INCOME AND EXPENDITURE ACCOUNT

Schedule No. 9

Particulars

Amount (Rs)

Administrative Expenses

Salary - Academic	6,572,135.00
Salary - Administration	4,720,236.00
Salary - Library	1,097,124.00
Healthcare Expenses	298,185.00
Convocation Expenses	0.00
Meeting Expenses	280,960.00
Rent	376,000.00
Electricity	967,559.00
Telephone and Fax	734,643.00
Insurance	104,940.00
Travelling	247,005.00
Advertisement & Publicity	26,063.00
Postage and Courier Expenses	82,742.00
Printing and Stationery	353,779.85
Opening Stock	Rs. 221148.97
Add : Additions	Rs. 465829.75
	Rs. 686978.72
Less : Closing Stock	Rs. 333198.87

P.F.- Employer's Contribution	558,494.00
Hospitality	30,195.25
Audit Fees	28,090.00
Miscellaneous	303,642.98
TOTAL	16,781,794.08



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

SCHEDULE TO INCOME AND EXPENDITURE ACCOUNT

Schedule No. 10

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Educational Expenses</u>	
Academic Expenses	1,034,372.00
Admission Expenses	91,369.00
Student Activities	1,022,255.00
Scholarship and Economic Support	115,000.00
Legal Services Clinic	17,697.00
Seminar and Workshop	94,825.00
TOTAL	<u>2,375,518.00</u>

Schedule No. 11

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Financial Expenses</u>	
Depreciation - Other Assets	1,777,530.90
Interest - Bank Building Loan	10,303.00
Interest - Campus Building Loan	<u>17,037,517.00</u>
TOTAL	<u>18,825,350.90</u>

Schedule No. 12

<u>Particulars</u>	<u>Amount (Rs.)</u>
<u>Maintenance Expenses</u>	
Campus Maintenance	2,235,225.00
IT Infrastructure Maintenance	315,742.00
Equipment Maintenance	11,124.00
Vehicle Maintenance	<u>358,374.00</u>
TOTAL	<u>2,920,465.00</u>



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

SCHEDULE OF CASH AND BANK BALANCES

Schedule No. 13

Cash and Bank Balances

A Bank Balance in Term Deposit with Corporation Bank, NUJS Branch, LB Block Salt Lake

<u>Sl. No</u>	<u>Description</u>	<u>A/C No</u>	<u>31.03.2008 (Rs.)</u>	<u>31.03.2007 (Rs.)</u>
1	WBNUJS Academic Development Fund	SB 854	546529	266,131.00
2	WBNUJS (Main)	CLSB 02/2002	10518.05	10,598.18
3	WBNUJS Building Construction	CLSB 04/2002	10387.09	10,911.07
4	WBNUJS Campus Development Fund	CLSB 94/2003	10912.92	10,631.24
5	WBNUJS Centre for HR & C Studies	CLSB 01/40026	10875.67	7,409.17
6	WBNUJS Centre for Women & Law	CLSB 98/2003	10839.07	10,656.07
7	WBNUJS D.Basu Lecture Fund	CLSB 22/2004	10073.43	10,298.87
8	WBNUJS Depreciation Fund	CLSB 07/2002	10038.91	10,739.26
9	WBNUJS Gold Medal Fund	SB 2394	14116.95	13,736.95
10	WBNUJS Hostel Welfare (Adj. Deposit)	SB 3495	1478175	990,867.00
11	WBNUJS G.S Endowment Fund	SB 2270	111911.67	108,690.67
12	WBNUJS K.C.Basu Lecture Fund	SB 2269	45201.88	19,695.88
13	WBNUJS Lecture Series Fund	SB 2539	333912	325,638.00
14	WBNUJS Moot Court Society Fund	CLSB 25/2002	10768.39	10,359.49
15	WBNUJS NRM Menon Fund for Media Law	CLSB 10/2002	10186.81	10,034.71
16	WBNUJS Provident Fund	CLSB 07/2004	10563.63	10,816.62
17	WBNUJS Refundable Deposit	CLSB 95/2003	10504.6	10,509.86
18	WBNUJS Saloni Sharma Memorial Scholarship Fund	SB 3592	550	88,154.00
19	WBNUJS Scholarship Fund	CLSB 06/2002	114963.5	81,930.50
20	WBNUJS Shri D.S. Chinni Gold Medal Fund	SB 2805	4421	8,201.00
21	WBNUJS Sir Ashutosh Mookherjee Memorial Gold Medal Fund	SB 2895	5765	668.00
22	WBNUJS Staff Welfare Fund	CLSB 05/2002	10858.6	10,342.13
23	WBNUJS Students' Fee Account	CLSB 01/2002	10134.88	10,421.49
24	WBNUJS Dharma Singh Memorial Gold Medal Fund	SB 01/004104	10117	0.00
			2,802,325.05	2,037,441.16

B. Cash Balance

Grand Total (A+B)

2,806,385.05

2,037,690.16



**The W.B. National University of Juridical Sciences
Ford Chair on Human Rights and Citizenship Studies**

**Ford Foundation Grant of \$2, 50,000 (Grant No : 1040 1218)
Statement of Accounts (UNAUDITED)
for the period 01.04.2007 to 31.03.2008**

Receipt & Payment Account

Date	Receipts	Amount (Rs.)	Date	Payments	Amount (Rs.)
01.04.2007	Opening Balance at Bank	1353828		By Salaries	223333
				By Investment	220000
				By Travel	0
				By Training	9874
				By Publication	0
				By Sundries	6000
	Interest on investments	923350	31.03.2008	Closing Balance at Bank	1817971
		2277178			2277178

Income & Expenditure Account

Expenditure	Amount(Rs.)	Income	Amount (Rs.)
Salaries	223333	Interest on investments	923350
Investment	220000		
Travel	0		
Training	9874		
Publication	0		
Sundries	6000		
Excess of Income over Expenditure	684143		
	923350		923350

**Balance Sheet
as on 31.03.2008**

Liabilities	Amount (Rs.)	Assets	Amount (Rs.)
Ford Chair Fund	12464828	Investments (8% GOI Bonds)	11331000
Excess of Income over Expenditure	684143	Balance at Bank	1817971
	13148971		13148971

**For D.P. Sen & Co.
Chartered Accountants**

P.L. SARKAR
**(P.L. SARKAR)
PARTNER
Membership No. 51043**



(D. KANUNJNA)
**(D. KANUNJNA)
ACCOUNTS OFFICER**

Schedule No. 14

NOTES ON ACCOUNTS:

A. Accounting Policies:

1. The Accounts of the year are prepared on the basis of cost and with the fundamental assumption of going concern concept.
2. Items of Expenditure are recognised on accrual basis. Incomes are recognised on cash / actual basis.
3. Expenses for Employees' Benefit are recognised on accrual basis except for Gratuity and Leave Encashment
4. Government Grants received till 31st March 2008 towards payment of Campus Building Loan are accounted for in compliance with Accounting Standard – 12 issued by ICAI. For this purpose depreciation on Campus Building is adjusted against Building Fund Account.
5. All the depreciable fixed assets are shown at their original cost. Consequently, the accumulated depreciations are reflected through Depreciation Fund account.
6. Depreciation is provided on all depreciable assets applying rates as per Income Tax Act 1961.
7. The value of inventory is recognised at cost price following weighted average method of valuation of closing stock.



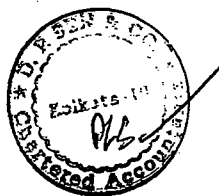
continued.....

B. Notes on Accounts:

1. **Contingent Liability:**
 - a. Claim of Bidhannagar Municipality towards Property Tax & Service Tax which is being negotiated.
 - b. An amount of Rs.5,59,537/- being Electricity charges remained unsettled and unreconciled with NITTTR as on 31.03.2008.
2. Figures of previous years have been regrouped and rearranged, where necessary.
3. No depreciation has been provided on the Library Books and Periodicals.
4. The University received a grant of \$ 250000 (Rs 10935000) from the Ford Foundation in March 2005 as tie-off support to create an endowed Chair on "Human Right and Citizenship Studies". The accounts of the Fund, maintained separately as per requirement of the funding agency, were audited by the Statutory Auditors. A copy of the audited accounts is annexed hereto.

For THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES


(PROF.(DR.)M.P.SINGH)
VICE CHANCELLOR




(N.KONAR)
REGISTRAR

Date: June 12, 2008

THE WB NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Annual Accounts 2007-08

Explanatory Memorandum

The Annual Accounts of The W.B. National University of Juridical Sciences, Kolkata for the year 2007-08 were prepared under the direction of the Executive Council and were audited by the Statutory Auditors M/s. D.P. Sen and Co., Chartered Accountants, Kolkata. The Accounts comprised Receipts and Payments Account and Income Expenditure Account of the University for the year ended 31st March 2008 and a Balance Sheet as at that date. According to the Auditors, these accounts give a true and fair view of the affairs of the University.

The University is presently functioning at its full strength from its own building. While basic infrastructure is in place, the University is in the process of building up essential support services for lifting up the academic standards and improving campus facilities.

This is the ninth accounting year of the University. Over the past years, the financial position of the University has witnessed progressive growth, as could be seen from the comparative study tabulated in Annexure "A".

Some of the salient aspects are mentioned briefly:

- A. The Government of West Bengal is extending full financial support for repayment of the loan availed for construction of the Campus. However, for meeting its academic, administrative and other expenses, the University has neither sought nor received any maintenance grant from the Government of West Bengal since 2003-2004.
- B. Accumulations in various funds of the University at the end of 2007-08 aggregated to Rs.26.89 crores, an improvement of Rs. 4.02 crores over the previous year.
- C. Value of fixed assets at cost including buildings stood at Rs. 28.18 crores. Investment of funds, mainly the Government of India Bonds, increased from 1055.61 lakhs in 2006-07 to Rs. 1518 lakhs in 2007-08.
- D. Total amount of fees received from students during 2006-07 was Rs. 352.54 lakhs, an improvement of Rs. 13.54 lakh over the previous year. Interest and other income have increased from Rs. 92.74 lakhs in 2006-07 to Rs. 142.90 lakhs in 2007-08.
- E. Running expenses of the University, excluding the amount of interest on Campus loan of Rs. 170.37 lakhs, which was substantially met out of the Government Grant, was Rs. 238.66 lakhs. Considering the multifarious activities carried out during the year, the expenditure may be held as modest.

Comparative Projection of Financial Status 2000-01 to 2007-08

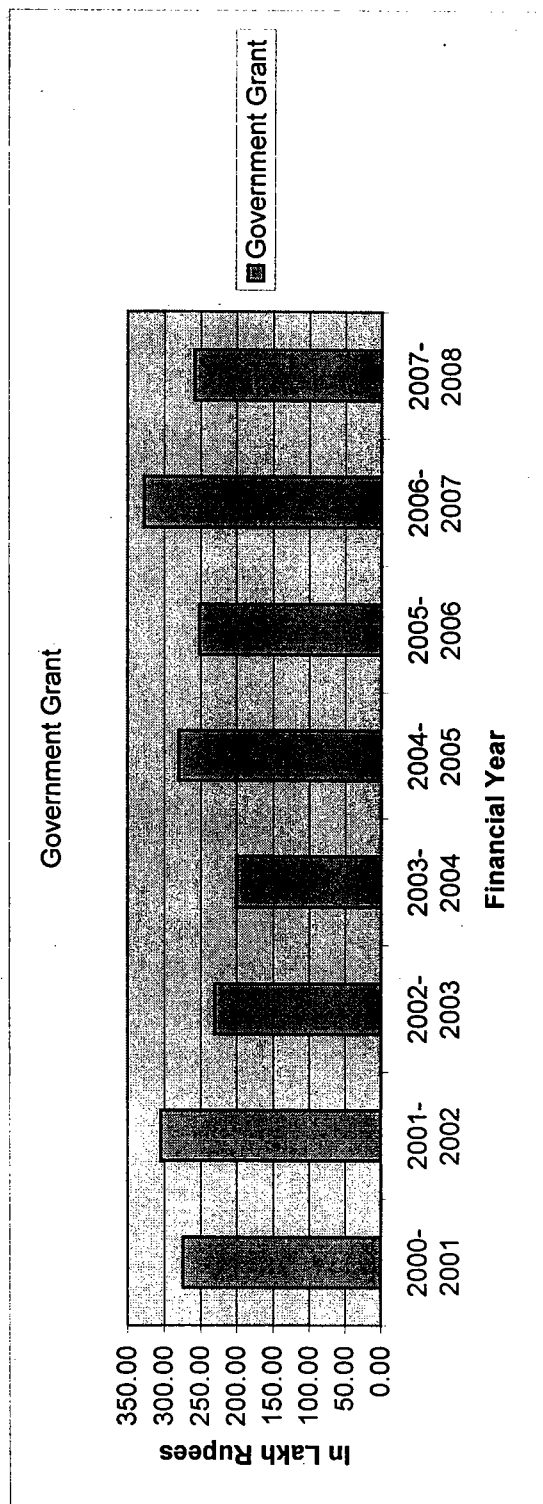
Annexure "A"

Sl. No.	Details	2000-2001 (Rs. in lakhs)		2001-2002		2002-2003		2003-2004		2004-2005		2005-2006		2006-2007		2007-2008	
		Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)	Rs. in lakhs	Growth % (A)
1	Government Grant																
	a) Maintenance	94.70	10.88	105.00	10.88	130.00	37.28	0.00	-100.00	0.00	-100.00	0.00	-100.00	0.00	-100.00	0.00	-100.00
	b) Construction of Campus	179.95	11.14	200.00	11.14	100.00	-44.43	200.00	11.14	280.00	55.60	252.00	40.04	327.00	81.72	259.00	43.93
	Total	274.65	11.05	305.00	11.05	230.00	-16.26	200.00	-27.18	280.00	1.95	252.00	-8.25	327.00	19.06	259.00	-5.70
2	Funds																
	a) University Fund	311.32	84.12	573.19	84.12	754.51	142.36	954.51	206.60	749.72	140.82	776.42	149.40	942.38	202.70	1135.91	264.87
	b) Capital Fund	12.89	126.38	29.18	126.38	31.04	140.81	68.19	429.07	137.94	970.13	203.85	1481.46	203.85	1481.46	203.85	1481.46
	c) Depreciation Fund	11.99	90.16	22.80	90.16	137.16	1043.95	352.48	2639.78	583.44	4766.06	784.51	6443.04	967.49	7969.14	1138.56	9395.91
	d) Development and other Funds	0.00		34.73		73.09		109.22		123.90		172.90		173.78		210.50	
	Total	336.20	96.28	659.90	96.28	995.80	196.19	1484.40	341.52	1595.00	374.42	1937.68	476.35	2287.50	580.40	2688.82	699.77
3	Assets																
	a) Fixed Assets (B)	225.40	993.75	340.88	340.88	2177.32	865.98	2448.44	986.26	2649.93	1075.66	2685.19	1091.30	2740.22	1115.71	2818.23	1150.32
	b) Investments	11.32	220.29	1846.02	1846.02	399.26	3427.03	564.72	4888.69	729.74	6346.47	904.85	7893.37	1055.61	9225.18	1518.00	13309.89
	c) Current Assets	125.82	97.06	22.86	-22.86	155.96	23.95	66.37	-47.25	67.17	-46.61	103.24	-17.95	223.32	77.49	56.30	-55.25
	Total	362.54	1311.10	261.64	261.64	2732.54	653.72	3079.63	749.43	3446.84	850.75	3693.28	918.72	4019.15	1008.61	4392.53	1111.60
4	Revenue																
	a) Fees	50.17	70.84	41.20	41.20	102.03	103.37	185.65	270.04	231.37	361.17	226.37	351.21	339.00	575.70	352.54	602.69
	b) Interest and other incomes	3.82	7.71	101.83	101.83	41.61	989.27	37.00	868.59	44.81	1073.04	86.27	2158.38	94.53	2374.61	142.90	3640.84
	Total	53.99	78.55	45.49	45.49	143.64	166.05	222.65	312.39	276.18	411.54	312.64	479.07	433.53	702.98	495.44	817.65
5	Running Expenses																
	a) Administrative Expenses	52.57	59.74	13.64	13.64	52.54	-0.06	74.17	41.09	102.20	94.41	148.10	181.72	142.45	170.97	167.81	219.21
	b) Maintenance Expenses	8.97	9.71	8.25	8.25	13.44	49.83	16.63	85.40	19.43	116.67	18.36	104.68	24.36	171.57	29.20	225.53
	c) Educational Expenses	11.63	9.39	-19.26	-19.26	9.58	-17.63	13.26	14.02	19.14	64.57	22.03	89.42	23.70	103.78	23.75	104.21
	d) Financial Expenses (C)	0.00	28.72			48.97		189.43		164.04		155.94		165.14		188.25	
	Total	73.17	107.56	47.00	47.00	124.53	70.19	293.49	301.11	304.81	316.58	344.43	370.73	365.65	388.06	408.01	458.99

NOTE: (A) Growth projection on Base Year 2000-2001
 (B) Value of assets, including buildings, at cost.
 (C) Interest on loan for construction of buildings.

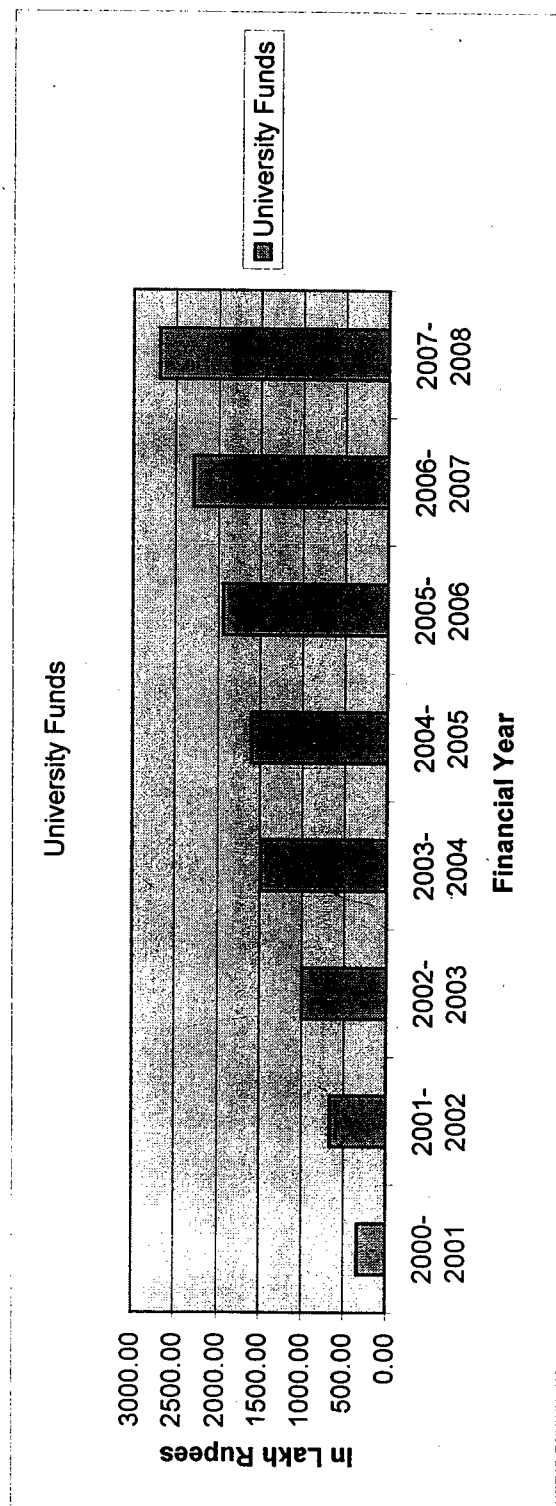
Comparative Projection of Financial Status 2000-01 to 2007-08

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Government Grant	274.65	305.00	230.00	200.00	280.00	252.00	327.00	259.00



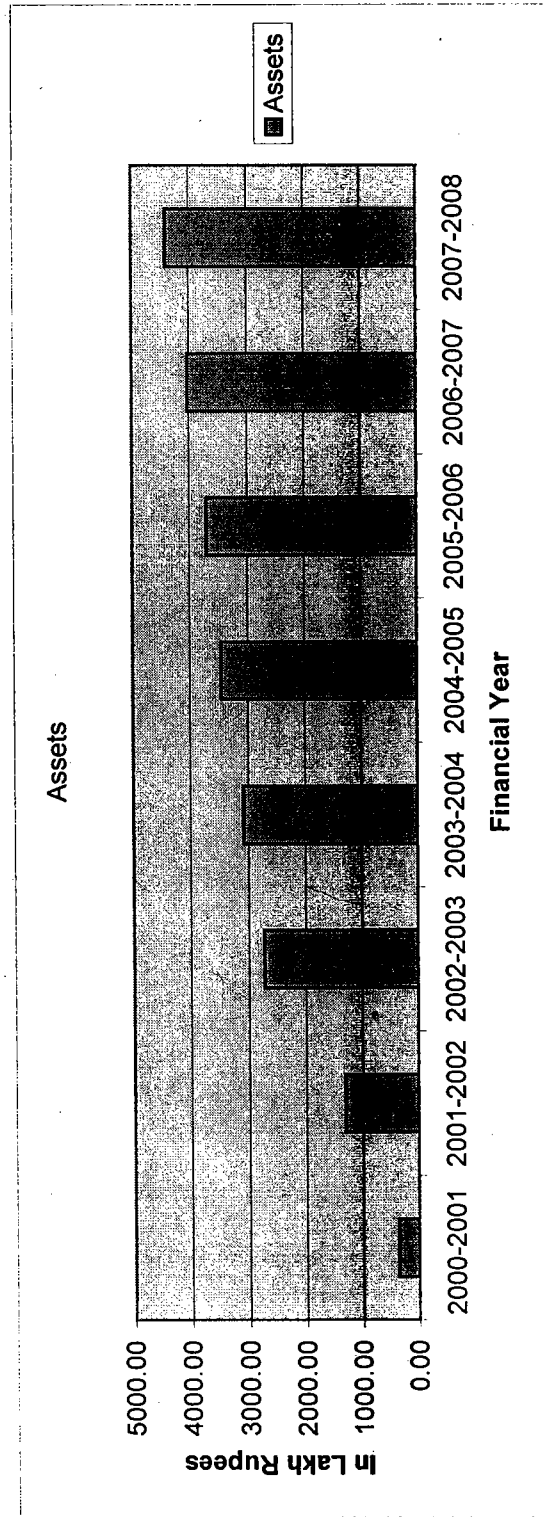
Comparative Projection of Financial Status 2000-01 to 2007-08

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
University Funds	336.20	659.90	995.80	1484.40	1595.00	1937.68	2287.50	2688.82



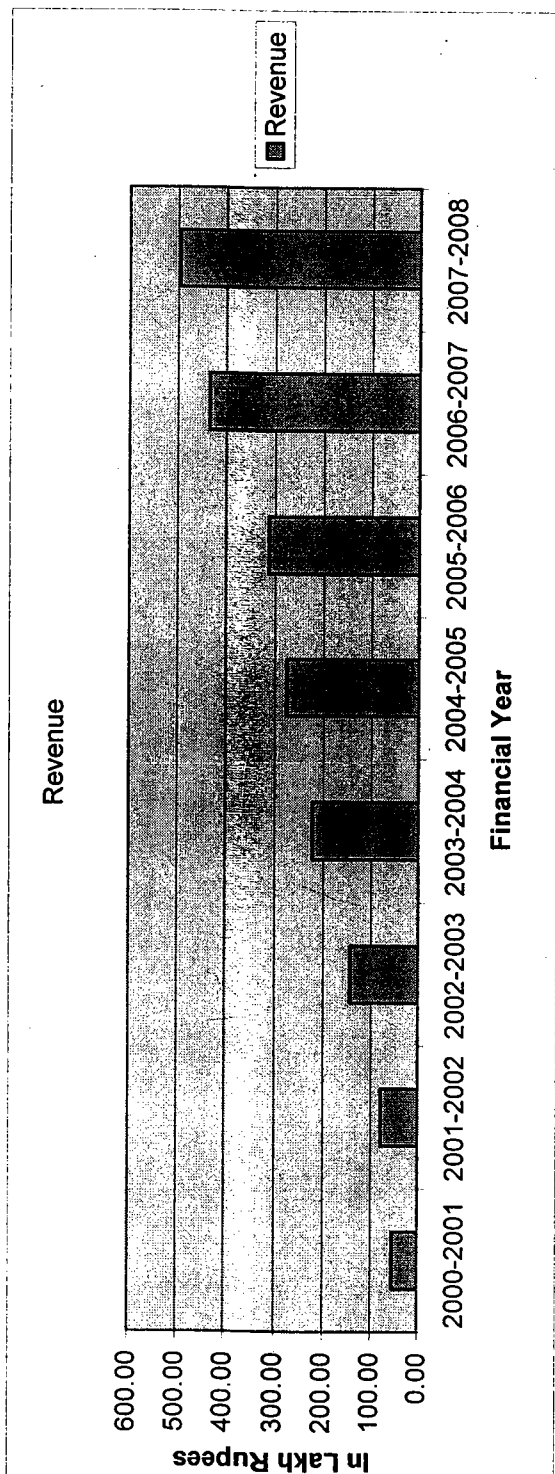
Comparative Projection of Financial Status 2000-01 to 2007-08

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Assets	362.54	1311.10	2732.54	3079.53	3446.84	3693.28	4019.15	4392.53



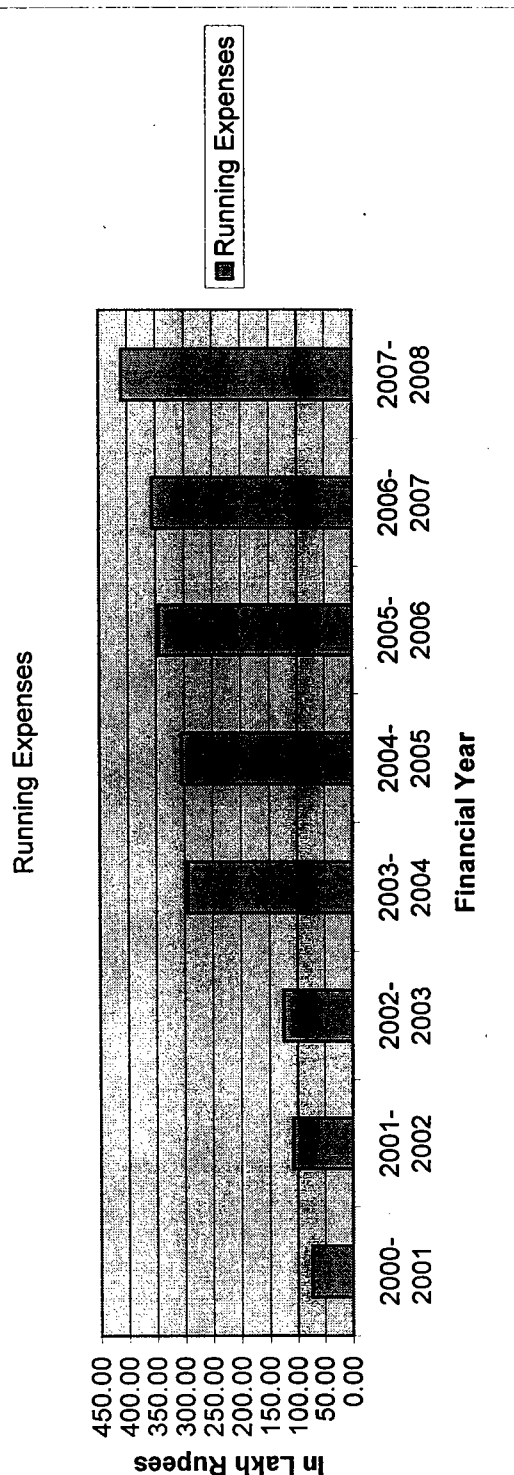
Comparative Projection of Financial Status 2000-01 to 2007-08

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Revenue	53.99	78.55	143.64	222.65	276.18	312.64	433.53	495.44



Comparative Projection of Financial Status 2000-01 to 2007-08

	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Running Expenses	73.17	107.56	124.53	293.49	304.81	344.43	355.65	409.01



Agenda Item No:7

Annual Report of the University for the period 2007-2008

A draft Annual report for the period of 2007-2008 is enclosed as Annexure 7A for consideration.
Annual report attached with Agenda separately.

Submitted for consideration.

Agenda Item No:8

UGC Regulation on minimum qualification for appointment & Career Advancement of Lecturers, Readers & Professors in the University

The University proposes to implement the revised UGC regulations for the appointment and Career Advancement Scheme of Lecturers, Readers and Professors. Details of regulations regarding qualification for the appointment and Career advancement is given in Annexure 8A.

The matter was placed in the 12th meeting of the Academic Council dated 26/7/2008. The Academic Council has recommended the implementation of the UGC regulations.

Submitted for directions.

Dr. (Mrs.) Pankaj Mittal

DEPUTY SECRETARY

Phone No. 3232055

GRAMS - UNGRAMS

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110002

D.O.No. F3-1/2000(PS)

4th April, 2000

Sub : UGC Regulations on minimum qualifications for appointment and Career Advancement of Lecturers, Readers and Professors in the Universities and Colleges.

Dear Sir/Madam,

In supersession of UGC Regulation No.F-1-11/87 (CIP-II) dated 19th September, 1991 and Notification No. F.3-1/94 (PS) dated 24th December, 1998, the UGC had made the Regulations for minimum qualifications required for the appointment and career advancement of teachers in universities and institutions affiliated to it.

The Regulations have been sent to Assistant Controller (Commercial), Government of India, Department of Publication, (Urban Development and Employment) Civil Lines, Delhi, for publication in the Gazette of India.

The provision contained in the UGC Notification of 24th December, 1998 mentioning that it would be optional for the university to exempt Ph. D. degree holders from NET or to require NET in their case as a desirable or essential qualification for appointment as lecturer has been withdrawn. NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph. D. degree. However, the candidates who have completed M.Phil. degree or have submitted Ph. D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET examination.

The proviso in the Regulation, 1991 which reads as follows :

Provided that any relaxation in the prescribed qualifications can only be made by a University in regard to the posts under it or any of the institutions including constituent or affiliated colleges recognised under clause (i) of Section 2 of the aforesaid Act or by an institution deemed to be a university under Section 3 of the said Act with the prior approval of the University Grants Commission.

has been dropped and is replaced by the following proviso :-

Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only (This relaxation, if allowed, would be given based on sound justification and would apply to affected Universities for that particular subject for the specified period. No individual applications would be entertained.)

The Regulations issued by the UGC are mandatory in nature and all the universities are advised to strictly comply with them. It shall be necessary for the universities and the management of colleges to make the necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate these Regulations.

A copy of the Regulations is enclosed for information and necessary action. It is requested that the contents of the above letter may be brought to the notice of the colleges affiliated to your university.

Receipt of this letter may please be acknowledged

With regards,

Yours sincerely,

PANKAJ MITTAL

To,

The Registrar

**UGC Regulations, 2000 regarding Minimum
Qualifications for Appointment and Career Advancement
of Teachers in Universities and Colleges.**

*To be published in the Gazette of India
Part III Sector 4*

**University Grants Commission
Bahadur Shah Zafar Marg
New Delhi - 110002**

March, 2000

No. F.3-1/2000(PS)

NOTIFICATION

In exercise of the powers conferred by clause (e) and (g) of sub-section (1) of Section 26 read with Section 14 of University Grants Commission Act, 1956 (3 of 1956), and in supersession of the Regulations issued under University Grants Commission letter No.F.1-93/74 (CPP) Part (v) dated 13th June, 1983 and No.F.1-11/87 (CPP-II) dated 19th September, 1991 and Notification No.1-93/74 (CP) dated 19th February, 1985, 26th November, 1985 and No.F3-1/94 (PS) dated 24th December, 1998, the University Grants Commission hereby makes the following regulations, namely :-

1. *Short Title, application and commencement*

- (i) These regulations may be called the University Grants Commission (minimum qualifications required for the appointment and career Advancement of teachers in Universities and institutions affiliated to it) Regulations, 2000.
- (ii) They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognised by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institution deemed to be a university under Section 3 of the said Act.
- (iii) They shall come into force with immediate effect.

2. *Qualifications :*

No person shall be appointed to a teaching post in university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a university under Section 3 of the said Act in a subject if he/she does not fulfil the requirements as to the qualifications for the appropriate subjects as provided in the Annexure.

Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only. (This relaxation, if allowed, would be given based on sound justification and would apply to affected Universities for that particular subject for the specified period. No individual applications would be entertained.)

Provided further that these regulations shall not be applicable to such cases where selections of the candidates having had the then requisite minimum qualification as were existing at that time through duly

constituted Selection Committees for making appointments to the teaching posts have been made prior to the enforcement of these regulations:

3. Consequences of failure of universities to comply with recommendations of the Commission, as per provisions of Section 14 of the University Grants Commission Act, 1956:

If any university grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provisions of that sub-section or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) or clause (g) of sub-section (2) of Section 25 or of any regulations made under clause (c) or clause (g) of sub-section (1) of Section 26, the Commission after taking into consideration the clause, if any, shown by the university for such failure or contravention, may withhold from the university the grants proposed to be made out of the Fund of the Commission.

(R.P. Gangurde)

Secretary

To.

The Assistant Controller
Publication Division
Government of India,
Urban Development Ministry,
Civil Lines,
Delhi - 110054

Minimum qualifications for the post of Professors, Principals, Readers and lecturers in subjects other than Fine Arts, Management, Engineering and Technology in Universities or Colleges for appointment of persons through open advertisement and for their Career Advancement.

1.0.0 DIRECT RECRUITMENT

1.1.0 Principal (Professor's Grade)

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F.
2. Ph. D. or equivalent published work.
3. Total experience of 15 years of teaching / Research in Universities / Colleges and other institutions of higher education,

1.2.0 Principal (Reader's Grade)

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F.
2. Ph. D. or equivalent published work
3. Total experience of 10 years of teaching / Research in Universities / Colleges and other institutions of higher education

1.3.0 HUMANITIES, SOCIAL SCIENCES, SCIENCES, COMMERCE, EDUCATION, PHYSICAL EDUCATION, FOREIGN LANGUAGES AND LAW.

1.3.1 Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level Institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

1.3.2 Reader

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

1.3.3 Lecturer

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with

latter grades O, A, B, C, D, E and F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign university.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

Note:- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET examination.

1.4.0 JOURNALISM AND MASS COMMUNICATION

1.4.1 Professor

An eminent scholar with published work of high quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the university/national level institution including experience of guiding research at doctoral level in Communication/Journalism.

1.4.2 Reader

Essential

1. P.H. degree in Communication/Mass Communication/Journalism from an Indian University or an equivalent degree from a foreign university.

OR

Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an equivalent grade) at Master's level in the subject.
3. Eight years experience of teachers and/or research including up to three years for research degree and having made a mark in the area of scholarship as evidenced by quality of publications, contribution to education innovation, design of new courses and curricula.

OR

10 years full time work experience in any area of Mass Communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established Industrial and Commercial Houses)

1.4.3 Lecturer

Good academic record with at least 55% marks (or a equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign university/recognised institution in Communication/Mass Communication/Journalism. Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by the UGC.

Note:- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET examination

Desirable

1. Ph.D. degree in Communication/Mass Communications/Journalism from an Indian university or an equivalent degree from a foreign university
2. Two years full time teaching /research/ experience in any area of Mass Communication (News papers accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation officers of the Governments, Public Sector Undertaking and established Industrial and Commercial Houses).

1.5.0 SOCIAL WORK

1.5.1 Professor

An eminent scholar with published work of high quality actively engaged in research with ten years experience in post-graduate teaching and/or research at the University/national level institution including experience of guiding research at doctoral level in Social Work.

1.5.2 Reader

Good academic record with a doctoral degree or equivalent published work. Evidence of being activity engaged in (1) research or (2) innovation in teaching method or (3) production of teaching materials. Possess at least 55% marks or an equivalent grade at Master's degree level.

About eight years experience of teaching and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

1.5.3 Lecturer

Good academic record with at least 55% of the marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or Foreign University. Candidates, besides fulfilling the above qualification should have cleared National Eligibility Test for lecturers (NET) conducted by UGC or similar test accredited by the UGC.

Note:- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. in the concerned subject thesis up to 31st December, 1993, are exempted from appearing in the NET examination.

1.6.0 MUSIC

1.6.1 Lecturer

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

Note:- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December, 1993, are exempted from appearing in the NET examination.

2.0.0 CAREER ADVANCEMENT

2.1.0 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil. and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

2.1.2 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

2.1.3 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

SEVEN POINT SCALE

Grade	Grade Point	Percentage Equivalent
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0.0-0.49	0-24

2.1.4 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

2.2.0 LECTURER (SENIOR SCALE)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has

- Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.
- Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course)
- Consistently satisfactory performance appraisal reports.

2.3.0 Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

2.4.0 READER (PROMOTION)

2.4.1 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has

- (i) Completed 5 years of service in the Senior Scale,
- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- (v) possesses consistently good performance appraisal reports.

2.4.2 Promotion to the Post of Reader will be through a process of selection by a Selection committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

2.5.0 PROFESSOR (PROMOTION)

In addition to the sanctioned position of professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

2.6.0 The Selection Committee for promotion to the post of professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following

- a) Self-appraisal reports (required)
- b) Research contribution/books/articles published
- c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application

- d) Seminars/Conferences attended

e) Contribution to teaching/academic environment/institutional corporate life.

f) Extension and field outreach activities

2.7.0 The requirement of participation in orientation/refresher courses/ summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade). *Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.*

The requirement for completing these courses would be as follows :

- i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade)
- iii) The senior teachers like Reader/Lecturers (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion selection to higher level or attend refresher courses to be offered by ASCs for this level

2.8.0 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

3.0.0 SELECTION COMMITTEES RECOMMENDED BY THE UGC

3.1.0 Lecturer in a Private College

- 1) Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
- 2) The principal of the concerned College
- 3) One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher
- 4) Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
- 5) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice Chancellor.

For Government Colleges, the State Public Service Commissions must invite three subject experts for whom the State Public Service Commissions will involve the University in the selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.

The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

3.2.0 FOR THE POST OF UNIVERSITY LECTURER

At the University level, all selections must be done within the system with the Vice Chancellor as the Head of the Selection Committee

1. The Vice Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice Chancellor and approved by the Executive Council/Syndicate.
3. Dean of the concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Visitor/Chancellor

The quorum should be four, out of which at least two outside subject experts must be present

3.3.0 FOR THE POST OF READER

The process of selection should involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition :-

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice Chancellor and approved by the Executive Council/Syndicate
4. Dean of the Faculty.
5. Head/Chairperson of the Department

At least four members, including two outside experts, must constitute the quorum

3.4.0 FOR THE POST OF PROFESSOR

The process of selection should involve inviting the bio data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of a Reader.

It may be ensured that the process of selection in every case is transparent and credible

In the case of posts of Readers and Professors in Colleges, besides the Chairperson Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of whom will be the Dean of College or equivalent position in the University, who will substitute the Visitor's nominee and the VC should be substituted by the VC's nominee

3.5.0 FOR THE POST OF PRINCIPAL

1. Chairperson of the Governing Board as Chairperson
2. One member of the Governing Board to be nominated by the Chairperson
3. Two Vice Chancellor's nominees, out of whom one should be an expert.

4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice Chancellor

At least four members, including two experts, should constitute the quorum.

The process of selection should involve the following -

- a) Assessment of aptitude for teaching and research
- b) Ability to communicate clearly and effectively
- c) Ability to analyse and discuss
- d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible

Notes :

- 1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
- 2) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991
- 3) B in the 7 point scale with letter grade O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the grading system is followed
- 4) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject up to 31st December 1991 are exempted from appearing in the NET examination
- 5) The minimum requirement of 55% shall not be insisted upon for Principals professors Readers Registrars, Deputy Registrars, Librarians, Deputy Librarians, Directors of Physical Education and Deputy Directors of Physical Education, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, assistant Registrars, Assistant Librarians Assistant Directors of Physical Education
- 6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JET examination conducted by UGC/A.S.P. only prior to 1989, when the minimum marks required to appear for JET exam were 50%

**University Grants Commission (Minimum Qualifications
required for the appointment and Career Advancement of
teachers in universities and institutions affiliated to it) (1st
Amendment) Regulations 2002**

To be published in the Gazette of India
Part III, Section - 4.

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

F-1-1/2002(PS) Exemp.

31st July, 2002

NOTIFICATION

In exercise of the powers conferred by clause (e) & (g) of sub-section (1) of Section 26 read with Section 14 of University Grants Commission Act, 1956 (3 of 1956), and in supersession of the Regulations issued under University Grants Commission letter No.F.1-93/74(CPP) Part (v) dated 13th June, 1983, No.F.1-11/87(CPP-II) dated 19th September, 1991 and No. F.1-11/87(CPP) dated 21st June 1995 and Notification No. 1-93/74(CP) dated 19th February, 1985, 26th November, 1985 and No.F.3-1/94(PS) dated 24th December, 1998 and UGC Regulations No.F.3-1/2000(PS) dated 4.4.2000, the University Grants Commission hereby makes the following Regulations to amend the University Grants Commission (Minimum Qualifications required for the appointment and Career Advancement of teachers in universities and institutions affiliated to it) Regulation, 2000, namely:-

1. Short Title, Application and Commencement.
 - (i) These regulations may be called University Grants Commission (Minimum Qualifications required for the appointment and Career Advancement of teachers in universities and institutions affiliated to it) (1st Amendment), Regulation, 2002.
 - (ii) They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consulation with the university concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956, and every institution deemed to be a university under Section 3 of the said Act.
 - (iii) They shall come into force with immediate effect.

In the University Grants Commission (Minimum Qualifications required for the appointment and Career Advancement of teachers in universities and institutions affiliated to it) Regulation, 2000, wherever the following para occurs

"NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidates who have completed M.Phil degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993 are exempted from appearing in the NET examination."

I should be substituted with the following para

"NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil degree by 31st December, 1993 or have submitted Ph.D. thesis to the university in the concerned subject on or before 31st December, 2002 are exempted from appearing in the NET examination. In case such candidates fail to obtain Ph.D. degree, they shall have to pass the NET examination."

Sd/-
(Dr. Tilak R. Keri)
Additional Secretary

To

The Assistant Controller
Publication Division
Government of India
Ministry of Urban Development Poverty Alleviation
Civil Lines
Delhi-110 054.

In the University Grants Commission (Minimum Qualifications required for the appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulation 2000 wherever the following para occurs -

"NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidates who have completed M.Phil degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993 are exempted from appearing in the NET examination."

should be substituted with the following para

Institutions affiliated to it) Regulation, 2000, wherever the following para occurs

"NET shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil degree in the concerned subject are exempted from NET for UG level teaching only."

(Prof. Mool Chand Sharma)
Secretary

The Assistant Controller
Publication Division
Govt. of India,
Ministry of Urban Development Poverty Alleviation
Civil Lines,
Delhi-110 054

**UNIVERSITY GRANTS COMMISSION (MINIMUM QUALIFICATIONS
REQUIRED FOR THE APPOINTMENT AND CAREER ADVANCEMENT OF
TEACHERS IN UNIVERSITIES AND INSTITUTIONS AFFILIATED TO IT
(SECOND AMENDMENT REGULATIONS, 2006).**

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

F.No.1-1/2002(PS) Exemp

14th June, 2006

NOTIFICATION

In exercise of the powers conferred by clause (e) & (g) of sub-section (1) of Section 26 read with Section 14 of University Grants Commission Act, 1956 (3 of 1956), and in supersession of the Regulations issued under University Grants Commission letter No.F.1-93/74(CPP) Part(v) dated 13th June, 1983, No.F.1-11/87(CPP-II) dated 19th September, 1991 and No.F.1-11/87(CPP) dated 21st June, 1995 and Notification No.F.1-93/74(CP) dated 19th February, 1985, 26th November, 1985 and No.F.3.1/04(PS) dated 24th December, 1998 UGC Regulations No.F.1-1/2000(PS) dated 4.4.2000 and No.F.1-1/2002(PS) Exemp Dated 31st July, 2002, the UGC hereby makes the following Regulations to amend the UGC (Minimum Qualifications Required For The Appointment And Career Advancement Of Teachers in Universities and Institutions affiliated to it) Regulation, 2000, namely -

1. Short Title, Application and Commencement

- (i) These regulations may be called UGC (Minimum Qualifications Required For The Appointment And Career Advancement Of Teachers In Universities and Institutions affiliated to it) (Second Amendment) Regulations 2006
- (ii) ✓ They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the university concerned under Clause (f) of Section 2 of the UGC Act, 1956, and every institution deemed to be a university under Section 3 of the said Act
- (iii) They shall come into force with immediate effect.

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

D.O.No.F.1-1/2002(PS)l.xomp

✓
Dated - 14th June, 2006

Dear Sir/Madam,

The Commission in its meeting held on 11.6.2006 approved the second amendment in UGC Regulations for minimum qualifications for appointment and career advancement of teachers in Universities and Colleges incorporating the recommendations given in the Interim Report of the Committee constituted by MHRD under the Chairmanship of Prof. Bhalchandra Mungekar, Member Planning Commission, New Delhi, to review the National Eligibility Test conducted by UGC. A copy of the amendment regulations is enclosed for necessary action.

This would be effective from the date of issue of this letter.

With regards,

Yours sincerely,

Sd/
(Pankaj Mittal)

The Vice-Chancellor
All Universities

Agenda Item No:9

Report of the Committee formed for review of job content and career progression for the administrative staff working in the University.

The matter arises out of the 23 meeting of the Standing Committee dated 12th April 2008.

The Standing Committee had recommended that a review of the job content of the administrative staff including prospects of promotion be undertaken. In this regard the University had proposed to form a committee for reviewing the job content of the Administrative staff and also for proposing a career advancement scheme.

The Standing Committee had accepted the proposal and recommended that a Committee may be formed by the Vice Chancellor under the Chairmanship of Mr. Satrajit Chaudhuri, Permanent Invitee to the Standing Committee.

Accordingly, a committee was formed by the University under the chairmanship of Mr. Satrajit Chaudhuri with the following members:

1. Mr.N.Konar, Member
2. Mr.A.Mazumder, Member
3. Mr.S.Guha, Member-Secretary

The Committee has now submitted an initial report(Annexure 9 A).The Standing Committee had directed that that the matter may be placed in the next meeting of the Executive Council along with the report received from the Indian Institute of Psychometry, who are to make an assessment of personnel in regard to all existing sections of the University in relation to the existing work in the University. The Indian Institute of Psychometry has written to the University expressing their inability to undertake the work.

Submitted for directions.

To
The Vice Chancellor
WBNUJS
12 B LB Block, Sector-III
Salt Lake City
Kolkata-700098

**Sub: Review of job content and career progression for the
administrative staff working in NUJS.**

Sir,

Kindly recall the discussion in the Standing Committee meeting on 1st March 2008 where I briefed the Members about the progress of work relating to review of job content and career progression of staff. I pointed out that the Committee dealing with the matter held a number of meetings but felt that it needed clarifications from the University on certain issues. As decided in the above Standing Committee meeting, I am making this reference on behalf of my Committee to seek comments and views of the University in respect of the following issues:-

2. On pursual of the Acts and Regulations of the University and also on examination of the advertisement for the recruitment of staff and the Memorandum of Agreement before appointment, we do not find any description of job and duties and responsibilities for the staff. In this connection we have gone through the Report of the Committee setup on 12th March 2005 to recommend scales of pay etc. for the administrative staff. The Report classified posts without classifying the job and recommended introduction of pay-scale for different category of staff. The further question of linking the pay to duties and responsibilities of a particular post was not considered. We are of the view that pay scale must relate to job content of a particular post and not to mere designation of the post. This is more so when we are also considering scheme for career progression in terms of pay scale for the staff.
3. We also notice that presently certain categories of staff are working in diverse position in the University. For instance, a Data Entry Operator is working in the office of the Registrar, in Front Office, in Accounts and other Schools and Centres etc. There is no similarity in the functions and duties for the Data Entry Operator, as the jobs and responsibilities in different offices are not comparable. Unless the core functions of a Data Entry Operator are defined, evaluation of his performance can not be made on objective basis leading to avoidable controversy for the administration. Similar is the position with Attendants who are engaged in offices/departments widely different in scope and responsibilities.
4. We are aware that in the initial years of the University some adhoc, informal and discretionary appointments and deployment of staff could not be avoided. But time has come (after nearly a decade of its existence) to formulate a well structured

manpower planning for effective utilisation of human resources. With this end in view we request the University to define contents of the jobs and duties and responsibilities of the following staff which are under our consideration for review:-

- i) Campus Supervisor
- ii) PA to Vice Chancellor
- iii) Data Entry Operator
- iv) Library Assistant
- v) Reception cum Telephone Operator
- vi) Driver cum Attendant
- vii) Office Attendant.

5 We also suggest that the task of defining the job may be assigned to a Professional Management Agency for an objective assessment in respect of the following aspects:-

- a) Total workload generated by various offices/Centres/Schools/Department etc. of the University;
- b) Analysis of the work and grouping and bunching of similar types of functions and work under broad heads ;
- c) Requirement of supporting staff to dispose of the above volume of work on the basis of accepted standard work norm;
- d) Designing new designation for the staff, if called for, so that designation correctly reflects the type of work handled by them.

Once job identification and job content is ascertained we may proceed to formulate appropriate pay scale for each category of staff.

6. As regards scheme for career progression we have considered various options and one such option is to adopt the career progression scheme introduced for non-law teachers of the University [Part III/Chapter II/8(6) of the Regulations]. It has laid down Merit Promotion Scheme with four grades of pay. Following this scheme we may introduce revised pay scales in 4 grades for the supporting staff:-

- a) Initial pay scale for 8 years of continuous service;
- b) On renewal of contract after 8 years, a higher pay scale for another 8 years;
- c) A pay scale higher than (b) on completion of 16 years of service;
- d) A selection grade for staff continuing beyond © still superannuation.

7. While on the subject of career progression, we can't help observing a sense of uncertainty and insecurity among the staff about their future in the University. Such thoughts are demoralising and will lead them to leave the University at the earliest opportunity in search of a better prospect elsewhere. In order to discourage such tendency and to retain the efficient workers, the University may have to decide whether the existing system of contractual appointment for 5 years with one year probation is- in the best interest of the administration. It may instead, decide to introduce a system of permanent employment with one or two years of probation before giving the regular scale.

8. Permanent cadre of employees secure in their job are likely to organise themselves into Unions and may fall prey to interference by political parties. They are likely to assert their Rights rather than Duties- with inevitable erosion of discipline and efficiency. But as against this likely scenario, we will continue to have the present uncertain and insecure staff – looking for better opportunities outside- never developing loyalty for the organisation. Pitfalls of Japanese “life-time-employment” and American “hire-and-fire” system have been widely discussed in Management Studies. But we have to make conscious choice and our vote is to choose a permanent cadre of staff with suitable safeguards to make the system work. There are well established mechanism both in the State and Central govt. to weed out non-performing and in disciplined staff. But perhaps the best safeguard against ills of “permanent settlement” will be an administration which by its conduct is seen to be independent, impartial, transparent, firm but fair and compassionate.

We shall be grateful if the University consider our suggestions and give the benefit of its views and comment at the early date so that we may finalise our recommendations shortly.

With regards,

Yours faithfully

Sd/-

Satrajit Chaudhuri

(Permanent invitee to Standing Committee , WBNUJS
& Chairman of Review Committee)

18/3/2008

Agenda Item No:10

Appointment of Statutory Auditors

The matter arises from the 24th meeting of the Standing Committee dated : 17/5/2008.(Agenda Item No:8)

In terms of clause 24(2) of the Schedule of the WBNUJS Act, 1999, annual accounts of the University shall be audited by the statutory auditors appointed by the Executive Council. M/S D.P. Sen & Co. 22 Ashutosh Chowdhury Avenue, 2nd Floor, Flat No. 22, Kolkata – 700 019 was appointed statutory auditors by resolution dated 18/9/2005 of the Executive Council (Agenda item No 10 of 20th Meeting Annexure 8A) for three years, to cover audit of accounts of 2005-06 to 2007-08.

The Standing Committee directed that the University may reappoint the existing auditor's M/s.D.P.Sen & Co. for a further term of three years under the existing terms and conditions and recommended the matter to the Executive Council for approval.

Submitted for approval

Agenda Item No:11

Increase in Adjustable Hostel Deposit.

The matter arises from the 24th meeting of the Standing Committee dated : 17/5/2008.(Agenda Item No:9)

In order to ensure timely settlement of hostel dues by the students, it was decided in the 12th meeting of the Standing committee dated 2/9/2006 that the University will realise in advance a sum of Rs. 10,000/- (Ten Thousand only) per student per semester. The bills of the students for Mess, Electricity and Cyber usage in the hostel would be submitted by the respective Students' Committee to the University for settlement by adjustment of the deposits made. The balance amount remaining in individual account is refunded to each at the end of the semester. This system has been working since Winter Semester 2006.

It has been noticed that the bills payable by students during the Winter Semester 2007 exceeded Rs. 10,000/- (Ten Thousand only) thereby affecting the adjustment of dues in time. Due to hike in the bills, this is likely to continue. It is therefore proposed to increase the amount of adjustable deposit from Rs. 10,000 to Rs. 12,500/- per semester. This may be made effective from Winter Semester 2008.

The Standing Committee had accepted the proposal of increasing the amount of adjustable deposit from Rs.10000/- to Rs.12500/- per semester from the Winter Semester 2008 and recommended the matter to the Executive Council for approval.

Submitted for approval.

Agenda Item No:12

Report of the Committee constituted to revise the existing rules and regulations of the University to implement the decisions of the Executive Council in its meeting dated 15/3/2008.

In the matter of terms of service of employees, it was felt that a uniform policy should be followed. The Executive Council in its 25th meeting dated : 15/9/2007 accordingly directed that a Committee be formed to review the current terms of service being followed by the University with the following members:

1. Prof(Dr.)M.P.Singh – Chairperson
2. Hon'ble Mr.Justice Chittatosh Mookerjee
3. Prof.T.K.Oommen
4. Mr.Nandan Nawn

The Committee had its meeting and formulated a report, which was placed in the 26th meeting of the Executive Council dated 15/3/2008. The Executive Council approved the report of the committee with the observation that the existing rules and regulations may be examined for any change in this regard.

Subsequently , the University formed a Committee for examining the existing rules and regulations of the University in regard to implementation of the report with the following members:

- 1.Mr.Satrajit Chaudhuri, Permanent Invitee to the Standing Committee, Chairman
- 2.Mr.N.Nawn .
- 3.Mr.S.Guha

The Committee has now submitted its report(Annexure 12A)

Submitted for directions.

REPORT
OF
THE COMMITTEE CONSTITUTED TO REVISE
THE EXISTING RULES AND REGULATIONS OF
THE UNIVERSITY TO IMPLEMENT THE
DECISIONS OF THE EXECUTIVE COUNCIL IN ITS
MEETING DATED 15-03-2008



The W.B. National University of Juridical Sciences
Dr. Ambedkar Bhavan , 12 LB Block Sector- III
Salt Lake City, Kolkata-700098

Report of the Committee

The Vice Chancellor vide his Office Order dated 04-04-2008 constituted the present Committee to revise existing Rules and Regulations in terms of the decision of the Executive Council in its meeting held on 15-03-2008 (for incorporating the recommendations of the Committee appointed by the EC to examine the service conditions of the staffs).

2. In response to our query, the Vice Chancellor clarified vide his letter dated 17-05-2008 that there were no specific terms of reference for the present Committee and that the only request to the Committee was to have its opinion in terms of the resolution of the EC.

3. We have examined the matter and we find that the decision of the EC can be implemented within the existing Rules and Regulations of the University. These do not require any substantial revision subject to the following comments/observations:-

a) **Recommendation No.1 regarding permanent Appointment:**

Chapter-II on Appointments: Section 6 on tenure of appointments has sub-section (b) which permits appointments "On a permanent basis till age of superannuation against a substantive post". Thus only an Office Order is necessary to make all the employees [except the three existing teachers who have already been made permanent vide Office Order dates 26-08-2006, following the decision of the EC meeting held on 18-03-2006 (agenda no. 4)] permanent.

b) **Recommendation No. 2 & No. 5 regarding appointment of faculty:**

EC by virtue of its existing authority may create additional posts of Lecturers, Associate Professors, Professors as well as Visiting Professors, on the recommendation of the Vice Chancellor. The Committee has no further comments to make in this regard.

c) **Recommendation No. 3(a) on terms & conditions for consultancy by the teachers:**

Attention is drawn to the existing Regulations relating to the involvement of teachers in the employment of the University in sponsored projects taken up by the University and honorarium payable in this regard (Agenda No.4 of the 6th EC meeting dated 8th September 2001) and also the norms evolved to streamline project accounting as per the University's and the sponsors' recommendations (Agenda No. 9 of the 9th EC

meeting dated 27th July 2002). EC however may like to amend the existing Regulations so as to encourage the teachers more to take up project works. Relevant portions of Minutes of the meeting dated 08-09-2001 & 27-07-2002 of the EC are enclosed for ready reference

d) **Recommendation No. 3(b) on study/sabbatical Leave:**

It has come to our notice that a separate Committee has already been set up for reviewing the leave matters etc. The present Committee has no recommendations to make in this regard.

e) **Recommendation No. 4 of Merit promotion and Career Advancement Scheme of UGC for teachers and other employees:**

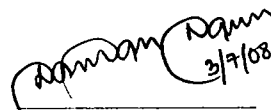
The University may like to amend the existing Career Advancement Scheme for teachers (Section 8(6) and 8(7) of the Chapter-II, Acts and Regulations, NUJS) with the following words: "8(6) The UGC regulations related to Career Advancement Scheme shall be applicable for all teaching and non-teaching staff, wherever applicable appointed against substantive posts." The date for application of the new Scheme may be decided by the EC.

f) **Recommendation No. 6 regarding outsourcing different kinds of administrative job and offer of reasonable pay scale to administrative employees:**

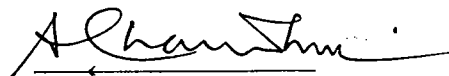
The Committee is of the view that the University is empowered to implement the decision and no revision of Rules and Regulation is called for. As regards offer of reasonable pay, the same is being considered by a Committee constituted by the Standing Committee and interim report has already been submitted to the University on 18-03-08.



(Mr. Siddhartha Guha)
Assistant Registrar (Administration)
Member



(Mr. Nandan Nawn)
Lecturer in Economics
Member



(Mr. Satrajit Chaudhuri)
Permanent Invitee to SC,
Chairman 3/7/08.

Dated: 03-07-2008

9th E.C. meeting
27th July 2002.

9th EC Dt: 27/7/02

Agenda Note No. 9.

**Norms Evolved to Streamline Project Accounting as per
the University's and the Sponsors' recommendations**

The University has several sponsored projects running. The SCJA project is funded by Ford Foundation, SELG project is funded by DEA-UNDP and STLD project is funded by the MOEF. In order to meet the individual accounting requirement of each project and the same time for maintaining an uniformity/parity. Some norms have been evolved by the Accounts Officer of the University for the project convenors to follow.

The matter was placed before the Finance Committee. The Finance Committee recommended that as the projects were approved by the Executive Council, the norms may be put up for approval before the Executive Council as well.

The norms thus evolve is give in the Annexure for consideration by the Executive Council.

Approved

Enclosure to item 9

W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

SPONSORED PROJECTS
FINANCIAL NORMS

The NUJS has been increasingly receiving juridically relevant research-based projects from various sponsoring sources. When the University shifts over to the new campus, number of such activities will become manifold. These projects, all time bound, entail observance of diverse accounting formalities. Along side successful realisation of the academic demands, equally imperative is the need to maintain proper and transparent accounts of the financial records of these projects. Experience has shown that some of the well-known institutions, brilliant in their academic accreditation, have been found wanting in matching their financial management with equal prudence, much to the dismay of promoters of the Project. In the pursuit of excellence, it is to be ensured that the financial accounting of the sponsored projects in the NUJS is equally professional and unblemished. To this end, following guidelines are proposed to be adopted:

- Projects accounts will be maintained separately from the University accounts. In other words, each project will be treated as a separate responsibility and accounting centre to secure total transparency
- On receipt of an offer for undertaking any project, the conditionalities involved will be studied and a techno-financial projection will be made jointly by the Project Coordinator and the Executive Assistant (Projects). On its approval of the Vice-Chancellor, a detailed financial estimate will be prepared by the Executive Asstt. In consultation with the Accounts Officer and the Project Coordinator.
- Immediately after receipt of fund/ sanction thereof, the estimates of expenditure will be reviewed to satisfy that these conform to the stipulations of the funding agency. The budget will then be placed for approval of the Vice-Chancellor.
- Expenditure will be regulated according to the estimates approved by the Vice-chancellor who is the sanctioning authority of each items of expenditure. It may be clearly understood that approval of budgetary estimates constitutes administrative approval to undertake various activities, whereas financial sanction is necessary to incur expenditure.
- Execution of sponsored projects often involves organising seminars, workshops etc. while the academic part will be co-ordinated by the concerned Faculty, all organisational and administrative support, including travel and stay of the invitees, venue management, printing and distribution of course materials etc., will be rendered by the E.A. (P) and the designated office assistant.
- It must be ensured that cost of every items of services and facilities of the University are duly realised. For example, if the resource persons or others are to be accommodated in the hostels, room rent chargeable shall be Rs. 500 in addition to Rs. 200 for meals per person per day.
- Unless otherwise specified by the sponsoring authority, travel expenses of the participants shall be regulated as follows:

Participants

Outstation: Actual rail fare restricted to AC II fare by shortest route

Local: Actual conveyance charges

Resource Personnel

= Outstation: Air fair by direct route economy class. Senior citizen concession, wherever applicable, shall be availed.

= Local: Transport will be provided according to the requirement of the resource personnel.

- Daily Allowance: No daily allowance will be paid. Instead, local hospitality, including board and lodging will be arranged wherever necessary.
- Honorarium: Resource personnel, not being a member of the University faculty, shall be paid honorarium at rates decided by the Vice-Chancellor in consultation with the sponsoring authority.
- Use of project fund shall be most transparent and spending should be based on high standards of financial propriety. Outgo of fund for unproductive purposes, just because enough unspent balance exists, should be totally discouraged. The aspect demands abundant-caution, as it directly contributes to the reputation of the University.
- Due care shall be taken to ensure that the University funds are not used for meeting expenses relating to any particular project.
- The University normally charges institutional fees, not exceeding 15% of the total project cost; 60% of which going to the University Fund and the balance to Staff Welfare Fund. This is meant to cover manpower, logistic and support provided for execution of the project. Usually the amount is charged at the concluding stage. The Vice-Chancellor, while sanctioning the amount, will exercise his discretion to determining the sum chargeable and its allocation to different funds.
- For each sponsored project, a separate bank account will be maintained, which is operated jointly by the Vice-Chancellor and the Accounts Officer.
- There shall be no cash transactions out of these accounts.
- The bank account shall be in operation for the period it is absolutely necessary. On completion of project work, all claims shall be settled forthwith. The book balance will then be reconciled with the bank balance. Final account of the project shall be rendered to the funding agency together with the unspent balance, if any. The bank account will also then be closed. The whole exercise should be over within one month of completion of the project.

6th E.C. 2001
18th Sept. 2001

Unsummed copy of the
E.C. for adoption

6th EC DT: 8/9/01

Regulations relating to the involvement of teachers in the employment of the University in sponsored Projects taken up by the University and honorarium payable in this regard

1. These regulations relate to projects sponsored and funded by outside agencies which the University has taken up for implementation.
2. It is open to the University authorities to get the project executed totally by ad hoc staff recruited for the duration of the project on terms negotiated for the purpose between the University and the staff concerned.
3. The University may also ask one or more senior member of the staff to undertake part of it or co-ordinate the project on behalf of the University on such terms as the University may deem appropriate. Such member will devote not more than ten percent of the office time for such research/co-ordination purposes for which the University may decide a consolidated amount as special pay or honorarium as the case may be. The amount will be payable in instalments at such intervals that the University may decide. Such involvement shall not under any circumstances interfere with the teaching and other responsibilities assigned to such staff in the normal course of employment.
4. The University may also assign one or more members of the staff on full-time basis for implementation of the project with or without teaching responsibilities in which case the total salary including P. F. contribution etc. of such staff members will be credited to the project funds and realized by the University.
5. The University at any time may revoke the project assignment from any staff without notice in which case the honorarium/special pay agreed upon will be proportionately reduced or withdrawn.
6. It is open to the Vice-Chancellor to fix the honorarium/special pay payable to any member of the staff drafted for implementation of the project. The nature of involvement and time supposed to be devoted for the work shall be relevant considerations for fixing such honorarium/special pay.
7. Regular teachers in the employment of the University, if and when assigned with tasks associated with an externally funded project will give an undertaking agreeing to abide by the regulations, not to use the data collected for the project for purposes other than the object of the project without permission of the University, and not to neglect in any way teaching or other responsibilities while involved in working for the project.
8. Teachers who are involved in the implementation of the projects will also agree to abide by the decision of the Executive Council in respect of any dispute which might arise with respect to such involvement.
9. The Executive Council will have power to modify these regulations from time to time which shall be binding on all University employees.

Agenda Item No:13

Creation of the post of Librarian

The matter arises out of the 25th meeting of the Standing Committee dated 21/6/2008.(Agenda Item No.5).The Standing Committee had observed that the University requires recruiting a full time Librarian and accordingly, the University proposes to create the post of "Librarian" for the Library.

The University Library currently has over 14,000 titles. It also subscribes to over 124 journals including leading international publications – American Journal of International Law, International Legal materials, Journal of World Trade, Economist, and Time to name a few.

As on date, the University has only an Assistant Librarian and five Library Assistants and an ad hoc Library Assistant in the Library. It also has two attendants in the Library. The University proposes to keep the Library open on all days and also extend the Library hours. In this regard the University has already extended its services in the evening by two hours. In view of the ongoing expansion of the Library and also the proposed changes in the Library hours the services of a full time Librarian is essential.

The Librarian is to be recruited by way of open advertisement in the pay scale of Rs. 16400-450-22400 and on the recommendation of a Selection Committee duly constituted with the approval of the Executive Council. The following are the terms of appointment of the Librarian:

- a. The Librarian shall be a whole time officer of the University in the scale of a Professor.
- b. The Librarian shall be appointed by the Executive Council based on the recommendations of a Selection Committee consisting of the Vice Chancellor as Chairman, with two experts from outside the University nominated by the Vice Chancellor from out of a panel approved by the Executive Council.
- c. The Selection Committee, after considering the applications of all eligible candidates received in response to the advertisement for the post, shall submit a panel of not more than three persons suitable for the post, one of whom shall be appointed by the Executive Council.

The Librarian will have the following essential qualifications: (1): A Master's Degree in Library Sciences from a recognised University or its equivalent. (2) Ten years of experience in management of a library in an automated environment.(3) The candidate must be between 35 to 65 years of age. The incumbent should also preferably be a Law graduate. This condition could be relaxed in suitable cases.

It is also desirable that the incumbent has also got the following expertise : (1) should have a strong background in Library systems management and should be highly proficient in computerized library management systems preferably in Legal institutions.(2.) Should also possess sound knowledge of prevalent national standards, statutory provisions and good practices with respect to Library management & relevant MIS, ERP solutions.

Provision for this may be made in the revised budget estimates 2008-09 for an initial expenditure of Rs.536000/- (approximate) per annum under Salary A/C.

Submitted for directions.

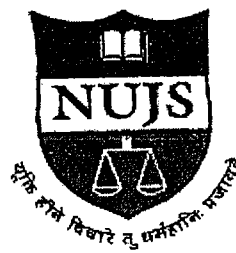
Agenda Item No:14

Proposed draft of University Leave Rules.

The Matter arises out of the 21st meeting of the Standing Committee dated 14/12/2007. The Standing Committee had directed that draft Leave Rules be prepared and placed before the Executive Council.

A proposed draft of University Leave Rules has been prepared and is given in Annexure 14 A.

Submitted for directions.



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

PROPOSED DRAFT OF LEAVE RULES.

A. REGULATION FOR LEAVE TO REGULAR TEACHERS OF THE UNIVERSITY

A1. The following kinds of leave shall be admissible to regular teachers

Note: A regular teacher means a teacher appointed on a time scale of pay for a minimum period of five years

i) Leave treated as duty—

Casual Leave
Duty Leave

ii) Leave earned by duty—

Earned Leave
Half Pay Leave.
Commutated Leave

iii) Leave not earned by duty—

Extraordinary Leave

iv) Leave not debited to Leave Account—

a) Leave for academic pursuits—

Study Leave
Sabbatical Leave

b) Leave on grounds of health and other leaves—

Maternity Leave
Leave at the discretion of the Vice Chancellor

The Executive Council may, in exceptional cases, and on recommendations of the Academic Council grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

A2. Casual Leave

(i) Total casual leave granted to a teacher shall not exceed eight days in a calendar year.

(ii) Casual leave shall not be combined with any other kind of leave except duty leave. It may be combined with holidays including weekly off day of the University. Holidays or weekly off day of the University falling within the period of casual leave shall not be counted as casual leave.

(iii) Casual leave not exceeding four days may ordinarily be sanctioned at a time.

(iv) No carry forward of casual leave is permissible.

(v) Casual leave can be taken for half-day also.

A3. Duty Leave

- (i) Duty leave not exceeding twenty one working days in a calendar year may be allowed by the Vice-Chancellor for academic assignments, viz.
 - (a) attending conferences/ congresses/ symposia/ seminars and other activities of similar nature, on behalf of the University or where invitations are accepted with the prior approval of the University;
 - (b) delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice-Chancellor;
 - (c) deputed by the University for assignments in another Indian or a foreign University, any other agency, institution or organization, or for performing any other duty for the University;
 - (d) deputation abroad under bilateral exchange programme in which it is a condition that the teacher deputed will have to go on duty leave; or
 - (e) undertaking field work in India or abroad, with prior concurrence of the university.
- (ii) The leave may be granted on full pay.
- (iii) Duty leave may be combined with casual leave, earned leave, half pay leave or extraordinary leave.
- (iv) Duty leave may either be pre-fixed or suffixed to the vacation, but not both.

A4. Earned Leave

- (i) Earned leave admissible to a Teacher shall be at the rate of $1/30^{\text{th}}$ of actual days of service including vacation.
- (ii)
 - (a) The earned leave of two installments of 6 days each shall be credited in advance to the leave account of a teacher on the first January and on the first July every year.
 - (b) If a teacher has availed of leave other than casual leave or duty leave, or if the period of his/her absence has been treated as dies non during the previous year, the credit to be afforded to his/her leave account shall be reduced by $1/30^{\text{th}}$ of the period of such leave or absence.
 - (c) The credit of earned leave for the calendar year in which a teacher is appointed, shall be at the rate of one day for each completed calendar month of service which he/she is likely to render in that year.
 - (d) The credit of earned leave for the calendar year in which a teacher retires or resigns from service shall be at the rate of one day

for each completed calendar month upto the date of retirement or resignation.

(e) When a teacher is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of one day per completed calendar month in which he/she is removed or dismissed from service or dies in harness.

(iii) If a teacher of the University is prevented by the Vice-Chancellor from enjoying vacation for a minimum of 10 days and a maximum of 30 days, $\frac{1}{3}$ rd of the period of prevention may be credited to his/her earned leave account.

(iv) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days, may, however, be sanctioned in the case of higher study or training, research within India or abroad or leave on medical ground.

Note-1: When a teacher prefixes as well as suffixes earned leave to vacation, the period of vacation shall be reckoned as leave for calculating the maximum period of leave on average pay.

Note-2: In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 30 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 30 days.

A5. Half-pay Leave

(i) Every regular teacher shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year. Such leave may be availed on medical grounds, private affairs or for academic purposes.

(ii) (a) The leave shall be credited to the said leave account at the rate of $\frac{5}{3}$ days for each completed calendar month of service of the year in which the teacher is appointed.

(b) The credit for the year in which a teacher is due to retire or resigns from the service shall be allowed at the rate of $\frac{5}{3}$ days per completed calendar month upto the date of retirement or resignation.

(c) When a teacher is removed or is dismissed from service or dies in harness, credit of half pay leave shall be allowed at the rate of $\frac{5}{3}$ days per completed calendar month upto in which he/she is removed or dismissed from service or dies in harness.

(iii) The duration of half-pay leave and earned leave taken in conjunction shall not exceed 120 days at a time.

A6. Commuted Leave

Commuted leave not exceeding half the amount of half-pay leave due may be

granted on medical/personal grounds at the discretion of the University.

- (i) Where a teacher who has been granted commuted leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his/her death.

Note 1 - Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

Note 2 - The duration of earned leave, half pay leave and commuted leave taken in conjunction shall not exceed 120 days at a time.

A7. Extra-ordinary Leave (EOL)

- (i) A regular teacher may be granted extraordinary leave-
 - (a) When no other leave is admissible; or
 - (b) When other leave is admissible, the teacher applies in writing for the grant of extraordinary leave:

(ii) The Executive Council may grant on the offer from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment or a fellowship under a Govt., a University, a Research Institute or other similar important institution, if in the opinion of the Executive Council, such leave does not prejudice the interest of the University. This leave may be allowed only to a teacher who has served the University in any post or in any capacity for a period of at least two years. The leave in such cases shall be limited to the remaining period of appointment subject to a maximum of three years.

Provided that such leave shall not be granted until after the expiry of the period for which the extraordinary leave was granted to the said teacher after return from a previous spell of extraordinary leave sanctioned under this sub-clause.

In case of his/her failure to return to duty immediately at the end of the period of leave sanctioned to him/her the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him/her.

Notwithstanding any other leave, which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall not count for provident fund benefits unless the provident fund contributions are paid by the teacher or the employer.

(iii) Without prejudice to the rules governing payment of various allowances, extraordinary leave shall ordinarily be without pay and allowances.

(iv) Period of extraordinary leave shall count for increment.

(v) The Executive Council may commute retrospectively periods of absence without leave into extraordinary leave.

A8. Study Leave

(i) Study leave may be granted to a regular teacher except a Professor after a minimum of period of two years of continuous service in any post or in any capacity from the date of joining the University, to pursue a special line of study or research directly related to his/her work in the University.

The period of study leave may be for a period of two years for a teacher who has served the University for two years, which can be extended by one year leave without salary. The period of study leave may be for a period of maximum three years for a teacher who has served the University for a minimum period of three years.

Study leave may be granted by the Executive Council on the recommendation of the Vice-Chancellor

(ii) Study leave may not be granted more than twice during a teacher's career. However, the maximum period of study leave admissible during the entire service shall not exceed three years.

(iii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study.

(iv) Subject to the provisions of sub-clauses (viii) and (ix) below, study leave maybe granted on full pay upto one year extendable by two years at the discretion of the University authority. However, the teacher may opt for grant of study leave without pay and allowances, subject to the provisions of sub-clauses (viii) and (ix) below.

(v) The amount of scholarship, fellowship or other financial assistance that a teacher who has been granted leave shall not preclude him/her being granted study leave with pay and allowances.

(vi) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation.

(vii) A teacher who is selected to a higher post during study leave, will be placed in that position and get the service benefits only after joining the post.

(viii) A teacher granted study leave shall, on his/her re-joining the service of the University, be eligible for the benefit of the annual increment(s) which he/she would have earned if he/she had not proceeded on study leave. The teacher shall not, however, be eligible to receive arrears of increments. Regulation of increments during the period of absence only on account of leave shall be notional.

(ix) Provident fund contributions shall be deducted during the period of absence on study leave from the leave salary, provided the teacher joins the University on the expiry of his/her study leave.

(x) Study leave granted to a teacher shall be deemed to be cancelled, in case it is not availed of within six months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xi) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of three years to be calculated from the date of his/her resuming the duty after expiry of study leave.

(xii) The teacher before availing himself/herself of the study leave, shall execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in the bond.

(xiii) No teacher proceeding on study leave shall be allowed to resign from his/her employment, unless he/she settles all financial and other claims of the University outstanding against him/her.

A9. Sabbatical Leave

(i) Regular teacher of the University who have completed seven years as Professor may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness of the University and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself/herself of study leave during the qualifying period preceding sabbatical, would not be entitled to sabbatical leave.

Provided that the sabbatical leave may be granted after the expiry of five years from the date of the teacher's return from the study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date.

Note 1: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note 2: On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

Note 3: No teacher proceeding on sabbatical leave shall be allowed to resign from his/her employment, unless he/she settles all financial and other claims of the University outstanding against him/her.

A10. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a continuous period of not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career does not exceed 45 days. The application for leave shall be supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave.

A11. Leave at the discretion of the Vice Chancellor

- (i) Leave not exceeding of 15 days may be granted to teacher at the discretion of the Vice Chancellor, being satisfied with the genuineness of the cause.
- (ii) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

A12. Vacation

- (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave, provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances, vacation and earned leave taken together shall not extend beyond one semester.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty.

A13. Teacher Re-Employed After Retirement

In the case of a teacher re-employed after retirement the provisions of these regulations shall apply as if he/she had entered service for the first time on the date of his/her re-employment.

A14. General Condition

(i) Right to leave

(a) No leave shall be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the university, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the teacher.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher who is under suspension.

(ii) Maximum period of absence from duty on leave

(a) No teacher shall be granted leave of any kind for a continuous period exceeding three years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of three years or where a teacher after the expiry of his/her leave remains absent from duty, other than on foreign service or on account of suspension, for any period which together with the period of leave granted to him/her exceeds three years, he/she shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(iii) Application for leave (Form no. 01/02)

Leave shall always be applied for in the prescribed form (Form no. 01/02) in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Note:- Faculty member should not leave station till the order sanctioning leave has been issued.

(iv) Commencement and termination of leave

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the days the teacher resumes his/her duty.

(b) Weekly holiday and other recognised holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave

(v) Rejoining of duty before the expiry of the leave

A teacher may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority. In that case his leave shall be adjusted accordingly.

(vi) Leave on medical grounds to be supported by medical certificates

A teacher who applies for leave on medical grounds shall support his/her

application with a medical certificate from a Registered Medical Practitioner.

(vii) Rejoining duty on return from leave on medical grounds

No teacher who has been granted leave on medical grounds shall be allowed to return to duty without producing a certificate of fitness.

(viii) Absence without leave or overstay on leave

A teacher who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such period of leave shall be debited against his/her leave account as and when leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(ix) Conversion of one kind of leave to another

(a) At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time the leave was originally taken, but he/she cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(x) Increment during leave

If increment or pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay shall be given from the date the teacher resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment.

A15. Authorities empowered to Sanction Leave

(1) Subject to the exceptions noted below, all leave to the teachers shall be sanctioned by the Vice-Chancellor:

Sabbatical, Extraordinary Leave exceeding three months and Study leave--Executive Council on recommendation of the Vice-Chancellor

(2) Application for all leaves shall be routed as under:

(i) All leaves except Sabbatical, Extraordinary Leave and Study leave,

Teacher--AR (Admin) --Registrar--Vice-chancellor

(ii) For Sabbatical, EOL and Study Leave.

Teacher--AR (Admin), Registrar--Vice-chancellor--Executive Council

A16. Leave Salary

- (i) A teacher granted casual leave is not treated as absent from duty and his/her pay is not interrupted.
- (ii) A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (iii) A teacher on commuted leave is entitled to leave salary equal to the salary admissible under sub-clause 17(ii).
- (iv) A teacher on half pay leave is entitled to leave salary equal to half the amount specified in sub-clause 17 (ii).
- (v) A teacher on extraordinary leave shall not be entitled to any leave salary. However, he/she will receive HRA and CCA upto 120 days.
- (vi) A teacher on Maternity leave/Paternity leave is entitled to draw the same pay as he/she may be drawing at the time of proceeding on leave.
- (vii) Payment of house rent and city compensatory allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances.
- (viii) During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

A17. Cash payment in lieu of Earned Leave

- (i) On superannuation

Where a teacher superannuates on attaining the normal age prescribed for superannuation under the terms and conditions governing his/her service., the authority competent to grant leave shall *suo motu* authorize encashment of Earned leave, if any, at the credit of the teacher on the date of his/her superannuation, subject to a maximum of 300 days.

Provided that a teacher, who superannuates on attaining the age of superannuation while under suspension, shall become eligible for the benefit of cash equivalent of Earned leave at his/her credit on the date of his/her retirement, on conclusion of the proceedings against him/her, if the competent authority decides to reinstate him/her in service and holds that the suspension was wholly unjustified.

- (ii) On Resignation/termination

(a) Resignation: If a teacher resigns or quits service, he/she may be granted *suo motu* by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of-half of such leave at his/her credit, subject to a maximum of 300 days

(b) Termination: Where the services of a teacher are terminated by notice or by payment of pay and allowances, in lieu of notice, or

otherwise in accordance with the terms and conditions of his/her appointment, he/she may be granted, suo motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to maximum of 300 days

- (i) Calculation of cash equivalent of earned leave: The cash equivalent of leave shall be calculated as under and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

Cash Equivalent= $\frac{1}{30}$ [pay admissible on the date of retirement plus dearness allowances admissible on that date X No. of days of unutilized Earned Leave at credit on the date to a maximum of 300 days]

- (iv) Leave encashment when permanently incapacitated

A teacher who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his/her invalidation from service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause (iii) above.

- (v) Dismissal/Removal

Unless the competent authority decides otherwise, when a teacher is dismissed or removed from service, he/she shall not be eligible for leave encashment.

- (vi) Leave encashment of a teacher who dies in harness

In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got; had he/she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 300 days shall be paid to his/her family.

B. Regulation for Leave to Non-regular Teachers of the University

B1. The following kinds of leave shall be admissible to non-regular teachers

Note: A non-regular teacher means a teacher not included as a regular teacher as defined under Note in Section A1 of this regulation.

Leave treated as duty---

Casual Leave
Duty Leave

B2. Casual Leave

- (vi) Total casual leave granted to a teacher shall not exceed eight days in a calendar year.
- (vii) Casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including weekly off day of the University. Holidays or weekly off day of the University falling within the period of casual leave shall not be counted as casual leave.
- (viii) Casual leave not exceeding four days may ordinarily be sanctioned at a time.
- (ix) No carry forward of casual leave is permissible.
- (x) Casual leave can be taken for half-day also.

B3. Duty Leave

- (ii) Duty leave not exceeding 21 working days in a calendar year may be allowed by the Vice-Chancellor for academic assignments, viz.;
 - a) attending conferences/congresses/symposia/seminars and other activities of similar nature, on behalf of the University or where invitations are accepted the prior approval of the University;
 - b) delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice-Chancellor.
 - c) in another Indian or a foreign University, any other agency, institution or organization when so deputed by the University, or for performing any other duty for the University; .
 - d) deputation abroad under cultural/bilateral exchange programme in which it is a condition that the teacher deputed will have to go on duty leave; or
 - e) undertaking field work in India or abroad, with prior concurrence of the university,
 - f) to do such other work as may be specifically approved by the Vice Chancellor as academic work.
- ii) The leave may be granted on full pay.
- iii) Duty leave may be combined with earned leave, half pay leave or

extraordinary leave.

- iv) Duty leave may either be pre-fixed or suffixed to the vacation, but not both.

B4. Vacation

- (i) A non-regular teacher shall be entitled to pay for the following vacation only if he/she joins duty within one month of the beginning of the semester and has worked continuously and satisfactorily from the date of joining upto the last working day of the semester.
- (ii) The vacation salary may be paid to the teacher, if the appointment continues for a part or the whole of next semester and the teacher joins on the opening day, and has also served on the last working day before the vacation.

B5. General Conditions

- (i) Sanctioning authority-The Vice-Chancellor shall sanction all leaves to non-regular teachers subject to verification of admissibility thereof and class arrangements
- (iii) Right to leave
 - (c) No leave shall be claimed as a matter of right. Leave of any kind may be refused or revoked by the Vice-Chancellor without assigning any reason. It shall not however be open to alter the kind of leave due and applied for except at the written request of the teacher.
 - (b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher who is under suspension.
- (iv) Application for leave

Leave shall always be applied for in the prescribed form in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.
- (v) Commencement and termination of leave
 - (c) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the days the teacher resumes his/her duty.
 - (d) Weekly holiday and other recognised holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave
- (vi) Rejoining of duty before the expiry of the leave

A teacher may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority.
- (vii) Absence without leave or overstay on leave

A teacher who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such period of leave shall be debited against his/her leave account as and when leave is extended by the authority empowered to grant the leave.

Willful absence from duty may be treated as misconduct.

B6. Authorities empowered to Sanction Leave

For all leaves : Vice Chancellor

Leave should be routed through :AR (Admn)-Registrar-Vice Chancellor.

C. REGULATION FOR LEAVE TO ADMINISTRATIVE STAFFS OF THE UNIVERSITY

C1. The following kinds of leave shall be admissible to Administrative Staffs

i) Leave treated as duty—

Casual Leave
Duty Leave

ii) Leave earned by duty—

Earned Leave
Half Pay Leave
Commutated Leave

iii) Leave not earned by duty—

Extraordinary Leave

iv) Leave not debited to Leave Account —

a) Leave for academic pursuits-

Study Leave

b) Leave on grounds of health and other leaves-

Maternity Leave
Leave at the Discretion of the Vice Chancellor

The Executive Council may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

C2. Casual Leave

(xi) Total casual leave granted to an administrative staff shall not exceed eight days in a calendar year.

(xii) Casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including weekly off day of the University. Holidays or weekly off day of the University falling within the period of casual leave shall not be counted as casual leave.

(xiii) Casual leave not exceeding four days may ordinarily be sanctioned at a time.

(xiv) No carry forward of unavailed casual leave is permissible.

(xv) Casual leave can be taken for half-day also.

C3. Duty Leave

(viii) Duty leave not exceeding 21 working days in a calendar year may be allowed by the Vice-Chancellor for academic assignments, viz.;

a) attending conferences/congresses/symposia/seminars and other

activities of similar nature, on behalf of the University or where invitations are accepted with the prior approval of the University (only available for the Registrar, Asst Registrar, Accounts Officer, Finance Officer, Librarian, Asst Librarian)

b) delivering lecturers in Institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice-Chancellor; (only available for the Registrar, Asst Registrar, Accounts Officer, Finance Officer, Librarian, Asst Librarian)

c) in another Indian or a foreign University, any other agency, institution or organization when so deputed by the University, or for performing any other duty for the University; (only available for the Registrar, Asst Registrar, Accounts Officer, Finance Officer, Librarian, Asst Librarian)

e) deputation abroad under bilateral exchange programme in which it is a condition that the administrative staff deputed will have to go on duty leave; (only available for the Registrar, Asst Registrar, Accounts Officer, Finance Officer, Librarian, Asst Librarian)

f) for performing Election Duty.

ii) The leave may be granted on full pay.

iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

C4. Earned Leave

(ii) Earned leave admissible to an administrative staff shall not exceed 30 days in a year.

(ii) (a) The earned leave of two installments of 15 days each shall be credited in advance to the leave account of an administrative staff on the first January and on the first July every year.

(b) If an administrative staff has availed of leave other than casual leave, or duty leave, or the period of his/her absence has been treated as dies non during the previous year, the credit to be afforded to his/her leave account shall be reduced by 1/10th of the period of such leave or absence.

(c) The credit of earned leave for the calendar year in which an administrative staff is appointed, shall be at the rate of two and half days for each completed calendar month of service which he/she is likely to render in that year.

(d) The credit of earned leave for the calendar year in which an administrative staff retires or resigns from service shall be at the rate of two and half days for each completed calendar month upto the date of retirement or resignation.

(e) When an administrative staff is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of two and half days per completed calendar month in which he/she is removed or dismissed from service or dies in harness.

(iii) Earned leave at the credit of an administrative staff shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days, may, however, be sanctioned in the case of higher study or training or leave on medical ground or when the entire leave or a portion thereof is spent outside

India.

Note:- In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 30 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 30 days.

C5. Half-pay Leave

- (i) Every administrative staff shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year. Such leave may be availed on medical grounds, private affairs or for academic purposes.
- (ii) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service of the year in which the administrative staff is appointed.
(b) The credit for the year in which an administrative staff is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
(c) When an administrative staff is removed or is dismissed from service or dies in harness, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto in which he/she is removed or dismissed from service or dies in harness.
- (iii) The duration of half-pay leave and earned leave taken in conjunction shall not exceed 120 days at a time.

C6. Commuted Leave

Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate from a registered medical practitioner to an administrative staff subject to the following conditions:

- (iii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (iv) No commuted leave shall be granted unless the authority competent to sanction leave has reason to believe that the administrative staff will return to duty on its expiry.
- (v) Where an administrative staff who has been granted commuted leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the administrative staff for further service or in the event of his/her death.

Note 1- Commuted leave may be granted at the request of the administrative staff even when earned leave is due to him.

Note 2- The duration of earned leave, half-pay leave and commuted leave taken in conjunction shall not exceed 120 days at a time.

Note 3- The competent authority may in special circumstances, permit combination of half-pay leave for reasons other than self illness.

C7. Extra-ordinary Leave (EOL)

(i) An administrative staff may be granted extraordinary leave-

(a) When no other leave is admissible; or

(b) When other leave is admissible, the administrative staff applies in writing for the grant of extraordinary leave:

Provided, however, that save under the provisions of sub-clauses (ii) to (iv) below, no extraordinary leave shall be granted to an administrative staff for holding an appointment or a fellowship outside the University.

(ii) The Executive Council may grant on the request from the institution concerned and on application of the administrative staff, extra-ordinary leave to hold an appointment or a fellowship under a Govt., a University, a Research Institute or other similar important institution, if in the opinion of the Executive Council, such leave does not prejudice the interest of the University. This leave may be allowed only to an administrative staff who has served the University for a period of at least two years. The leave in such cases shall be limited to the remaining period of appointment subject to a maximum of two years.

Provided that the Executive Council may grant exemption of two years service in very exceptional cases.

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extraordinary leave sanctioned under this sub-clause and sub-clause (iii) below.

Provided further that the applicability of five years gap shall not be invoked in the case of administrative staff who proceed on EOL has tenure of service for a period less than one year, he/she will not be eligible for grant of EOL for a period of three years. An administrative staff who proceeds on EOL for a period of one year or more the existing provision that s/he shall not be eligible for grant of EOL for 5 years will apply.

The application for such leave shall be sent through the Registrar and the latter shall give his/her recommendation taking into account the strength of administrative staff.

In case of his/her failure to return to duty immediately at the end of the period of leave sanctioned to him/her the services of an administrative staff shall be liable to be terminated from the date of commencement of the period of leave granted to him/her.

(iii) Subject to the provisions of sub-clause (vi) below, the total amount of extraordinary leave granted to an administrative staff under sub-clauses (ii) above shall not exceed five years during his/her entire service.

(vi) Without prejudice to the rules governing payment of various allowances, extraordinary leave shall ordinarily be without pay and allowances. Contribution to Provident Fund during the period of EOL shall not be permitted.

(vii) Period of extraordinary leave shall count for increment.

(vi) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave shall not exceed two years except in cases where leave is taken on medical certificate. The total period of absence

from duty shall in no case exceed five years in the entire period of service of an administrative staff.

(viii) The Executive Council may commute retrospectively periods of absence without leave into extraordinary leave.

C8. Study Leave

(xiv) Study leave may be granted to an administrative staff after a minimum of three years of continuous service with the University, to pursue a special line of study or research directly related to his/her work in the University.

The period of study leave may be for a period upto two years, but shall be granted for a period upto one year in the first instance, extendable by one more year, subject to satisfactory progress of study as defined in sub-clause (xv) below.

(xv) Study leave may be granted by the Executive Council on the recommendation of the Vice-Chancellor

(xvi) Study leave shall not be granted to an administrative staff who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(xvii) Study leave may not be granted not more than twice during an administrative staff's career. However, the maximum period of study leave admissible during the entire service shall not exceed two years.

(xviii) No administrative staff who has been granted study leave shall be permitted to alter substantially the course of study or programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the administrative staff shall resume duty on the conclusion of the course of study.

(xix) Subject to the provisions of sub-clauses (viii) and (ix) below, study leave maybe granted on full pay upto one year extendable by one year at the discretion of the University authority. However, the administrative staff may opt for grant of study leave without pay & allowances subject to the provisions of sub-clauses (viii) and (ix) below.

(xx) The amount of scholarship, fellowship or other financial assistance that an administrative staff who has been granted leave shall not preclude him/her being granted study leave with pay and allowances.

However, the scholarship etc. so received shall be deducted from the study leave salary payable by the University.

(xxi) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation.

(xxii) An administrative staff who is selected to a higher post during study leave, will be placed in that position and get the service benefits only after joining the post.

(xxiii) An administrative staff granted study leave shall, on his/her re-joining the service of the University, be eligible for the benefit of the annual increment(s) which he/she would have earned if he/she had not proceeded on study leave. The administrative staff shall not, however, be eligible to receive arrears of increments. Regulation of increments during the period of absence only on account of leave shall be notional.

(xxiv) Provident fund contributions shall be deducted during the period of absence on study leave from the leave salary provided the administrative staff joins the University on the expiry of his/her study leave.

(xxv) Study leave granted to an administrative staff shall be deemed to be cancelled, in case it is not availed of within six months of its sanction.

Provided that where study leave granted has been so cancelled, the administrative staff may apply again for such leave.

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

(xxvii) The administrative staff before availing himself/herself of the study leave, shall execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in these sub-clauses and give security of immovable property to the satisfaction of the University or a fidelity bond of an insurance company or a guarantee by a scheduled bank for the amount which might become refundable to the University in accordance with sub-clause (xvi) below.

(xxviii) The administrative staff shall submit to the University, half yearly reports of the satisfactory progress of his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If such report does not reach the Registrar within the specified time, or the report so received does not indicate progress upto the satisfaction of the supervisor/Head of the Institution as the case may be the payment of leave salary shall be withheld.

(xxix) No administrative staff proceeding on study leave shall be allowed to resign from his/her employment, unless he/she settles all financial and other claims of the University outstanding against him/her.

C8. Maternity Leave

(iii) Maternity leave on full pay may be granted to a woman administrative staff for a continuous period of not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman administrative staff in her career does not exceed 45 days. The application for leave shall be supported by a medical certificate.

(iv) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave.

C9. Leave at the discretion of the Vice Chancellor

Leave of not exceeding 15 days may be granted to an administrative staff at the discretion of the Vice Chancellor, being satisfied with the genuineness of the cause

C10. Administrative Staff Re-Employed After Retirement

In the case of an administrative staff re-employed after retirement the provisions of these regulations shall apply as if he/she had entered service for the first time on the date of his/her re-employment.

C11. General Conditions Applicable to Administrative Staffs

(i) Right to leave

(a) No leave shall be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the university, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the administrative staff.

(b) No leave shall be granted to an administrative staff whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to an administrative staff who is under suspension.

(ii) Maximum period of absence from duty on leave

(a) No administrative staff shall be granted leave of any kind for a continuous period exceeding three years.

(b) Where an administrative staff does not resume duty after remaining on leave for a continuous period of three years or where an administrative staff after the expiry of his/her leave remains absent from duty, other than on foreign service or on account of suspension, for any period which together with the period of leave granted to him/her exceeds three years, he/she shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(iv) Application for leave (Form no. 01/02)

Leave shall always be applied for in the prescribed form (Form No. 01/02) in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Note- An administrative staff should not leave station till the memorandum sanctioning leave has been issued.

(v) Commencement and termination of leave

(e) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the days the administrative staff resumes his/her duty.

(f) Weekly holiday and other recognised holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave

(vi) Rejoining of duty before the expiry of the leave

An administrative staff may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority.

(vii) Leave on medical grounds to be supported by medical certificates

An administrative staff who applies for leave on medical grounds shall support his/her application with a medical certificate from a Registered Medical

Practitioner.

(viii) Rejoining duty on return from leave on medical grounds

No administrative staff who has been granted leave (other than casual leave) on medical grounds shall be allowed to return to duty without producing a certificate of fitness.

(ix) Absence without leave or overstay on leave

An administrative staff who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such period of leave shall be debited against his/her leave account as and when leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(x) Conversion of one kind of leave to another

(a) At the request of the administrative staff concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time the leave was originally taken, but he/she cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(xi) Increment during leave

If increment or pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay shall be given from the date the administrative staff resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment.

C12. Authorities empowered to Sanction Leave

(1) Subject to the exceptions noted below, leave to the administrative staffs shall be sanctioned by the Registrar, provided all leaves of Registrar shall be sanctioned by the Vice-Chancellor:

Extraordinary Leave ^{not} exceeding three months—Vice-Chancellor on recommendation of the Registrar

(2) Application for all leaves shall be routed through the following:

(a) All leave except Extraordinary Leave exceeding three months and Study leave,

Administrative staff-- School Coordinator/Section In-charge---AR (Admin) for admissibility-- --Registrar--Vice-chancellor

(b) For EOL and Study Leave.

Administrative staff-- School Coordinator/Section In-charge/ AR (Admin) for admissibility --Registrar--Vice-chancellor--Executive Council

C13. Leave Salary

- (ix) An administrative staff granted casual leave or special casual leave is not treated as absent from duty and his/her pay is not interrupted.
- (x) An administrative staff on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (xi) An administrative staff on commuted leave is entitled to leave salary equal to the salary admissible under sub-clause 16(ii).
- (xii) An administrative staff on half pay leave is entitled to leave salary equal to half the amount specified in sub-clause 16 (ii).
- (xiii) An administrative staff on extraordinary leave shall not be entitled to any leave salary. However, he/she will receive HRA and CCA upto 120 days.
- (xiv) An administrative staff on Maternity leave/Paternity leave is entitled to draw the same pay as he/she may be drawing at the time of proceeding on leave.
- (xv) Payment of house rent and city compensatory allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances.
- (xvi) During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

C14. Cash payment in lieu of Earned Leave

- (i) On superannuation

Where an administrative staff superannuates on attaining the normal age prescribed for superannuation under the terms and conditions governing his/her service., the authority competent to grant leave shall *suo motu* authorize encashment of Earned leave, if any, at the credit of the administrative staff on the date of his/her superannuation, subject to a maximum of 300 days.

Provided that an administrative staff, who superannuates on attaining the age of superannuation while under suspension, shall become eligible for the benefit of cash equivalent of Earned leave at his/her credit on the date of his/her retirement, on conclusion of the proceedings against him/her, if the competent authority decides to reinstate him/her in service and holds that the suspension was wholly unjustified.

- (ii) On Resignation/termination

(a) Resignation: If an administrative staff resigns or quits service, he/she may be granted *suo motu* by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 150 days

(b) Termination: Where the services of an administrative staff are terminated by notice or by payment of pay and allowances, in lieu of notice, or otherwise in accordance with the terms and conditions of his/her appointment, he/she may be granted, *suo motu* by the authority competent to grant leave, cash equivalent in respect of earned leave at

his/her credit on the date on which he/she ceases to be in service subject to maximum of 300 days

(iii) Calculation of cash equivalent of earned leave: The cash equivalent of leave shall be calculated as under and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

Cash Equivalent= $\frac{1}{30}$ [pay admissible on the date of retirement plus dearness allowances admissible on that date X No. of days of unutilized Earned Leave at credit on the date to a maximum of 300 days]

(iv) Leave encashment when permanently incapacitated

An administrative staff who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his/her invalidation from service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause (iii) above.

(v) Dismissal/Removal

Unless the competent authority decides otherwise, when an administrative staff is dismissed or removed from service, he/she shall not be eligible for leave encashment.

(vi) Leave encashment of an administrative staff who dies in harness

In case an administrative staff dies in harness, the cash equivalent of the leave salary that the deceased administrative staff would have got; had he/she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 300 days shall be paid to his/her family.

**THE WBNUJS LEAVE REGULATIONS
FORM NO. 1**

**APPLICATION FOR GRANT OF CASUAL / SPECIAL CASUAL / DUTY
LEAVE**

1. Name of applicant (in BLOCK LETTERS) :
2. Designation :
3. Nature and period of leave applied for : _____ leave for
_____ days .Combined with . _____ leave for _____ days
4. Holidays prefixed / suffixed, if any :
5. Grounds on which leave is applied for :
(in case of duty leave / special casual leave,
copy of relevant orders to be annexed)
6. Remarks, if any :
7. (For Teachers Only) Class arrangements made :

Date:

(Signature of Employee)

In the case of Administrative Staff :

Forwarded to Section in Charge/Coordinator / Head.

(Coordinator/Head/Section in Charge)

Certified that the leave applied for is / is not admissible.

Asst. Registrar (Administration)

Sanctioned

Registrar

Vice-Chancellor

WBNUJS LEAVE REGULATIONS
FORM NO. 2
APPLICATION FOR GRANT OF LEAVE / EXTENSION OF LEAVE

(Other than Casual Leave / Special Casual Leave / Duty Leave)

1. Name of applicant (in BLOCK LETTERS) :
2. Post held :
3. School / Department :
4. Nature & period of leave applied for and date from which required :
5. Nature and period of earlier leave being Continued, if any :
6. Holidays / Vacation prefixed or suffixed, if any :
7. Grounds on which leave is applied for :
8. Remarks, if any :
9. (For Teachers Only) Class arrangements made :

Date:

(Signature of Employee)

In the case of Administrative Staff :
Forwarded to Section in Charge/Coordinator / Head.

(Coordinator/Head/Section in Charge)

Certified that the leave applied for is / is not admissible.

Asst. Registrar (Administration)

Sanctioned

Registrar

Vice-Chancellor

WBNUJS LEAVE REGULATIONS

FORM NO. 3

LEAVE MEMO

Date:

Competent authority of the University has sanctioned _____
leave for _____ days combined with _____ leave for
_____ days prefixing _____ to
Dr./Ms./Mr. _____, with effect from
_____.

Asst. Registrar (Administration)

Copy to:

- 1) Accounts Officer
- 2) Assistant Registrar (Academic)
- 3) Convenor, _____ School
- 4) Dr. / Ms. / Mr. _____

WBNUJS LEAVE REGULATIONS

FORM NO. 4

CASUAL LEAVE ACCOUNT

1. Name of Employee :

2. Designation :

3. School / Department :

Year	Casual Leave Taken								Ren mark
	8	7	6	5	4	3	2	1	
2005									
2006									
2007									
2008									
2009									

FORM NO. 08

BOND TO BE EXECUTED WHEN PROCEEDING ON / GRANTED EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE (1) DR. / MS. / MR.
_____ resident of
_____ in the District of
_____ at present employed as
_____ in the WB National University of Juridical
Sciences (herein after called the OBLIGOR) and Dr. / Ms. / Mr.
_____ son / daughter of
_____ and Dr. / Ms. / Mr.
_____ son / daughter of
_____ (hereinafter called the sureties) do hereby

jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the WB National University of Juridical Sciences, Collate (hereinafter called the UNIVERSITY) on demand the sum of to be determined by the UNIVERSITY THE BOND is to be executed non-judicial stamp paper of Rs. _____ (Rupees _____ only) together with interest thereon at rates decided by the UNIVERSITY, or, if the payment is made in a Country other than India, the equivalent of the said amount in the currency of that Country, converted at the official rate of exchange between that Country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the UNIVERSITY.

WHEREAS the OBLIGOR has been granted Study Leave by the UNIVERSITY from _____ to _____

[AND WHEREAS an extension of Study Leave has been granted to the OBLIGOR at his request until _____]

AND WHEREAS for better protection of the UNIVERSITY the OBLIGOR has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said SURETIES have agreed to execute this Bond as sureties on behalf of the above bounden:

NOW THE CONDITIONS of the above written obligations is that in the event of the OBLIGOR DR. / MS. / MR. _____ failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave granted / extended, or failing to complete the course of study or at any time written the period of three years after her / his return to duty, the OBLIGOR and the SURETIES shall forthwith pay to the UNIVERSITY on demand, the said sum to be determined by the UNIVERSITY the BOND is to be executed non-judicial stamp paper of Rs. _____ (Rupees _____ only) together with interest thereon as determined by the UNIVERSITY.

AND upon the OBLIGOR and / or the SURETIES aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liabilities the SURETIES hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the UNIVERSITY or any person authorized by it (whether with or without the knowledge or consent of the sureties) nor shall it be necessary for the University to sue the OBLIGOR before suing the SURETIES named hereinabove or any of them for amounts due hereunder.

THE BOND shall in respects be governed by the Laws of India for the time being in force and the rights and liabilities shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated - this _____ day of _____ two thousand _____.

Signed and delivered by the OBLIGOR DR. / MS. / MR.
in the presence of _____

WITNESSES : 1. _____
2. _____

Signed and delivered by the SURETY DR. / MS. / MR.
in the presence of _____

WITNESS : 1. _____
2. _____

Signed and delivered by the SURETY DR. / MS. / MR.
in the presence of _____

WITNESS : 1. _____
2. _____

ACCEPTED

REGISTRAR

For and on behalf of
the Executive Council,
THE WB
NATIONAL
UNIVERSITY OF
JURIDICAL
SCIENCES

Agenda Item No:15

Convocation 2008.

The University is to make necessary arrangements in regard to the third Convocation for the its fourth batch which passed out in April 2008.

In this regard the University has kept a provision of Rs.500000/- in the Budget Estimates 2008-09.

The University had an approximate expenditure of Rs.3.22 Lakhs (Approximately) on account of the Second Convocation.

Submitted for directions.

Agenda Item No:16

Formation of a Planning Board.

The matter arises out of the 26th meeting of the Executive Council dated 15/3/2008.

The Executive Council in the meeting had authorised the Vice Chancellor to form a Planning Board for the preparation of a vision document/statement of the University.

Accordingly, the Vice Chancellor has formed a Planning Board with the following members:

1. Vice Chancellor, WBNUJS – Chairman
2. Hon'ble Mr. Justice Chittatosh Mookerjee, Chairman, Finance Committee – Member
3. Hon'ble Mrs. Justice Ruma Pal – Member
4. Secretary to the Government of West Bengal, Judicial Department – Member.
5. Mr. R.N. Dutta, Member, Executive Council – Member

Mr. N. Nawn, Lecturer in Economics, WBNUJS may act as a Secretary to the Committee.

The matter was also reported in the 23rd meeting of the Standing Committee dated 12/4/2008.(Agenda Item No.11).

Submitted for information and directions.