



The WB National University of Juridical Sciences

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Phones 3350534/3357379 Fax 3357422

E-mail nujs@cal3.vsnl.net.in Gram JURVARSITY

NUJS/FC/5/01

31 July, 2001

To
All Members of
Finance Committee

Sir,

The Fifth Meeting of the Finance Committee of the University is to be held on Monday, 13th August, 2001 at 11.30 A.M. in the Conference Room of the University at 'Aranya Bhavan', Salt Lake, Kolkata. Agenda for this meeting is given below. You are requested to kindly make it convenient to attend the meeting.

With regards,

Yours faithfully,


(Gangotri Chakraborty)
REGISTRAR

Agenda

- Item No. 1. Confirmation of the minutes of Fourth Meeting of Finance Committee held on 29th June 2001.
- Item No. 2. To discuss and consider the NUJS Provident Fund-cum-Gratuity Rules framed under the Regulations relating to NUJS Provident Fund-cum-Gratuity Scheme for recommendation before the Executive Council meeting to be held on 8th September, 2001.
- Item No. 3. To discuss and consider the 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 for recommendation before the Executive Council meeting to be held on 8th September, 2001.
- Item No. 4. Any other matter with the permission of the Chair.



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Fifth Meeting of the Finance Committee :
13 August, 2001

AGENDA

Item No. 1. Confirmation of the minutes of Fourth Meeting of Finance Committee held on 29th June 2001.

(Annexure - I)

Item No. 2. To discuss and consider the NUJS Provident Fund-cum-Gratuity Rules framed under the Regulations relating to NUJS Provident Fund-cum-Gratuity Scheme for recommendation before the Executive Council meeting to be held on 8th September, 2001.

(Annexure - II)

Item No. 3. To discuss and consider the 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 for recommendation before the Executive Council meeting to be held on 8th September, 2001.

(Annexure - III)

Item No. 4. To approve the Purchase Guidelines of NUJS.

(Annexure - IV)

Item No. 5. Any other matter with the permission of the Chair.

- Rules of Scholarship
- Finance Regulation

Confirmed

W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

'ARANYA BHAVAN'

SALT LAKE, KOLKATA'

**Minutes of the Fourth Meeting
of the Finance Committee
held on 29th June, 2001**

The minutes of the Fourth Meeting of the Finance Committee held on 29th June, 2001 are noted below.

The following members were present :-

1. Hon'le Mr. Justice Chittatosh Mookerjee (Retd.)
2. Prof. N. R. Madhava Menon
Vice-Chancellor, NUJS
3. Dr. Gangotri Chakraborty
Associate Professor & Registrar
NUJS.
4. Mr. Arun Bhattacharya
Special Secretary in-charge
Judicial Department
Govt. of West Bengal
(deputed by the Hon'ble Minister
for Law and Justice to attend the meeting)

3
Mr. K. K. Venugopal, Senior Advocate, and Mr. Asok Gupta, Principal Finance Secretary, Govt. of West Bengal, requested leave of absence.

**Minutes of the Fourth Meeting of the Finance Committee
held on 29th June, 2001**

Item No.	Item Description	Decision/Resolution	Actions Taken	Remarks
1	Confirmation of the minutes of the Third Meeting of the Finance Committee held on April 3, 2001.	The Committee confirmed the minutes of the Third Meeting of the Finance Committee held on 3 rd April, 2001.		
2	Introduction of Provident Fund Scheme to NUJS	<p>The Vice-Chancellor apprised the meeting that the Accounts Officer had approached the Provident Fund Commissioner for advice regarding investment of the corpus of the Provident Fund, which is deducted from the salary of the employees who are on regular scale. The Provident Fund Commissioner allotted a code No. to the University under the Employees Provident Fund and Miscellaneous Provisions Act 1952 overlooking the fact that the University have an independent P. F. Scheme and has made rules thereunder.</p> <p>The Registrar approached the Regional Provident Fund Commissioner and explained to him that since the University had its own scheme of Provident Fund it would perhaps be appropriate to get the scheme work under the 1925 P. F. Act, instead of the 1952 Act, whereupon the Regional Provident Fund Commissioner has cancelled the code No. allotted to the University. The Regional Provident Fund Commissioner however had suggested some amendments to the scheme of the University Regulations. The Regional Provident Fund Commissioner was of the opinion that :</p> <ul style="list-style-type: none"> • The University Provident Fund Regulation should be applicable to "every" employee • The word "employee" should be defined in the Regulation • The Trust should be registered under the Trust Act. 		

Decision:

It was decided by the Committee :

- The rules defining "employee" should be confined to people who are on a regular scale of pay and are eligible for allowances, etc.
- The matter relating to registration of Trust prima facie appears to be unnecessary.
- The Schedule to Act (Section 22) and the regulations relating to Provident Fund may be examined for recommending any necessary amendments.
- The rules of Provident Fund Regulations be framed and draft rules may be put up for approval of the Executive/General Councils.

Meanwhile the amount collected as P. F. contributions may be deposited in high interest deposit scheme in a nationalized bank.

3. NUJS: Scholarship Scheme.

Resolved that the Scholarship Scheme and Rules framed thereunder may be adopted. Students Scholarships may be announced this year itself and made available to deserving students. Educational loans from banks may also be mobilized for supporting studies of students from lower socio-economic stream.

4. The Revised Budget for 2001-02 and the Budget Estimates for 2002-03 of NUJS

The Committee suggested certain changes in the Budget and recommended that explanations be given on certain items pointed out in the meeting. The Budget incorporating these changes may be put up before the Executive Council.

Action taken Report on the decisions taken in the 4th meeting of the **Finance Committee** dated 29th June 2001.

Agenda Item No. 2

Introduction of P. F. Scheme

1. The NUJS CPF & Gratuity Rules have been drafted incorporating the suggested provisions.
2. A sum of Rs. 1,40,000 out of the available balance of Rs. 1,40,917 was fixed in term deposit of three years (renewable) at 9.25% p.a. It has also been so arranged that the deposits in the savings bank above Rs. 1000 will be automatically fixed in the units of Rs. 1000, which can be reversed to the extent necessary to the savings bank as and when needed.

Agenda Item No. 3

Scholarship Scheme

1. The Scheme has been adopted.
2. Rs. 10 Lakhs received from Shri. Venugopal, Sr. Advocate has been invested in the Scholarship Fund.
3. Banks give education loans to students and their parents. The University is rendering necessary help and advice whenever any parent asks for it.

Agenda Item No. 4

Revised estimates 2001-02 and Budget estimates 2002-03

The changes suggested have been incorporated in the estimates which will be placed before the Executive Council in the next meeting.

Revised RULES AND PROCEDURES

For

MANAGEMENT DEVELOPMENT PROGRAMMES
IN-COMPANY TRAINING PROGRAMMES
GOVERNMENT PROGRAMMES

Definition:

The GMDP Committee provides administrative support to three kinds of training programmes, namely -

- (a) those designed and offered by the Faculty of IIMC
called Management Development Programmes
- (b) those conducted by the IIMC faculty at the request of other Organisations
called In-Company Training Programmes
- (c) those conducted by IIMC faculty at the request of the Union and different
State Governments
called Government Programmes
- (d) Special programmes like the one year Special Management Programme,
Advanced Management Programme, International Advanced Management
Programme, International Faculty Development Programme etc. which are
treated like In-Company Programmes.

Consultancy
(e) Total Revenue : 40% for IIMC
Balance : Faculty share including other expenses
and I.T. deduction from faculty share from Acad. Dev.
@ p. 10.

Rules and Procedures
For

Management Development Programmes

1. OBJECTIVE:

The primary objectives of Management Development Programmes are to fulfill the educational needs of practicing managers in various sectors of the economy (viz. Industry, government, voluntary agency, trade union etc.), to transfer knowledge generated in the Institute to managers, to enhance the knowledge and facilitate learning by the faculty members, to generate revenue, build the image of the Institute and establish live contracts with various kinds of management systems.

2. ANNUAL MDP CALENDAR:

An annual MDP calendar will be prepared for each financial year well ahead of the commencement of the such year. This is to enable the sponsoring organisations to receive the calendar early enough so as to make their annual plans for nominations based on the Calendar Year. The calendar and detailed outline and design of each programme shall be provided to MDP office to facilitate posting on the Institute's web site.

3. FINAL DECISION FOR OFFERING A PROGRAMME:

Whereas any faculty group and individual faculty member have the right to propose MDPs during a particular financial year, the Director will retain the right to decide whether or not a particular MDP will actually be offered.

4. SELECTION OF VENUE:

It is expected that the majority of the MDPs will be held at Tata Hall on the Campus. However, depending on the nature of the Programme and the advantages provided by the venue, and in view of the international character of the Institute, a few MDPs may still be held outside Calcutta or even outside India.

5. PROGRAMMES NOT HELD FOR TWO CONSECUTIVE YEARS:

Any programme which could not be offered after announcement due to lack of adequate number of participants for two consecutive years, should be dropped in order to avoid confusing the clientele as well as to minimize unnecessary initial expenditure incurred on such a programme. In case a faculty member wishes to

offer the same programme after a gap of two years. he/she will be expected to provide reasons why he/she thinks that the programme would attract participants.

6. INNOVATIVE PROGRAMMES :

For building the Institute's image as well as to meet the growing need for education in the new and challenging areas of management, and especially for executives working in sectors other than industry and business, it is necessary to make serious efforts to offer innovative programmes in addition to the traditional ones that are being offered by the Institute.

7. COLLABORATIVE PROGRAMMES :

It has been found from past experience that programmes offered by the Institute in collaboration with other professional bodies have been successful in terms of quality. Such programmes have also attracted large numbers of participants due to joint effort. It should, therefore, be the Institute's policy to encourage a few programmes every year in collaboration with other organisations on reasonable terms & conditions, which may differ depending on the nature of collaboration. As far as possible, the accounts for these programmes should be maintained by the Institute. The Programme Director or the person coordinating on behalf of the Institute should ensure that such ventures do not incur loss.

8. MINIMUM NUMBER OF PARTICIPANTS:

No MDP should be offered if the number of participants falls below six. Exception may be made by the Director after consultation with the Chairperson-CMDP. No programme should be cancelled if it has more than 10 participants.

9. PROGRAMME CANCELLATION :

- (a) Once an CMDP is announced in the Annual MDP Calendar, every care should be taken to see that it is not cancelled unless it is due to lack of participation. If, however, it is absolutely necessary to do so information should be given to the Director and to the Chairperson-CMDP immediately and their concurrence obtained.
- (b) In cases where Programmes are cancelled due to lack of adequate number of adequate number of participants, the Programme Director/CMDP Office will immediately inform the organisations which have sent nominations.
- (c) If a Programme Director wants to offer a cancelled programme next year, he will be expected to justify his decision and obtained concurrence of the Chairman MDP.

10. PROGRAMME POSTPONEMENT :

- (a) An MDP may be postponed in case of natural calamities, postal strike, rail/air strike, or illness of the Programme Director in consultation with the Chairman - CMDP.
- (b) When an MDP is postponed, it is the responsibility of the CMDP Office to ensure that all those who have sent in their nominations as also the hotel booked for the Programme are kept informed of the postponement.

11. PROGRAMME DIRECTOR AND PROGRAMME FACULTY :

Normally all MDPs will be directed by IIM Calcutta Faculty. In case of MDPs offered in collaboration with other organisations, the Programme Directorship may go to the collaborating organisation so long as the faculty member who initiates the programme can justify his/her decision to the MDP Committee.

In case the name of the guest faculty is mentioned in the brochure, he should have confirmed his participation before the brochure is sent to the press.

12. HONORARIUM FOR FACULTY:

- (a) No honorarium is payable to the Institute faculty for conducting sessions in MDPs. However, the Programme Director and the faculty will be entitled to the reading and related materials that are given to the participants, subject to budgetary provision. In addition, as token memento or books not exceeding Rs. 1000/- may be presented to participating faculty at the discretion of the Programme Director.
- (b) A guest faculty's honorarium will be at the rate of Rs. 1000/- per one hour session. Payment to the guest faculty should preferably be made by cheques. In special circumstances, payment may be made from advance drawn by the Programme Director against proper receipts.

13. HONORARIUM FOR ASSISTANCE TO PROGRAMME DIRECTOR:

- (a) The Programme Secretary will received honorarium @ Rs.800 /- per week (6 days) or part thereof for the actual duration of the Programme. For programmes more than 6 days, he will be paid an additional honorarium @ Rs. 100/- per day for the additional days. In case of more than one programme secretary, the amount will be divided amongst them.
- (b) For programmes held at Tata Hall, a sum of not more than Rs.200/- per day may be budgeted for tips and honorarium respectively for the Contractor's men and Institute's employees (total of Rs. 400/-) at the discretion of the Programme Director..

14. PROGRAMME FEE:

For an MDP at Tata Hall the programme fee will usually be between Rs.3000/- to Rs.4000/- per day per participant to cover board & lodging and all other costs related to the offering of an MDP. Any variation in the limits, either at the minimum or maximum level must have approval of the Director.

A uniform discount of Rs.500/- per day will be given to the Non-Residential participants.

15. REFUND OF PROGRAMME FEE:

(a) No refund is normally made by the Institute if a participant does not turn up for a Programme after his/her nomination has been accepted. Such fee, however, may be adjusted against a nomination made by the sponsoring body for an alternative programme.

(b) The programme Director may at his/her discretion, decide to refund the amount saved on board and lodging only in cases of regular client organisations.

(c) Full refund, will be made when a nominee withdraws before the date of withdrawal.

16. BOARD AND LODGING:

Arrangements for board and lodging, as also for other relevant facilities, will be made by the CMDP Office when programmes are held at the Tata Hall. Programme Directors can authorize an extra night due to non-availability of flights etc. in consultation with the Chairman CMDP. For programmes held elsewhere, the CMDP Office will assist the Programme Director in the process of selection of venue and the necessary liaison work. The CMDP Office will maintain rate cards of hotels and will also regularly circulate to faculty any new information that they may received from hotels. Programme Directors will remain responsible for settling hotel bills.

17. MISCELLANEOUS EXPENSES:

(a) So long as the hotel does not levy service charge, up to 5% of the total hotel bill may be spent as tips to hotel staff, car drivers (in lieu of money for lunch or teas etc.). The expenditure on tips will be certified by the Programme Director.

(b) The total expenditure on entertainment must not exceed a ceiling of 5% of the total revenue fetched by the programme. The Programme Director's certificate shall be considered as adequate for settling the account.

(c) Where an MDP is held at a hotel, participating faculty will be entitled to a sum not exceeding 5% of the room rent for laundry and occasional extra charges for Room service which they may incur during the course of the Programme. Provision to this effect may be made under the "Misc. and Contingencies" items in the budget.

(d) There are specific rules for paying per diem allowance to faculty when programmes are held outside India. Programme Directors are advised to consult the F.A.O. in this matter.

18. PRESS ADVERTISEMENT:

MDPs will not be advertised individually through newspapers, unless approved by Chairman CMDP. However, advertisements will be released on a quarterly basis. The cost of these insertions will be charged to CMDP General account. The concerned Programme Directors are requested to ensure that the manuscripts for their programmes brochure are handed over to the CMDP office in January each year to ensure their posting on the web site.

19. EDUCATIONAL MATERIAL FOR THE LIBRARY :

It is essential to maintain a library of educational materials for various MDPs. This would facilitate preparation of materials for repeat programmes. A copy of all materials, other than books, for each programme may please be deposited with the library.

20. PHOTOCOPYING OF READING MATERIALS :

The MDP Office is now in a position to offer its services for the photocopying of reading materials. Where Programme Directors who want to use this facility may inform AO (AMDP) in advance. Photocopying charges will be the same as those charged by the duplicating section.

21. NOMINATION PAPERS :

Unless otherwise advised by the Programme Director, the CMDP Office will acknowledge receipt of nominations and confirm acceptance, with copies to the Programme Director. Programme Directors may please indicate the maximum number of participants acceptable in each programme to facilitate this work.

22. STATIONERY AND COURSE MATERIALS :

(a) The ceiling of expenses on the course materials and stationery item will be from Rs.1000/- to 10% of course fee. If the amount exceeds to 10% the Programme Director should seek the prior approval of the Chairman CMDP.

12

23. CLASS SCHEDULE :

A copy of the class schedule should be sent to the CMDP Office to enable them to provide information to all concerned as well as for future records.

24. BUDGET AND BUDGETARY CONTROL :

It will be the Programme Director's responsibility to prepare the budget for his/her programme and place it to the Director for his approval through the Chairperson-CMDP. Since a work order is prepared on the basis of the approved budget, a revised budget may be submitted at least 7 (seven) days prior to the beginning of the CMDP in case there are changes. An account of all expenses including promotional expenditure, if any, is to be submitted by the Programme Director within 1 (one) week after the end of such MDP.

25. ADVANCE TO PROGRAMME DIRECTOR :

The Programme Director may draw advance for programme related expenses.

26. FEEDBACK FROM PARTICIPANTS :

The CMDP Office will make available to Programme Directors two sets of feedback forms. One set of forms will be designed for obtaining the feedback on individual sessions/faculty, these will remain with the Programme Director. The other set of forms will be designed for obtaining feed back on the Programme as a whole and these forms should be forwarded to the CMDP Office.

Programme Directors will prepare a detailed written report within one) month of the completion of each programme. This will include a summary of the programme feed back from participants, suggestions for changes in the Programme based on the feedback and any other relevant point. Copies of this report should be sent to the Director and to the Chairperson, CMDP.

27. PARTICIPANTS' REGISTER :

Within 7 (seven) days after the completion of a programme, the Programme Director will forward to the CMDP Office 3 (three) copies of the list of participants.

28. FINALISATION OF ACCOUNTS :

The Accounts Department will prepare, within 1 (one) month after the conclusion of a Programme, the final statement of revenue and expenditure. Copies of this statement must be sent to the Director, the Programme Director and the CMDP Office.

Notes :

- (a) In case the programme incurs a loss it will be brought to the attention of the Director
- (b) If the Programme Director decides to cancel his/her programme it will be his/her responsibility to inform the Director as well as the Administrative Officer (CMDP) with sufficient time in hand (at least two weeks) to enable the letter to effect cancellation of nominations.
- (c) All brochures should announce that all nominations should be sent to the Administrative Officer (CMDP) for centralised processing.

Work Order – Once the Chairperson, CMDP recommends the budget the responsibility of the Director's Secretariat is to get the Director's approval for issuance of the Work Order by the CAO or other Officer delegated for this work well in advance.

14

A MODEL NORMATIVE BUDGET PROPOSAL FOR MDP

	<u>Amount</u>
Programme fees per participant	
Less: Variable costs:	<u>Amount</u>
Board and Lodging charges per participant	
Books & Course Materials, (not to exceed 10% of the course fee per person)	
<hr/>	
contribution per participant	<hr/> <u>(A)</u> <hr/>

Fixed Costs:

- Board and Lodging charges for participating Faculty and programme secretary
- Travel costs of the participating Faculty and programme secretary
- Honorarium for programme Secretary
- Transport (Local)
- Brochure printing and postage
- Miscellaneous and contingencies (including tips and Entertainment)

<hr/>		<hr/> <u>(B)</u> <hr/>
Number of participants required for break-even =	B - A =	<u>(C)</u> <hr/>
Expected number of participants =		<u>(D)</u> <hr/>
<hr/>		
Expected profit at – participants = (D-C) x A		

15

RULES & PROCEDURES

For

IN-COMPANY TRAINING PROGRAMMES

The rules and procedures for In-Company Training Programmes may be divided into two categories – (i) Administrative; and (ii) Financial.

A. Administrative :

For In-Company Training Programmes the rules and procedures as laid down for MDPs will be followed :

B. Financial :

- a) For an In-Company Training Programme the fee for Faculty time should not be less than Rs.10,000/- per day. Any other expenditure like boarding, lodging and other incidentals will be on actual basis.
- b) The Institute's share on each In-Company Training Programme will be 40% of the net revenue. The calculation of the net revenue will be : Gross Revenue – Tata Hall charges or Hotel charges, including board and lodging, conference hall or equipment charges etc. In case the client deducts any tax at source (TDS), and provides a certificate of tax deposited in name of the Institute, the entire tax shall be debited to the Institute's share. In case no certificate is provided, the actual amount received shall be shared in the ratio of 40:60.
- c) Of the remaining 60% of the net revenue. Faculty honorarium and the Programme Director's fees will be paid after meeting all expenses incurred for running the In-Company Training Programme, such as, transport, postage, course materials, honorarium for Programme Secretary at the rate of Rs.800/- per week or part thereof, etc.
- d) The programme director's honorarium shall normally be limited to 25% of the total honorarium. However, in programmes where the client organisation requests a special study to assess the training needs to design the programme or requires special material preparation based on their organisational problems or preparation of case study etc., a higher share of programme director's honorarium (or to any faculty member who assists him in such work) may be budgeted with specific approval of the Director. In such cases, the programme director shall provide adequate details of the additional work undertaken to justify the amount.

- e) Occasional lectures by faculty at the invitation of companies or other profit making organisations shall also be treated as 'In company programmes'. Lectures at Universities or other academic institutions undertaken with the approval of the Director shall be exempted from these rules.
- f) For the special programmes approved by the Academic Council, honorarium as approved will be paid.

Restrictions :

A faculty shall undertake to do not more than 26 days of In-Company Training in a financial year. This is in addition to and exclusive of the number of 52 days in a financial year set apart for consultancy project work as laid down in the document entitled Rules and Procedures for Consultancy Project. In case the number of consultancy days available is below 52 days and a faculty member is willing to undertake an In-Company Training Programme in addition to the 26 days earmarked for this purpose, he / she will be entitled to take the extra number of days up to a consolidated total of not more than 78 days. In-Company Training Programmes undertaken on any holidays or during vacations will also count for the calculation of the number of days of In-Company Training.

INDIAN STATISTICAL INSTITUTE

Telephones : 52-0004 (6 lines); 52-7094 (4 lines);
52-8600 (8 lines); 52-6602 (2 lines);
52-6402 (2 lines); 52-8241 (8 lines);
52-8446
Telegram : STATISTIOA, CALCUTTA 700 086
Telex 21-2210 STAT IN



208 BARRACKPORE TRUNK ROAD
CALCUTTA 700086, INDIA

No. CAF/24-4/246
30 July 2001

To
The Registrar,
West Bengal National
University of Juridical Sciences,
Aranya Bhavan,
10A, LA Block,
Salt Lake City,
Kolkata - 700098.

Sir/Madam,

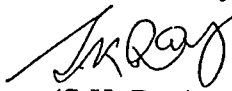
With reference to your letter dt. 17 July 2001 I am directed to send herewith a copy of Office Order No. D.O./2443 dt. 15 July 1998 containing the "Rules Governing Scientific works financed by bodies other than the Institute".

This may kindly be acknowledged.

Thanking you,

Encl. : As stated.

Yours faithfully,


(S.K. Ray) 30/7/2001
Officer on Special Duty

No.D.O./2443
15 July 1998

Office Order

Sub.: Rules Governing scientific works financed by
bodies other than the Institute

A system governing scientific and professional works financed from sources other than the grants-in-aid to the Institute was formulated by the Institute and was detailed in the Office Order No.D.O./2641 dated 13.1.81. The Council of the Institute in its meeting held on 17 February 1998 has amended the rules specified in the above Office Order as given below. This supersedes the Office Order issued earlier i.e. D.O/2641 dated 13.1.81 and other in this regard.

1. Individual Assignment

1.1 Introduction

1.1.1 It is customary in all institutions of higher learning that their academic and scientific staff lend their expertise to other bodies on invitation, or request by delivering lectures or courses of lectures, participating in seminars, examinationship, helping in selection procedure, rendering expert advice, membership of committees and commissions of Government and other reputable public and private bodies in advisory professional capacity etc. These assignments are individual in nature and do not involve any other resources of the institution where the individual works.

1.1.2 Academic and scientific staff also send articles for publication in journals and periodicals and publish books.

1.1.3 Receiving remuneration in return for these individual professional activities in the form of honoraria, fees, royalty etc. is also permitted as per rules detailed below. The Institute itself invites specialists in various capacities and pays honoraria to them.

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contd 2

individual
subject

1.2.1 Workers of the Institute will be permitted to undertake professional activities as listed above and accept remuneration in the form of honoraria, fees, royalty etc. subject to observance of the clauses and sub-clauses of section 4.0, pertaining to general conditions of service in the 'Standing Service Orders' of the Institute.

1.2.2 For all the activities listed in 1.1.1 above, detailed information including amount of personal financial remuneration and the number of days of work involved should be sent to the Director or to the Competent Authority at least once in every six months.

1.2.3 Except for the activity of publication, the time spent by an individual worker in all activities listed above, and for which remuneration in any form is received, shall not normally exceed the equivalent of half a day per week and in any case, not more than the equivalent of 26 working days in a year.

1.2.4 Invitation for lectures or research collaboration by reputed organisations of higher learning, public and private bodies involving sustained period of absence from the Institute, and which are now covered by various systems of leave, will fall outside the purview of these orders.

Note

1) Assignment as described in 1.1.1 above should be undertaken on the basis of invitations and should not be solicited for.

2) No workers should act in a way which prejudices the possibility and extent of institutional projects of the Institute.

2. Institutional Projects : Type I (Non-sharing of income)

2.1 Introduction

2.1.1 Over and above the activities which the Institute undertakes supported by grants-in-aid from government, certain activities of research, training and consultancy service are also undertaken with financial support from other sources like various government departments, Planning Commission, Public and Private

SYRAD contd 3

Sector Industry, research financial organisations like the ICSSR, ICMR, DST etc. These activities are considered an integral part of the Institute's activities within the framework of its object as specified in its Memorandum of Association.

2.2 Orders

2.2.1 Projects of research, training and consultancy service, financed by sources other than grants-in-aid from government and for execution of which the services of one or more workers of the Institute are required or other resources of the Institute are needed, may be undertaken if they help in the fulfillment of the objects of the Institute as stated in the Memorandum of Association.

2.2.2 All such projects will be undertaken in the name of the Institute under a written agreement with the financing body, signed by the Director or other officers of the Institute authorised by the Director to do so.

2.2.3 All such projects will be treated as integral parts of the scientific activities of the Institute and work on them will be assigned by the Institute to workers keeping in view their specification and overall workload, according to the existing rules of the Institute.

2.2.4 All receipts and disbursements in respect of such projects shall be through the accounts of the Institute.

2.2.5 As with all activities of the Institute no special remuneration shall be made to workers assigned to work on projects except for Income Sharing Externally Funded (ISEF) Project. However, for all types of projects existing rules and conventions regarding extra work beyond office hours will apply. For Income Sharing Externally Funded (ISEF) Projects, the rules for sharing of income as well as the technicalities in their implementations shall be governed by the broad principles laid down under section 3 below.

3. Institutional Projects : Type II (Income Sharing Externally Funded Projects)

3.1 Introduction

3.1.1 In addition to externally funded projects taken up by the Institute as an integral part of the Institute's activities for which no part of the income is shared with individual work

contd 4

sources where part of the Net Income may be shared with individual scientists participating in such projects. Only such projects shall be taken up which conform with the objects of the Institute as laid down in its Memorandum of Association.

3.2 Orders

3.2.1 A scientist shall have the liberty to forward ISEF Project proposals directly to the Director with a copy to the concerned Head(s) of unit(s)/division/centre and concerned Professor(s)-in-charge. The scientists shall also propose the name of a scientist, with his/her consent, who will act as the Principal Investigator (PI).

3.2.2 The merit of every proposal of such type shall be evaluated by an Advisory Body (AB) constituted by the Director normally before accepting the same except for routine type of projects. The Advisory Body shall consist of the Director or his nominee as Chairman, concerned Head(s) of Unit(s)/division/centre/Professor(s)-in-charge and the Principal Investigator (PI). The Advisory Body shall judge whether the objects of the Institute as laid down in the Memorandum of Association are upheld or not. The Board (AB) may, if it so desires, seek the views of the concerned DCSW members through Professor(s)-in-charge about the merit of the proposal.

3.2.3 All Project proposals submitted for evaluation shall have the following information :

- a) Name and Unit affiliation of the concerned PI
- b) A short write up on the outline of the project with clear and concise statements on the objective and the targets
- c) Proposed date of initiation and termination of the project
- d) Detailed budgetary provision with terms and conditions

3.2.4 A Principal Investigator shall have the liberty to frame his/her team of investigating members across all science units in all the centres of the Institute. Investigating members shall furnish the information in a suitable format regarding (1) his status on participation in similar projects taken up during the financial year under consideration across all the scientific units in all the centres of the Institute clearly spelling out the time promised/devoted and extraneous income earned through such project(s) by him (2) a statement on the progress and actual

involvement of the member in such projects from the relevant Project Investigator(s) and (3) in case a member is engaged in any form of teaching within the Institute, a declaration to that effect be made clearly and categorically, and due endorsement from Dean/concerned In-charge must be sought and attached. The project investigator(s) shall furnish in addition, a statement on the progress of actual involvement from the funding authority/authorities for such project(s).

3.2.5 After the proposal is ratified by the AB and subsequent approval from the Director, there should be a system of entering into a formal and legal tripartite agreement among the funding agency (FA), the Institute (ISI) and Principal Investigator (PI) (and Co-PI, if any) with clear and explicit mentioning of the terms and conditions jointly agreed upon. Under no circumstances a release request should be entertained by any PI or any member of the team except under emergency situations. As soon as the emergency situation is over, the member, if he or she intends, should join the earlier project(s).

3.2.6 If a project leader succeeds in securing an initial fund from the funding agency (FA), in that case, proportionate personal income may be shared by the team members with the concurrence of the Director. The Director may seek Advisory Body's recommendation based on the progress achieved in fulfilling the target(s) stated in the project.

3.2.7 Externally funded non-profit making academic projects including projects described in clause 2 must be given topmost priority and at no cost, this should be avoided by any scientific worker except under special circumstances, with the approval of the competent authority.

3.2.8 As and when these rules will come into force and continue to operate, all such projects proposals, while in operating condition, must necessarily be ISI-based and not individual-based. Any scientist of the Institute accepting such projects without a written approval of the Director will be liable to disciplinary action.

4. Limit on Income

4.1 The upper limit on the total individual income to be generated through all projects undertaken by the employee (including those of the type mentioned in 1.1.1 above) should in no case exceed the amount per annum equivalent to 90 days gross salary with basic and DA only. The pattern of sharing of Net Income (NI) in any such projects is to be as under :

(ma) contd 6

- a) PI and the scientists in the Project team combined: 25% of the NI
- b) Scientific unit of the PI involved: 25% of the NI
- c) ISI research and development fund: 50% of the NI

The net income referred to above will be the difference between the total amount of input fund assured by the funding agency and the expenditure representing (a) travel cost of the project personnel (b) cost of communication (fax, STD etc.) (c) administrative expenses (d) extra remuneration to the directly supporting technical and non-technical staff involving in such project(s) (e) honorarium to external expert outside ISI (f) fees of external organisation (g) extra remuneration to administrative and/or accounts staff involved in this specified project (h) ISI overhead (electricity, telephone, computer facilities etc.) as per rules and (i) miscellaneous (printing, typing, xeroxing, purchase of books, instruments and other minor items). The onus of the disbursement of 25% as at a) above shall rest on the PI based on a policy to be formulated by him/her and approved by the Director.

5. The policy detailed above may be reviewed after one year.
6. This order comes into effect from 15 June 1998, the date of Academic Leave Rules (ALR) was approved by the Council.

S. B. Rao
(S. B. Rao)
Director

- Copy to:
1. All Professors-in-Charge
 2. Head, Delhi Centre (for circulation among the scientific workers)
 3. Head, Bangalore Centre (for circulation among the scientific workers)
 4. Head, SOC & OR Division (for circulation among the scientific workers)
 5. All Heads of Divisions/Units/Sections/Departments (for circulation among the scientific workers)
 6. Out lying offices of the Institute
 7. Director's Office
 8. Personnel Unit
 9. CAO Office.

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RAJATKUMAR BANDYOPADHYAY
REGISTRAR



JADAVPUR UNIVERSITY
KOLKATA-700 032, INDIA

OFFICE OF THE REGISTRAR : AUROBINDO BHAVAN

Ref.No.: U-1/W/15/2001

Dated : 6/8/2001

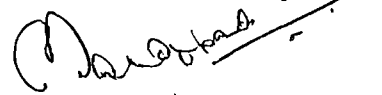
The Registrar
The W.B. National University of Juridical Sciences,
'Aranya Bhavan'
10A LA Block, Sector - III,
Salt Lake City,
KOLKATA - 700 098.

Dear Sir,

With reference to your letter No. NUJS/Pro. Rem/
2001-01 dated 23.7.2001, this is to inform you that we
do not usually pay any honorarium to the Principal Investi-
gator/Co-ordinator of any project or any faculty member as
there is no such provision in our Statutes.

However, we pay financial assistance to the
Researchers as per norms fixed up by the Funding Agencies.
In regard to consultancy job the share of participant teacher
is 70% and the balance 30% goes to the university fund. In
regard to testing fee, 50% of the amount is payable to
faculty members and remaining 50% goes to university fund.

Yours faithfully


(R. Bandyopadhyay)
Registrar