

**SIXTH  
EXECUTIVE COUNCIL MEETING**

**8<sup>TH</sup> SEPTEMBER, 2001**

**10.00 A.M.**

**AGENDA PAPERS**



**The WB National University of Juridical Sciences**

'Aranya Bhavan' 10A LA Block Salt Lake City Calcutta 700098

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NUJS/EC/6/01

20 August, 2001

Professor T. K. Oommen  
Chairman  
School of Social Systems  
Jawaharlal Nehru University  
New Delhi - 110067

Sir,

Kindly find enclosed the agenda papers for the Executive Council Meeting to be held on **8<sup>th</sup> September, 2001**. The intimation of the Meeting was sent earlier.

Though we have not received your travel plans yet, necessary arrangements will be done as soon as we get it.

May I invite you to the lunch hosted by the Vice-Chancellor at the Rooftop Restaurant at the Charnok City, only a block away from the University. The Annual Meeting of the General Council will commence soon afterwards.

I shall be grateful if you remember to bring the agenda papers for the Meetings.

With regards,

Yours sincerely,

*Gangotri Chakraborty*  
(Gangotri Chakraborty)  
REGISTRAR

Enclosure :



**The WB National University of Juridical Sciences**

'Aranya Bhavan' 10A LA Block Salt Lake City Calcutta 700098

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**SIXTH MEETING OF THE EXECUTIVE COUNCIL  
OF NUJS TO BE HELD ON 8<sup>TH</sup> SEPTEMBER, 2001  
AT 10.00 A.M. IN THE  
CONFERENCE ROOM OF THE UNIVERSITY**

**AGENDA**

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Item No. 1. Confirmation of the minutes of the Fifth Meeting held on January 27, 2001  
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**Annexure - II**
- Item No. 3. Auditor's Report on Receipts and Expenditure and Balance Sheet for the financial year ending 31<sup>st</sup> March, 2001.  
**Annexure - III**
- Item No. 4. Budget for the year 2001-'02 and Financial Estimates for the year 2002-'03.  
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- Item No. 5. Reporting on Amendments to Financial Regulations adopted till date.  
**Annexure – V**
- Item No. 6. Recommendations from Academic Council :  
(a) Scheme of Scholarship for needy students.  
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- (b) Regulations regarding project evaluation and integrated viva-voce

**Annexure – 2 (b)**

- (c) Permitting LL.M. students to study one semester abroad  
(To be placed on the Table)
- (d) Admission Schedule for 2002-2003 academic session  
(To be placed on the Table)
- (e) External Examiners for LL. M. and M. Phil. and honorarium payable.  
(To be placed on the Table)
- (f) Admission of students from backward States which will give Foundational Grant for campus development.  
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Item No. 7. Progress of construction and status of HUDCO Loan

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Item No. 8. Reporting on approval by circulation of additional cost of Pile work approved by circulation.

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Item No. 9. Incentive pay to ad-hoc administrative staff

Item No. 10. Recommendations of the Selection Committee

**To be placed on the table**

Item No. 11. Auditors appointment

Item No. 12. Any other matter with the consent of the Chair.



## W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

6<sup>th</sup> Meeting of the Executive Council:  
8<sup>th</sup> September, 2001

### AGENDA NOTES

Item No. 9.

#### **Incentive pay to ad hoc administrative staff**

The University has been functioning from later half of 1999. A skeletal staff of retired persons have joined the University from December 1999 on modest consolidated salary ranging between Rs. 4000/- to 8000/- per month. Most of them have completed one year's service. At the end of 1 year it is proposed that some incentive by way of salary enhancement may be given to the staff. For this purpose the staff is divided under three categories : -

- (a) **Those on regular scale** : Only the Accounts Officer is on regular scale and he will be governed by the admissible terms and conditions in this regard.
- (b) **Those who have joined after retirement** : There are about seven personnel under this category. It is proposed that on completion of one year, a consolidated rise in pay by about Rs. 500/- be made to those employees.
- (c) **Younger persons intending to develop career at NUJS** : In keeping with the present grading system of the Government of West Bengal, such employees are tentatively categorized into grades of A, B, C and D. The University at present has only A, C and D grades of employees. It is proposed that each of such employees on completion of one year of service be allowed a consolidated rise in pay to the tune of next permissible increment under the service rules of the Government of West Bengal.

The matter was placed before the Third Meeting of the Finance Committee held on 3<sup>rd</sup> April. 2001.

The Committee decided that for all categories of employees, on completion of one year of service, be allowed a consolidated rise in pay to the tune of next permissible increment for similar cadres of staff under the service rules of the Government of West Bengal.

The committee recommended that the matter be placed before the Executive Council for adoption.

**Item No. 11.                      Auditor's appointment**

In the First Meeting of the Executive Council held on 22<sup>nd</sup> December 1999, the Council appointed M/s. S.R.R.K. Sharma Associates, Chartered Accountants, 325 Maruthi Complex, V Main, Gandhi Nagar, Bangalore – 560 009 as auditors for the University for a period of two years.

Accordingly the Auditors were appointed for a period of two years, 1999-2000 and 2000-2001. The Auditors have to be appointed for the current and subsequent financial years.

The matter is placed before the Council for doing the needful.

11/1/01

**THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCE**

**Minutes of the Fifth Meeting of the  
Executive Council held on January 27, 2001**

The Fifth Meeting of the Executive Council was held at the premises of the University on January 27, 2001.

The following members were present :-

1. Hon'ble Mr. Justice B. N. Kirpal  
Judge, Supreme Court, New Delhi.
2. Hon'ble Mr. Justice Chittatosh Mukherjee (Retd.)
3. Hon'ble Mr. Nisith Nandan Adhikary (Special Invitee)  
Law Minister, Govt. of West Bengal
4. Mr. K. K. Venugopal, Senior Advocate
5. Prof. T. K. Oommen, Chairman, School of Social Systems  
Jawaharlal Nehru University, New Delhi.
6. Professor N. R. Madhava Menon  
Vice-Chancellor, NUJS
7. Mr. P. K. Biswas, Secretary,  
Judicial Department, Govt. of West Bengal
8. Mr. Hirak Ghosh  
Secretary, Higher Education  
Govt. of West Bengal
9. Dr. Gangotri Chakraborty  
Associate Professor & Registrar, NUJS
10. Dr. Bhavani Prasad Panda, Associate Professor, NUJS

Leave of absence was granted to Mr. Asok Gupta, Principal Secretary, Finance Department, Govt. of West Bengal.

**Minutes of the Fifth Meeting of the**  
**Executive Council held on 27 January, 2001**

Sr. No.	Agenda Items	Decision/Resolution	Actions Taken
1.	Confirmation of the minutes of 4 <sup>th</sup> Executive Council Meeting and actions taken thereupon	<p>Minutes confirmed.</p> <p>Matters arising -- The Vice-Chancellor apprised the Council of the following :</p> <p>(a) HUDCO LOAN : The University is seeking a loan for Rs. 2000 lakhs (Rupees twenty crores) after the detailed estimates were worked out and not Rs. 15 crores as mentioned in the minutes of the 4<sup>th</sup> meeting.</p> <p>(b) BUDGET : The budget of NUJS is now being prepared under Plan and Non-Plan heads as desired by the Government. The State Government had brought NUJS Construction under its plan budget.</p>	
2.	Report of progress of Pile work and payment schedule	<p>The following was reported to the Executive Council regarding progress of work :</p> <p>(i) Pile work for men's hostel completed on 4.1.2001 197 number of 450 Ø piles were sunk.</p> <p>(ii) Pile work for women's hostel completed on 6.1.2001 165 number of 450 Ø piles were sunk</p> <p>(iii) Academic block pile work is still continuing and as on 27.1.2001, the position was as follows:</p> $\begin{array}{rcl} 500 \text{ } \odot \text{ Piles} & = & \frac{345}{670} \\ 450 \text{ } \odot \text{ piles} & = & \frac{115}{152} \\ \text{Grand total} & = & \frac{822}{1184} \text{ ((i)+(ii)+(iii))} \end{array}$ <p>The Vice-Chancellor also reported that the pile work was likely to be completed by February end. The contractor M/s. Simplex Projects Limited was expected to submit its bill for about 1.5 crores. The Architects bill was also expected soon. Bills valued at Rs. 2 crores were in hand and the amount has to be disbursed immediately. The entire payment schedule for pile work was to be completed by March 2001. The Finance Minister has assured when contacted by the Vice-Chancellor that the funds of Rs. 3 crores would be released by March 2001. The Judicial Secretary and the Hon'ble Minister for Law and Justice agreed to pursue the matter with the Government so that the amount of Rs. 3 crores is released for payment to the contractor before end of March. The Executive Council noted and recorded the matter.</p>	



3.	Govt. Grant 2000-2001 - Status regarding	<p>The Vice-Chancellor informed the Council that the "NUJS Construction" was brought under the Plan Budget of the State Government. A sum of Rs. 1.5 crores was allocated against the actual need of Rs. 3.5 crores. A sum of Rs. 50 lakh had been sanctioned by the Government out of the allocated Rs. 1.5 crores and the cheque was awaited. The Vice-Chancellor emphatically reiterated that a sum of Rs. 3 crores would have to be released before 31<sup>st</sup> March 2001.</p> <p>The Judicial Secretary and the Hon'ble Minister for Law and Justice stated that since only Rs.1.5 crore was allocated the remaining 1.5 crore will have to be reappropriated which can be done only when the allocated money is exhausted.</p> <p>The Vice-Chancellor explained that the University had bills for Rs. 2 crores already in hand. Utilisation would be made available as soon as the fund was received.</p> <p>The Secretary and the Minister for Law and Justice agreed to pursue the matter urgently.</p>	
4.	Mobilisation of HUDCO Loan - Progress regarding - Status of Government guarantee, repayment scale and terms	<p>The Vice-Chancellor informed the Council that as decided by the Executive Council HUDCO loan had been processed and the sanction was likely to be given on any day. The moratorium was for three years. Loan repayment would begin from the year 2003 at 13.75% interest per annum. HUDCO had also agreed to waive the front end fee. The loan would be repaid by the year 2015.</p> <p>Meanwhile it has been learnt that the papers relating to government guarantee for loan repayment had been cleared by the Department of Finance and Cabinet approval is awaited. It was expected that the matter would be cleared by the Cabinet in February 2001.</p> <p>Matter was noted and recorded by the Executive Council.</p>	
5.	Consideration of report of tender for construction work.	<p>The Registrar informed the Council that the following firms had submitted the tender and their status was as under :</p> <ol style="list-style-type: none"> <li>1. M/s. Mackintosh Burn Ltd. - 14,20,09,187.90 - L1 No Rebate</li> <li>2. M/s. B.S. Agarwal - 14,36,79,474.40 - L2 Rebate 6.8%</li> <li>3. M/s. Hindustan Steel Works - 14,41,70,651.35 - L3 Rebate 1.5% Construction Ltd.</li> <li>4. M/s. Bridge &amp; Roof - 14,44,41,487.00 - L4 Rebate 1.5% Co.India Ltd.</li> <li>5. M/s. Unit Constructions - 15,78,63,155.14 - L5 Rebate 4% Co. Ltd.</li> <li>6. M/s. Engineering - 15,81,37,176.00 - L6 Rebate 3% Projects (I) Ltd.</li> </ol>	

	<p>7. M/s. Shapoorji Pallonji &amp; Co. Ltd. - 15,93,33,904.00 - L7 No Rebate</p> <p>8. M/s. Larsen &amp; Toubro Ltd. - 16,35,89,974.00 - L8 Rebate 5%</p> <p>9. M/s. Uttar Pradesh Rajakiya Nirman Nigam Ltd. 16,67,06,069.70 - L9 No Rebate</p> <p>10. M/s. Simplex Concrete Piles (I) Ltd. - 17,62,23,439.00 - L10 No Rebate</p> <p>The Registrar further informed the Council that sealed covers were subsequently submitted by (a) M/s. Larsen &amp; Toubro Ltd., (b) M/s. Hindustan Steel Works Construction Ltd., and (c) M/s. Bridge &amp; Roof Co. India Ltd. The Executive Council directed the Registrar to open the covers. The Executive Council on opening the covers noted that --</p> <p>(a) M/s. Larsen &amp; Toubro Ltd., cover contained an unconditional offer of rebate of 9.5% bringing their position to L5 (Rs. 14.64 crores) and also an offer to complete the work within 18 months.</p> <p>(b) M/s. Hindustan Steel Works Construction Ltd., cover contained only a confirmation to say that their representative would attend the meeting.</p> <p>(c) M/s. Bridge &amp; Roof Co. India Ltd., cover contained a correction of their earlier quotation of Rs. 14.83 crores to Rs. 14.44 crores and also made an offer to undertake the work at the lowest valid bid price, whatever it be. They said they have written to the University in respect of this additional offer which they wanted the Council to take note of.</p> <p>The Executive council then decided to invite the representatives of various firms to seek clarifications relating to rebate, splitting of contract, provision for RMC, mobilization of machineries etc. They also wanted to enquire from the firms the duration for which they could sustain work should the payment be delayed due to some unforeseen reason. The Executive Council also decided to enquire about the projects they have done where the time had overrun and the reason for such delay. The Council wanted to know if the firms had any arbitration matter pending, the number of projects each firm had in hand and value of those projects. The Executive Council also wanted to know how experienced the firms were regarding their work in Calcutta. The following firms came one by one and discussed the above issues :</p> <p><b><u>M/s. Machintosh Burn Ltd. :</u></b> They admitted they had overrun about 7 to 8 projects. They agreed to have the ready mix concrete organized near site. In the event the Executive Council splits the contract, they submitted that they are not sure of being able to do the job at the project price. They have undertaken projects of same magnitude. In the event of a delay in the payment, they agreed to carry on work to some extent for a month or so but said that the money flow should not be hampered continuously as in their experience the projects tend to overrun in such situations.</p> <p><b><u>M/s. B. S. Agarwal :</u></b> They are handling about 4 projects as on date. Head Office at Bokaro Steel City. Did not overrun any project for their fault. They offered 4.56% unconditional rebate which brought their offer down to 13.71 crores. They will install their own RMC from ACC. In case of fund constraints they will carry</p>	
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	<p>on work upto about 1.5 crores, i. e. two consecutive bills. If work is split their rebate will be reduced to 2.25%. They can complete within 18 months provided every drawing etc. is given on time. Can mobilize within a week.</p> <p><b><u>M/s. Hindustan Steel Works Construction Ltd.</u></b> : Offered a further unconditional rebate of .75% which brings their offer down to 14.31 crores. Specially equipped to construct high rise buildings. They are constructing the Navodaya chain of schools, Kendriya Vidyalaya. They have time overrun on all occasions but for no fault of theirs.</p> <p><b><u>M/s. Unit Constructions Co. Ltd.</u></b> : 7-8 projects upto date. No overrun. They were willing to offer unconditional 2% rebate which brings their offer down to Rs. 15.47 crores. They can complete in 18 months. Will take 15 days to mobilize. In case the fund flow is disturbed they will not be able to sustain.</p> <p><b><u>M/s. Shapoorji Pallonji &amp; Co. Ltd.</u></b> : They have about 6 projects in hand. They are willing to give unconditional 1% rebate bringing their offer down to 15.77 crores. Will be able to sustain for two months and the work will be affected beyond 4 months. RMC from ACC. Time can be reduced to 18 months provided fund flow is regular. In the event of split they have some problem. No overrun due to their fault.</p> <p><b><u>M/s. Larsen &amp; Toubro Ltd.</u></b> : They can offer 1% rebate over and above the 9.5% rebate already given in their letter bringing their offer to 14.64 crores. In case of delayed payment they will not stop the work. They have built at IIT Kharagpur and are likely to get fly-over at Park Street. They have large number of projects going on. They will mobilize funds to any extent. They will try to complete by 16 months. RMC from ACC and their own plant on the E.M. Bypass. They have little experience working in Calcutta.</p> <p><b><u>M/s. Uttar Pradesh Rajakya Nirman Nigam Ltd.</u></b> : Unconditional rebate for 2% bringing their offer down to 16.34 crores. Works in Haldia. Will not be able to sustain in the event of the cash flow is hampered and the work will stop.</p> <p><b><u>M/s. Simplex Concrete Piles (India) Ltd.</u></b> : Cannot offer any rebate. Not able to negotiate. They are not able to change/alter their initial stand.</p> <p><b><u>M/s. Bridge &amp; Roof Co. India Ltd.</u></b> The representatives of M/s. Bridge &amp; Roof Co. India Ltd., submitted through a letter dated 20.01.2001 in a sealed cover which was opened in the meeting, that they were ready to match the lowest valid bid price of Rs. 14,20,09,187.90. For this purpose a special rebate of 1.75% over and above their early rebate of 1.5% was given. Such rebate brought them down to the lowest valid bid price of Rs. 14,19,13,761.00. As a result of this the Executive council found that M/s. Bridge &amp; Roof Co. India Ltd., were the lowest bidders and they were lesser than M/s. Mackintosh Burn by Rs. 95,427.00 who had bid at Rs. 14.20 crores. M/s. Bridge &amp; Roof Co. India Ltd., also assured the Executive Council that they would make every endeavour to complete the work in less than 18 months. Should there be any difficulty in fund flow they can sustain upto two to three R. A. bills.</p> <p>The Executive Council considered the viability of all the firms and also took into account the subsequent special offer made by each firm.</p>	
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		<p>The option was narrowed down to 3 firms :</p> <ul style="list-style-type: none"> <li>(a) M/s. Machintosh Burn Ltd.,</li> <li>(b) M/s. Bidge &amp; Roof Co. India Ltd.,</li> <li>(c) M/s. Larsen &amp; Toubro Ltd.</li> </ul> <p>During the course of discussion it was pointed out that M/s. Larsen &amp; Toubro are relatively new to Calcutta and also they are private whereas M/s. Mackintosh Burn was a State Government concern and worked mostly in and around Calcutta and M/s. Bridge &amp; Roof Co. India Ltd. was a Central Government concern which worked mostly in and around Calcutta. Both the latter firms had their Head Offices in Calcutta. Since M/s. Bridge &amp; Roof Co. India Ltd. brought their valid bid price to the lowest, the main contenders before the Council were only M/s. Mackintosh Burn Ltd., and M/s. Bridge &amp; Roof Co. India Ltd. The Executive Council also considered the offer made by M/s. B S. Agarwal who had offered an unconditional rebate of 4.56% bringing their valid bid price to 13.71 crores. It was felt that the record of M/s. B. S. Agarwal was not reassuring in view of the time overruns in 7 or 8 contracts. Their subsequent offer of Rs. 13.71 crore was below the estimated price which raised the apprehension of possible compromise on quality. Moreover M/s. B. S. Agarwal were a private concern having their headquarters outside Calcutta.</p> <p>It was further noted by the Executive Council that M/s. Bridge &amp; Roof Co. India Ltd. had no time overrun on their contracts and no arbitration or litigation pending. They have also committed that they would get the ready mix concrete from ACC and deploy a tower crane of 65 mt. height, Boom length of 40 mt. with capacity at maximum Boom length being 1.5 metric tons. It was also further noted that the Science City, the Airport Annexe and the Dakshinapan were built by M/s. Bridge &amp; Roof Co. India Ltd., which were of good quality. On the other hand, M/s. Mackintosh Burn had admitted that they had a time overrun in 7 to 8 projects. They would find it difficult to sustain for long, should the fund flow be hampered under some unforeseen circumstances which was not the case with regard to M/s. Bridge &amp; Roof Co. India Ltd. Both the firms M/s. Mackintosh Burn and M/s. Bridge &amp; Roof Co. India Ltd., being Government undertaking and based in Calcutta, it was found that track record of M/s. Bridge &amp; Roof Co. India Ltd., were commendable and they could mobilize resources efficiently, maintain quality and had bid the lowest price.</p> <p>The Executive Council therefore narrowed down to the two Government Companies, namely, Mackintosh Burn and Bridge and Roof for award of contract. The Council sought the opinion of the Consultants, Ghosh, Bose &amp; Associates, on the relative quality of work, efficiency, completion in time, capacity to mobilize, extent of such contracting, equipments in hand, technical personnel available, reputation in construction circles etc. of the two firms. The Hon'ble Law Minister expressed the opinion that other things being equal, the Council may prefer Mackintosh as it is a State Government concern.</p> <p>The Council was informed by the Representative of Bridge &amp; Roof that they have offered, as promised earlier, a special rebate of 1.75% on all their prices. In the letter they sent to the University in this regard it was stated that the cost would be Rs. 14.19 crores thus making them the lowest bidder even compared to Mackintosh Burn.</p>	
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		<p>The Council took note of the two or three recent constructions of the two companies, their magnitude, time taken, quality standards etc. Taking note of lowest price, reputation for quality maintenance, speed and efficiency in execution, track record, freedom from disputes and avoidable litigation, capacity for mobilization etc. the Executive Council unanimously decided to offer the contract to Bridge &amp; Roof.</p> <p>The University was directed to proceed accordingly.</p>	
6.	Request from Bangladesh Bar Council	<p>The Vice-Chancellor apprised the members of the offer received from Bangladesh for opening an extension campus of NUJS at Dacca. It was clarified by the Vice-Chancellor that should such a campus be opened, the entire management, training of teachers, discipline, academic control would vest with NUJS till such time Bangladesh build their own National Law School of Bangladesh.</p> <p>The Executive Council wanted the proposal to be favourably considered despite the fact that NUJS is presently is not in a position to spare teachers and mount programmes outside its own campus. Nonetheless a project report on feasibility may be prepared. The Bangladesh authorities may be advised to approach the Government of India for formal clearance of the proposal. Meanwhile preference may be given in admission both for LL. B. and LL. M. to Bangladesh students under foreign students/NRI quota and assistance may be given to prepare the faculty if and when classes are started in Dhaka.</p>	
7.	Clarification of D.A. payment to employees	<p>Arrear of D.A. may be paid and the government rule in this regard is to be followed.</p>	
8.	Any other matter : Resource Mobilisation for Campus Development	<p>The Executive Council, in recognition of the urgent need of the University for mobilization of alternate resources, recommended that the University may adopt the following course of action simultaneously :</p> <ol style="list-style-type: none"> <li>Raise the tuition fees to Rs. 35000/- per annum</li> <li>Collect campus development fee of Rs. 5000/- per annum from each student till the debt liability is over.</li> <li>Offering not more than ten seats out of the total of 80 for NRI or NRI sponsored or foreign students at 3000 dollars or its equivalent amount in rupees.</li> <li>Have quotas if necessary for students of the North-Eastern States in return for substantial foundation grants from the respective Governments.</li> <li>Raise donations from public and private sectors for infrastructure facilities like buildings, equipments, professorial chairs, student sponsorship etc.</li> <li>Offer status like "Friends of NUJS" or "Associate of NUJS" in return from donations to Campus Development or Student Scholarship.</li> </ol>	

		<p>The Executive Council authorized the Vice-Chancellor to introduce the above revision from the next academic year itself and to take appropriate steps for its implementation. The Council wanted the students from weaker sections to be assisted through scholarship and financial assistance from the University.</p> <p>In the course of discussion on the subject, Shri K. K. Venugopal offered a donation of Rs. 10 lakhs towards the Students Scholarship Fund so that deserving students may not be adversely affected by the hike in tuition fees.</p>	<p>The University has received the donation of Rs. 10 lakhs from Mr. K. K. Venugopal</p>
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# **NUJS**

**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

**SALT LAKE, KOLKATA**



**FIRST ANNUAL REPORT**

**SEPTEMBER, 2001**

**A CENTRE FOR EXCELLENCE**

**IN LEGAL STUDIES ESTABLISHED UNDER W.B. ACT IX OF 1999**

# **NUJS**

## **FIRST ANNUAL REPORT, SEPTEMBER 2001**

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### **ANNEXURE**

## **AUDIT REPORT AND EXPLANATORY MEMORANDUM ON FINANCIAL STATUS OF THE UNIVERSITY**

## **PART I    SCHEDULE TO NUJS ACT**

### **ANNUAL REPORT**

(1) The Executive Council shall prepare the Annual Report containing such particulars as the General Council may specify, covering each financial year, and submit it to the General Council on or before such date as may be prescribed by regulations. The General Council may pass resolutions thereon and the Executive Council shall take action in accordance therewith. The action taken shall be intimated to the General Council.

(2) Copies of the Annual Report along with the resolution of the General Council thereon shall be submitted to the State Government. The State Government shall lay the same before the State Legislature at its next earliest session.

### **ANNUAL ACCOUNTS AND AUDIT**

(1) The Annual Accounts of the University shall be prepared under the directions of the Executive Council.

(2) The accounts of the University shall, at least once in a year, be audited by the auditors appointed by the Executive Council.

(3) The accounts when audited shall be published by the Executive Council, and a copy of the accounts together with the audit report ... shall be submitted to the State Government.

(4) The Annual Accounts shall be considered by the General Council at its annual meeting. The General Council may pass resolutions with reference thereto and communicate the same to the Executive Council. The Executive Council shall consider the suggestions made by the General Council and take such action thereon as it thinks fit. The Executive Council shall inform the General Council at its next meeting all actions taken by it or the reasons for not taking action.

**FINANCIAL ESTIMATES** (1) The Executive Council shall prepare, before such date as may be prescribed by regulations, the financial estimates for the ensuing year and place the same before the General Council.

(2) The Executive Council may, in the case where an expenditure in excess of the amount provided in the budget is to be incurred or in the case of urgency, for reasons to be recorded in writing, incur expenditure subject to such conditions and restrictions as may be specified in the regulations. Where no provision has been made in the budget in respect of such excess expenditure, a report shall be made to the General Council at its next meeting.

### **NOTE**

This is the first report of NUJS to be discussed and adopted on 8<sup>th</sup> September, 2001 by the General Council, the highest authority of the University. Technically speaking the University started its work in September 1999 and the first annual report should have been submitted in early 2000. However, since there was nothing much to report in the first few months of its operation, this report has incorporated developments of not only 2000-2001 but also for the earlier few months of 1999-2000.

The Annual Accounts, Financial Estimates and Audit Reports, however, are presented separately, one for the period September 1999 to March 2000 and the other for the period April 2000 to March 2001.

**2.1. The Beginning :**

The year 1999 marked a turning point in the history of legal education in Bengal. After considerable deliberation, the Government of West Bengal decided to set up a centre for excellence in legal studies in Kolkata and enacted a legislation establishing the National University of Juridical Sciences. NUJS was formally notified in Kolkata Gazette in August, 1999 and Professor N. R. Madhava Menon, former Director of the Bangalore National Law School was appointed as its first Vice-Chancellor. Dr. Menon assumed office in September, 1999.

After some hectic search in and around Kolkata, a temporary house for the new University was found in *Aranya Bhavan* in Salt Lake where it started functioning from November 1999. A plot of land which was originally granted to a government organization measuring approximately five acres on the eastern by-pass was also identified to build the permanent campus of the University. The Government was keen to start the academic programmes from the beginning of 2000 itself and gave about six months time to assemble the faculty, develop the essential infra-structure, organize and announce the courses, select the students and begin the journey towards excellence in legal education. A tall order for a system steeped in delay and slow-motion decision making processes. Yet, it happened as planned and teaching for under-graduate and post-graduate courses started promptly on 1<sup>st</sup> June, 2000 exactly eight months after the idea was conceived by the Government. It is a record of sorts in the history of University education in the country.

**2.2. Why a Law University ?**

The need for an exclusive University for juridical sciences (law and law-related subjects) was felt for a long time in India. The Bar Council of India recommended it; Karnataka, Andhra Pradesh and Madhya Pradesh established it; the Government of India announced its intention to sponsor a series of national level law schools around the country through a Parliamentary Legislation.

With the liberalization of the economy and the emergence of globalization, demand for legal services has increased on several fronts. Commercial legal services became highly competitive, quality conscious and extremely well-paid. The Bangalore Law School became an instant success to which talented Bengali students migrated in large numbers every year. Bengal which has been in the forefront of legal scholarship and professional attainments did not want to miss the opportunity and its leadership role in the legal world. NUJS has been the institutional response of an enterprising administration.

### 2.3. What is new or special at NUJS ?

NUJS is meant to be different from ordinary law teaching institutions not only in terms of the curriculum, teaching methods and examination system, but also in concept and organization. NUJS Act broadly stipulates that the University should promote :-

- inter-disciplinary study of law in order to absorb knowledge and technology for human development and to develop co-operation for peace and good governance globally;
- evolution of legal education on more socially relevant and professionally significant lines inculcating a sense of social responsibility among the scholars and law persons;
- better use of law and legal institutions for maximization of justice in society and good governance under the Constitution.

In pursuance of the legislative mandate, NUJS has adopted a Vision Statement with “**Justice education**” (as distinguished from mere legal education) as its goal, and innovation, experimentation and research-based experiential learning as its academic strategies. The University would endeavour to look at the interface between law on the one hand, and science and technology on the other. Given the fact that competitive abilities determine the degree of institutional excellence in future, NUJS will evolve a work culture which cultivates such qualities in every teacher, student and staff of the University. All these make it distinct from similar institutions elsewhere.

### 2.4. The Act and its Structure :

The NUJS Act (West Bengal Act IX of 1999) and the Schedule attached to it contemplate an autonomous University professionally managed by a **General Council** of 25 members drawn from the judiciary, the legal profession the academia and the State Government. The Chief Justice of India in the capacity of Chancellor of the University presides over the meetings of the General Council which is the Supreme authority of the University.

The **Executive Council** consisting of ten members and presided over by the Vice-Chancellor is the Chief Executive body of the University on which vests the administration, management and control of the University and the income thereof.

The **Academic Council**, under the supervision of the Executive Council control the maintenance of standards of instruction, education and examination of the University. It has the right to advise the Executive Council on all academic matters.

The term of the first General Council and of the first Executive Council is six years from its constitution which is December, 1999. The lists of members of various University bodies are attached as Appendix – I to this Report.

The Finance Committee with a Treasurer and four members is constituted by the Executive Council for scrutinizing the annual budget and to make recommendations to the Executive Council on all financial matters including audit reports. The Treasurer who presides over the Finance Committee is a nominee of the General Council from among its members.

The Executive Council also constitutes Selection Committees as and when required to make recommendations to the Council for appointment to posts of teachers of the University.

The officers of the University consist of the Vice-Chancellor, the Heads of Departments, the Registrar and such others as may be prescribed by regulations.

The Chancellor constitutes once in every five years a Commission of three eminent educationists to review the working of the University and to make recommendations to the Chancellor.

The General Council may, with the prior approval of the Chancellor and the State Government, amend the Schedule prospectively or retrospectively by notifying it in the Official Gazette.

The above structure of authorities and functions stipulated by the Act and the Schedule give the University the necessary academic autonomy and operational flexibility to be innovative in its programmes and efficient in its administration and services.

## **2.5. Review of Decisions taken at Meetings of the University Bodies :**

The General Council met only once in 21<sup>st</sup> April 2000 under the Chairmanship of the Chancellor. It reviewed the broad policies and the Vision Statement circulated, adopted the academic, financial and service regulations proposed, perused budget estimates for 2000-01 and approved the plans for construction of permanent campus.

The Executive Council met five times during the period on the following dates: December 22, 1999, April 21, 2000, July 15, 2000, September 16, 2000 and January 27, 2001. Among the important decisions taken by the Executive Council are :

- (a) Approved Academic, Service and Financial Regulations as put up by the Vice-Chancellor with minor amendments
- (b) <sup>e</sup>Crated teaching positions in different categories which included 5 Professors/Additional Professors, 6 Associate Professors, 9 Assistant Professors/Lecturers, 6 Adjunct (Part-time) Professors and 6 Teaching Assistants.

- (c) Appointed S.R.R.K. Sharma Associates, Bangalore, as auditors for two years.
- (d) Decided to go in for immediate construction of permanent campus and approved a modified version of the plan put-up by the Architects, M/s. Ghosh, Bose and Associates Pvt. Ltd.
- (e) Decided to equate NRI students with the Foreign students for admission and fee structure.
- (f) Welcomed the proposal for a degree Course in Business and Trade laws and a Diploma Course on Human Rights with special reference to Child Rights through distance learning methods.
- (g) Approved the Economic Law Reform Project, the Criminal Justice Project and the Environmental Law Capacity Building Project to be implemented by the respective Schools of NUJS with funding from the Government of India and Ford Foundation respectively.
- (h) Approved the appointments to the Faculty and to assign the office of Registrar initially for a period of two year to Dr. Gangori Chakraborty, Associate Professor in the University.
- (i) Constituted the Board of Trustees for administration of P.F. and resolved to deposit the sum in Government Securities earning maximum interest.
- (j) Settled the commission payable and terms applicable for the Architects who were also appointed as Consultants to supervise construction work of the permanent campus.
- (k) Decided on the norms and procedures to be followed for assigning the construction contract and constituted a Works Committee of Executive Council members locally available to oversee progress in construction.
- (l) Decided to seek a Government guaranteed loan of Rs. 20 crores from HUDCO for quick and efficient execution of construction work.
- (m) Created the post of Accounts Officer and resolved to fill it through open selection and public advertisement.
- (n) Approved the leasing of hostel premises from the TTTI for providing residential facilities to students.
- (o) Approved computer loan to members of the teaching staff.
- (p) Decided to award the Pile Works contract to M/s. Simplex Projects at an estimated sum of approximately Rs. 3.3 crores.

- (q) Resolved to increase the amount recoverable from students annually for academic and hotel support services to Rs. 5000/- from academic year 2001-02.
- (r) Approved the audited accounts for the year 1999-2000.
- (s) Instituted two Professorial Chairs – M. K. Gandhi Chair on Peace and Good Governance and B. R. Ambedkar Chair on Constitutional Law and authorized the Vice-Chancellor to seek endowment to support them.
- (t) Considered tender documents for construction contract and decided to award the works to the lowest bidder M/s. Bridge & Roof Co. India Ltd. for a sum of Rs. 14.19 crores with a special rebate of 1.75% on all their prices.
- (u) Welcomed the proposal of the Bangladesh Bar Council to have an extension campus of NUJS in that country and expressed difficulty in accepting the same at the present juncture.
- (v) Resolved to seek mobilization of additional resources through donations, endowments etc. to meet the rising cost. Decided to enhance annual tuition fee to Rs. 35,000/- (\$3000 for foreign students and NRIs) and to assist poor students through scholarships and freeships.

## **2.6 NUJS to have Permanent Campus in 2002\_?**

NUJS in its present abode at Aranya Bhavan is unable to manage a third batch of students due to acute shortage of space for class-rooms and academic services. Anticipating this problem, the Executive Council took up the construction of permanent campus on a priority basis right from the beginning in 1999. The pile work contract was awarded in September 2000 and the work completed in May, 2001. The contract for construction of super structure for both the residential and academic blocks has been given in April 2001 and is to be completed in eighteen months. The construction is progressing satisfactorily despite incessant rains of the season interrupting the pace of work now and then. Assuming that no serious problem will arise in future, the University expects to have its premises ready by October 2002. After getting furnished and other formalities completed in the next couple of months, NUJS should be in a position to function from its permanent campus at Salt Lake from January/February 2003!

Admission of students for the academic year 2002-03 will be subject to satisfactory progress in campus construction and its availability for occupation in October 2002. Any delay in this regard would entail suspension of admissions for next year as there is no space available in the existing premises to accommodate another batch of students.

Some of the courses in great demand approved by the Executive Council but unable to get started for paucity of staff and space may be revived once the University establishes itself in

the new premises. In short, 2003-'04 is going to be another milestone in the onward march of this fledgling University seeking to set standards of excellence in legal studies and research.

## **2.7. The Formal Inauguration of NUJS :**

April 22, 2000 is the day in which NUJS was formally declared open by lighting the lamp of knowledge by the Chancellor Dr. Justice A. S. Anand, Hon'ble the Chief Justice of India in the presence of the architect of the enterprise Mr. Jyoti Basu, Hon'ble the Chief Minister of West Bengal. A large gathering of lawyers, judges, academic, administrators, legislators, media personalities and public men listened to the Chief Justice of India underlining the significance of the event not only for legal education but also for rule of law and good governance. The Chief Minister reiterated the determination of his Government to promote excellence in professional studies and characterized the initiative as a significant milestone in the pursuit of quality and relevance in higher education. The Vice-Chancellor, Professor N. R. Madhava Menon outlined the highlights of the project and the roadmap he has drawn up to accomplish the goals articulated by the Government in the West Bengal National University of Juridical Sciences Act, 1999. The print and electronic media publicized the event with great aplomb generating expectations and enthusiasm among the scholarly world seeking new initiatives in an otherwise sagging image of higher education in the State.

It is significant that the print media kept up reporting on the plans and programmes of NUJS almost on a regular basis since then. As a result NUJS is in the reckoning in academic and professional circles no sooner than it was set up and its services are sought by reputed institutions within Government and outside on a number of research, training and extension activities. The Bar Council of Bangladesh through the Chief Justice of that country has even sought the assistance of NUJS to set up a law school in that country initially as an extension campus of NUJS. In short, the beginnings are impressive and promising; the tasks ahead are onerous and challenging.



### **PART III.**

## **ACADEMIC PROGRAMMES AND ACTIVITIES**

Having resolved to constitute a center of excellence in law and related studies, the question arose of preparing an appropriate academic agenda and setting a road map to realize the same. The NUJS Act has set out the goals to aim at. A training towards "justice education" (social relevance responsibility) and shaping a jurisprudence for translating science and technology for human development (multi-disciplinarity and law in development approach) in the context of increasing challenges of a globalising economy have been the primary concerns in structuring the curriculum of professional legal education at NUJS. To be able to do that, the University has to have institutional arrangements to maximize learning opportunities and facilitate multi-disciplinarity and experiential learning. Thus conceived, it was felt, that the University should not be set in the conventional mould, but should go in for research-based, result-oriented schools of studies looking at problems and policies in the context of society and development.

The University during the period under report has set up four Schools of Studies with a number of extension units for specialized activities under each one of them. The Schools are :

### **3.1. THE SCHOOL OF CRIMINAL JUSTICE AND ADMINISTRATION (SCJA)**

SCJA not only organizes teaching and research in criminal law, criminology and criminal justice administration, but also operates as an R & D Centre for improving the efficiency and accountability of the criminal justice system in the country. It conducts continuing education courses for equipping the functionaries of criminal justice at all levels. Human rights and more particularly, the protection of the rights of weaker sections in the criminal judicial processes will be an area of special concern to the School.

SCJA has a national advisory committee under the Chairmanship of Hon'ble Mr. Justice V. R. Krishna Iyer (Retd.) with membership of distinguished judges, prosecutors, defense lawyers, police officers, prison and correctional officials, NGO groups and academics. For the first two years of its operations the School has received a grant of U.S. \$ 250,000 from the Ford Foundation, New Delhi.

The School of Criminal Justice and Administration was approached by the High Court of Kolkata to organize a month-long residential training course for 46 newly-recruited Munsiffs/Magistrates of the West Bengal Judicial Service. The course was successfully conducted at the premises of the University in two batches in association with the High Court. The Chief Justice of the High Court inaugurated the course and commended the contribution of the School and the University.

Again, at the instance of the Bureau of Police Research and Development, Ministry of Home Affairs, Government of India, SCJA organized a week-long Vertical Interaction Course for senior Police Officers from all over India on the subject of Democratic Imperatives in Policing. The course was well received and BPR&D may enlist the School for future police training programmes.

The appointment of SCJA as a consultant to the Government of India-appointed Criminal Justice Reforms Committee is another highlight during the period under report.

Finally within the short period of eight months, the School published a Training Manual in criminal justice administration for judicial officers.

The School sponsored a two-month visit of an M.Phil. Research Scholar to New York to gather data on the emerging subject of Cyber Crime and its control. The person is employed as teaching assistant in the University.

The School of Criminal Justice is presently doing two major research projects – one relates to the preparation and publication of State-wise profile (situation report) of the status of criminal justice administration; and the other relates to an Year Book on the developments in criminal law and criminal justice in the country as on July, 2001.

### **3.2. THE SCHOOL OF ECONOMIC LAWS AND GOVERNANCE (SELG)**

Given the importance of economic liberalization and the role of law in it, the University felt it necessary to constitute a separate School to look at the entire range of laws relating to economic governance. The idea was not only to equip the students with the knowledge and skills required to cope with the changes, but also to build special expertise in key areas which determine the course of events under the changed regime. WTO and laws of international trade are significant components for research and critical study. SELG is a specialized center for teaching, research, training and extension work in all aspects of economy, business, trade and commerce as they affect India in the coming decades. SELG will work in close collaboration with trade and business organizations, government departments in charge of policy and implementation in this regard, corporate bodies and legal establishments specializing in economic laws. A national advisory committee representing different stake holders will give guidance and directions to the policies and programmes of SELG.

The Department of Economic Affairs of the Union Ministry of Finance has selected SELG as a nodal agency for implementing a UNDP funded two-year project on reform of economic laws. With the funding support of the Government of India, the School will not only develop its capacity for the tasks ahead, but also produce a series of policy papers and law reform proposals in the area of economic governance and trade development.

SELG has presently undertaken a project on the impact of globalisation under WTO on Indian agriculture and on social security of the rural people.

### **3.3. SCHOOL OF TECHNOLOGY, LAW AND SUSTAINABLE DEVELOPMENT (STLSD)**

STLSD is getting established within the University to look at the interface between science and technology on the one hand and law on the other. Technology holds the key for development and eradication of poverty. However, it has to be harnessed and directed by appropriate policies for which law is a major instrument. The School has been enlisted by the Union Ministry for Environment and Forests for implementing a project on capacity building in environmental law and management. Under the project, STLSD will be funded by the government to undertake a series of training, research and extension activities in the entire north-eastern region of the country.

One of the earliest activities undertaken by the School was a five-day training course in environmental law for pollution control board officials from all over the country. The course was inaugurated by His Excellency Mr. Viren Shah, the Governor of West Bengal.

The Ministry of Information technology and the HRD Ministry have also proposed to assign to the School projects on intellectual property law issues for research and training.

STLSD has proposed to set up a Center for Water Resources Law as part of the School and is building plans and programmes towards that end.

### **3.4. SCHOOL OF CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT : (SCEPD)**

Another School the University has launched is SCEPD which aims to impart skills and ethics education to students and to promote professional development through continuing education, professional support services including research and publication.

The School organizes clinical courses for students and gives legal aid services to the community through the Legal Services Clinic. It also runs a center for Women and Law and another for Juvenile Justice.

On the request of the National Commission for women, New Delhi, the Centre for Women and Law developed a standard curriculum and reading materials for gender sensitization of judges for equal justice to women.

The Legal Services clinic has organized a ten day study tour of faculty and students to the earth-quake affected areas of Gujarat. The clinic submitted a report on "*the Role of Law and Legal Services in Disaster Relief and Management*" to the Legal Services Authority of the State and the Gujarat High Court which was hearing a PIL on the matter.

A School of Public and Comparative Law (SPCL) is also proposed to be set up in the near future.

### **Schools to Promote Research-based Learning :**

The Schools are integral part of the University system pursuing multi-disciplinary approaches on specialized areas of development addressing contemporary problems in law, justice and governance. In this effort, teachers attached to each school develop projects to be executed by students as part of their education in the University. The integration of experience from the field with conceptual learning is what professional education is all about and NUJS provides maximum opportunities for it through the various schools of studies.

The purpose of higher education is not only to transmit existing knowledge and skills, but also to generate new knowledges as well as to find new applications for existing knowledges. It is the function of the Schools to organize their programmes around these goals in a manner that instils professional responsibilities on the students of the University. Sponsored research funded by outside agencies is only a medium to accomplish these goals.

### **3.5. UNDER-GRADUATE COURSES**

The basic teaching programme of the University for which it is specially established is an integrated five-year LL. B. Course for education and training of lawyers of competitive professional abilities and social commitments. This is the most prestigious course with which the University started its journey in June 2000.

#### **FIVE YEAR INTEGRATED B.A./B.Sc. LL. B. (Hons.) DEGREE**

Improving professional legal education towards higher levels of excellence is the basic mandate of NUJS. The five-year integrated B. A./B. Sc., LL. B. (Hons.) Degree Course for students passing out of the 10+2 School education is the major concern of the University in professional legal education. Every year eighty students selected on merit assessed through an all India Admission Test (conducted on the last Sunday of January each year in different parts of India) are admitted to the professional degree programme. The test consists of mostly objective-type questions of 12<sup>th</sup> standard level in the areas of General Knowledge, General English, Aptitude for Legal Studies and Personality Characteristics. In the last two years on an average about one thousand students took the test of whom nearly sixty percent are from West Bengal. Nearly half the students admitted are women. Ten seats are reserved, again on competitive merit at the Admission Test for Scheduled Caste, Scheduled Tribe and Disabled students. Another ten seats are offered for foreign/NRI-sponsored category of students who pay a higher tuition fee. They too have to come through the Admission Test only. Right from the

first year, admission to NUJS has become an ambition with bright students not only of Kolkata but of other regions of India. The result is a truly national student body drawn from over twenty States of whom, of course, the Bengali component (admitted on competitive merit) is the single largest group ranging between 60% to 70% of the total strength.

The annual tuition fee at NUJS is Rs. 35,000. Foreign/NRI students have to pay tuition fee equivalent to U.S. \$ 3000 per year. NUJS has announced a policy of liberal freeships and scholarship to enable students from weaker sections of society to prosecute studies in the University. These economic support schemes extend to not only exemption from tuition fee but also annual grant to meet living expenses etc. A Scholarship Fund has been instituted to which advocates and well-wishers of the University are making liberal donations towards assisting economically poor students. The University expects to generate a crore of rupees in the near future, the interest of which will be used for award of scholarships and economic assistance to poor students.

The University has developed a work culture which makes it unique in several respects. NUJS does not have long vacations. Nearly ten months in a year it conducts teaching and the remaining two months it puts students on placement training at law offices and establishments around the country. The University works under a semester system and the semester break is organized during the puja holidays. To be able to do that the University commences teaching invariably on June 1 every year even if it happens to be a holiday. NUJS works six days a week including Saturdays and Sundays. The weekly holiday is on Wednesday which enables students to do their project at field offices in the city. Teaching time is between 10 A.M. and 4.30 P.M. after which co-curricular and extra-curricular activities take place. The Student Juridical Association (SJA) is a non-political, elected student body which promotes talents and welfare of students through a variety of activities throughout the year. Ragging, strikes and bandhs are alien to the NUJS culture and the campus is an island of peace and harmony, scholarship and learning.

### **3.6. Curriculum and Teaching Methods :**

Curriculum, teaching methods and examination system are quite unlike conventional Universities in the country. While the Bar Council of India recommended 34 subjects for the five year LL. B. programme, NUJS teaches fifty subjects with nearly one-third of them providing wide variety of options to students. Conceptually the curriculum tends towards community-based, experiential learning around "justice" rather than "law". The system of project writing in each and every subject (50 projects in all), involvement in extension activities of the University (like legal services clinic, women and law, child and law etc. ) and field placement for two months every year are important components of justice education (experiential/practical) at NUJS. Another major characteristic of the curriculum is the emphasis on Science and technology policies in relation to poverty and human development. In fact, the curriculum is so structured that students who offer during the course of five years of study, a certain number of science-related law courses can claim a B.Sc., LL.B (Hons) Degree instead of the normal B.A., LL.B. (Hons) Degree.

The teaching methods are varied and professionally significant. Case method (Socratic method) or learning law through cases (judgments of courts in matters adjudicated) is the dominant method employed in the class room. This is enriched by co-operative teaching among two or more teachers in the same subject which optimises opportunities for learning by the teachers taking different standpoints on appreciation of evidence and interpretation of law. Seminars, moot courts, workshops, role play exercises, guided field visits, quizzes etc. are appropriately used to motivate students, give intellectual and inspirational challenges and develop an inquiring mind to learn themselves from all they observe in the University and outside.

The residential character of the University is a great boon to all round development of the student. There is a library available round the clock even in the hostel premises. Student tutors are available for consultation and guidance in the hostel. Hostel discipline and mess are entirely student managed. Power with responsibility is the guiding principle and students respond wonderfully well. Learning to live in harmony with people from whom you differ is itself part of NUJS training. The hostel for men and women are situated in the same compound in adjacent buildings and they share a common mess and related facilities. Presently they are located in rented premises.

Project work is a significant tool for meaningful education at NUJS. For each of the fifty subjects every student has to investigate and write on a project topic assigned by the teacher of the subject. Project work has 30 out of 100 marks and good project papers are polished by the students themselves. The amount of learning through project work on matters outside the strict syllabus is indeed enormous and that makes an NUJS student distinct among his counterparts elsewhere.

Yet another method of teaching is what is called clinical legal education where learning is through doing. These courses are offered mostly in the advanced stages of the five year course where students may work on live legal problems under supervision of teachers.

### **3.7. Examination and Promotion**

Such a diverse scheme of teaching demands innovative, transparent and objective methods of examination as well. NUJS has evolved such a scheme. Thus the project work evaluated in three stages carries one-third of the total marks of a given subject. It tests not only knowledge but also capacity to analyse, articulate and apply knowledge for problem solving. Class participation and attendance throughout the semester also carry certain percentage of total marks. A viva-voce exam carries another 5 per cent marks. Finally an end-semester exam will have 50 per cent of the marks for the subject. Questions are problem type which require application of mind and not rote learning. Sometimes open-book exams are also allowed. There is no examination fee collected from students nor payments made to teachers for valuation of answerbooks. Results are declared within two weeks and answerbooks are accessible to students to know about their performance. Failure percentage is less than five and educational

wastage is minimal. There is no preparation leave for written examination. In short, examination is no more the sole concern of education at NUJS and it is only a measure of the extent of learning to let the students prepare themselves for improving their academic progress. There is no ranking system either. Results are declared in grades calculated on a seven point scale.

Promotion from 1<sup>st</sup> semester to the second is automatic irrespective of the grades obtained. However, to get promoted from the second semester to the third, the University insists on the students securing at least 'C' grade ( pass) in eight out of the ten subjects studied in the two semester. Since there is no repeat examination in the University, such students have to be re-admitted in the same class in the succeeding year. The same principle applies for promotion in subsequent semesters as well.

The curriculum gives a lot of emphasis on co-curricular activities like debates, quizzes, moot courts etc. and outstanding performance is rewarded through sponsorship to national and international competitions.

On the basis of the performance so far of the two batches of students now in residence with NUJS, one can safely assert that the quality and competence of law graduates passing out of the University are going to make a difference in the existing state of affairs. Hopefully, it will influence legal education elsewhere in the State and outside, initiating a chain reaction on the content and methods of professional training itself. This is the legislative mandate and NUJS is well on its way towards that goal.

### **3.8. POST GRADUATE COURSES**

As an institute of higher learning, NUJS has obligation to fulfill at every level of University education. Realising these obligations and with a view to produce competent teachers and researchers in law, the University has started a number of post-graduate courses from the very first year of its operations. Presently NUJS offers a two-year teaching-cum-research LL.M. Degree, a one year post-LL.M., research based M.Phil Degree and an LL.D. Degree programme for teachers and researchers with experience and competence.

Presently the University has on its rolls 3 LL.M. students, 5 M.Phil students and one LL.D student pursuing research in subjects like WTO's impact on farmers' rights, environmental protection administration, water resources law, control of cyber crime, NGO participation in environmental management and use of forensic sciences for better criminal justice administration.

The University regulations permit registration for Ph.D Degree in non-law subjects as well, provided the topic for research has significant relationship to legal policies and administration

The University endeavours to maintain a high degree of excellence on research output and expects those enrolled for research degrees to comply to such requirements. Towards this end three seminars in expert forums during the course of research are insisted upon before submission of the thesis.

### 3.9. VOCATIONAL COURSES.

On the recommendation of the Academic Council, the University is now considering the introduction of a three year graduate degree programme preparing people to manage legal work in companies, law offices, government departments, local bodies, non-governmental organizations, trade and business centres and media establishments. With increasing complexity in law and economic governance, the task of government departments and non-governmental agencies including the corporate sector need law-trained persons in their secretarial staff to manage their affairs according to legal requirements. The emphasis has shifted from litigation after the event to prevention of disputes and management through proper planning and appropriate documentation and compliance. To meet such needs there is now a demand not of lawyers practicing in Courts, but legally trained para-legals who could work in offices using legal knowledge and skills. In a quick survey of the legal market, one finds the demand rising and the supply of legal assistants inadequate in quantity and quality. NUJS therefore proposes to start a Bachelor of Juridical Sciences Degree (B.J.Sc.) programme of a shorter duration than LL.B but with an equally demanding academic agenda related to market needs. Constraints of space and resources have compelled the University to postpone the introduction of the course to a later date.

Again the Academic Council has approved the introduction of part-time certificate/diploma courses which not only promote public legal education but provide basic expertise for managing legal transaction in daily life. A certificate course on Human Rights is proposed to be launched with emphasis on rights of the child and juvenile justice.

The continuing legal education for lawyers, judges, administrators, policemen, law teachers and others is planned to be developed as a major activity in the University in course of time. These courses will not only be self-financing but will generate some extra income to support extension activities of the University.



## **PART IV      ADMINISTRATIVE AND SUPPORT SERVICES**

The University believes in a small, efficient and dedicated team of administrative personnel for supporting the pursuit of academic excellence with a work culture comparable to that of the teachers and students. Being small and new, NUJS has not gone for regular recruitment of administrative staff. Instead it is managing with few ad hoc employees retained on contract and on consolidated salary for different administrative tasks. Most of them are employees retired from other educational institutions. When the University moves into its permanent premises in early 2003 the essential staff will be recruited on a regular basis. Meanwhile the University administration is being serviced by a skeleton staff of one Accounts Officer, three library staff, one accountant, one executive assistant, five assistants, two stenographers, three helpers and two drivers. It is perhaps unique in the history of higher education in India to have a teaching university run with less than twenty administrative staff including the Registrar.

For the time being, a senior teacher is acting as the Registrar of the University in addition to her regular teaching responsibilities.

The Vice-Chancellor is serving in an honorary capacity without drawing salary and allowances on his own choice.

No officer of the University including the Vice-Chancellor has any personal staff exclusive to him or her. Secretarial personnel are common to the University and services can be sought as needed.

### **4.1.      Administrative culture**

Efficiency, transparency, responsiveness and accountability inform the conduct of every member of the administration. There is no hierarchical bureaucracy. Sincerity and competence in all that one does and commitment to collective excellence is the watchword of every member of the staff for which they are prepared to make sacrifices whenever needed. Keeping this spirit, office work is transacted day after day instead of pushing files from desk to desk. Monthly meetings of the administrative staff presided over by the Vice-Chancellor review the functioning of the University, discuss the strengths and weaknesses in responding to academic needs, resolve individual problems if any and endeavour to keep up the morale and efficiency of staff members. The staff meetings are attended by all including the drivers and helpers on an equal footing. The work of each one of them is recognized and appreciated; whenever required reprimanded also. Transparency and democratic participation of all not only give a sense of involvement in decision-making, but also help effective communication essential for organizational strength. There has been no occasion for disciplinary action during the last two years and the work environment has been exceptionally conducive for pursuit of academic excellence. Each member of the staff irrespective of his or her position in the administration is

proud to be participant in the making of a great institution, the West Bengal National University of Juridical Sciences.

#### **4.2. Admissions and Examinations**

Two important aspects of University administration, namely the admission process and the examination are managed by faculty committees with a senior teacher as the chairman. There is no controller of examination or separate examination staff. Teachers themselves set the questions, organize the examination, value the papers and declare the results through the examination committee. For these activities, teachers are not separately rewarded as NUJS believes it is part of the responsibility of teachers. With examinations taking place round the year, it is tremendous work for teachers. However, NUJS has no repeat or supplementary examination system. Failed candidates have to repeat the course when it is offered again or lose an year and join the same class again. Use of modern technology is facilitating examination work and NUJS has adopted computer programmes appropriate for the purpose.

#### **4.3. Library Services**

Another important component of the administration is the management of library services. Four persons including the librarian are responsible to look after all aspects of a growing library catering to the varied demands of students and faculty. To make library facility available throughout, NUJS has established an extension library in the hostel complex which services the over night needs of students. All standard services rendered by a modern library are provided by the NUJS library including reference, photocopying, inter-library loan, newspaper clippings, etc. Every year the librarian gives an orientation programme to fresh students on how to use a library and access required legal materials. Several legal luminaries from India and abroad have donated books and journals to NUJS library. These include the late Mr. Justice Sabyasachi Mukherjee, the late Justice D.K. Basu, the late Mr. Shashadhar Chakraborty, Shri Balai Roy, Mr. Mrinmoy Choudhury, Mr. R.N. Jhunjhunwala, prof. Clark Cunningham and the WTO office in Geneva. Regarding the management of policies, acquisitions and services, the University has constituted a library committee chaired by a teacher and with representation from the students. Till March 2001 the library spent an amount of Rs.21 lakhs towards purchasing books, journals and equipments. With the shifting of the campus, NUJS has plans to develop a most modern law library fully automated with Internet services to access data worldwide.

#### **4.4. Health and Environment**

NUJS places lot of emphasis in providing a clean and pleasant atmosphere in and around the campus. Presently the cleaning services are being organized by outside agencies under an yearly contract both in the halls of residence and in the campus. Plans are afoot to mount an environment-friendly campus in the permanent abode of the University now under construction.

Health care services for the students and staff are now organised under a two-fold scheme. A part-time Medical Officer visits the campus and the hostel twice a week for consultation. For emergencies the doctor can be contacted at his clinic which is at reasonable

distance at Salt Lake. Secondly, employees are provided a lump sum amount each year to cover medical expenses. A medical insurance scheme is also under contemplation. A modest health centre is proposed to be established in the new campus under construction.

As the University has no play ground of its own, the facilities for games and sports for students have been arranged in the nearby Sports Authority of India facility under an agreement with the management. Some basic disciplines including indoor games are made available at a modest scale in the hostel complex.

#### **4.5. Security and Welfare**

The University has its own Contributory Provident Fund-cum-Gratuity Scheme under which all regular employees are provided with social security cover. The University contributes to the P.F. account of employees and manages the scheme through a Board of Trustees which includes representatives of employees.

NUJS does not have any pension scheme for its staff at present.

#### **4.6. General Administration**

Under the guidance and supervision of the Finance Committee and the Treasurer of the University (Mr. Justice Chittatosh Mukherjee), the financial aspects of the University are managed in a transparent, efficient and accountable manner which has won appreciation from the auditors. The Accounts Officer with a small team of Assistants looks after finances and accounts according to the norms and procedures laid down by the Finance Committee and the Executive Council of the University.

The Audit Reports are separately included at the end of this Annual Report.

The University has a Purchase Committee with the Accounts Officer as its Chairman which oversees all purchases of stationery, furniture, equipments etc. and contract services commissioned from outside. A set of University approved Guidelines for Purchases has been evolved for guidance of the Purchase Committee so that complete transparency and accountability are ensured in all transactions.

The University interacts with the State Governments through the Law and Judicial Department which holds administrative charge under the Rules of Business. The constant and continuing support of the Hon'ble Law Minister, Shri Nishith Nandan Adhikari and his officers have helped the University to discharge its responsibilities despite odds in the early stages of establishment.

## **PART V**

## **UNIVERSITY FINANCES AND ACCOUNTS**

1. Financial activity of the NUJS started with the receipt of first instalment of grant of Rs. 25 Lakhs from the Government of West Bengal in November, 1999. The main source of funding of the University is the grants-in -aid received from the Government of West Bengal. It also generates revenue from fees collected from students. Some of the extension activities of the University are financed by outside agencies.
2. Since its inception, the University has been pursuing to establish norms to observe strict financial discipline. Regulations, covering all aspects of finance, accounts and audit, have been formulated. Procedures and guidelines to implement these regulations have also been prescribed as necessary. These exercises seek to ensure proper accountability, complete transparency and strict control of expenditure.

### **Resource Mobilisation**

#### **5.1. Grants-in-aid from the Government of West Bengal**

Till the end of March 2001, the University has received Rs. 349.65 Lakhs as grants from the Government of West Bengal. These amounts were released in instalments, on the basis of utilisation of the previous instalment of grant. Instalment-wise details of the grants received is tabulated below :

<b><u>RECURRING</u></b> <b><u>Year/</u></b> <b><u>Instalment</u></b>	<b>Date of Receipt</b>	<b>Amount Rs</b>	<b>Purpose</b>	<b>Utilisation Certificate Furnished</b>
<u>1999-2000</u> First	17.11.1999	25,00,000	To meet initial expenses of WBNUJS	07.01.2000
Second	22.03.2000	50,00,000	To meet maintenance expenses	11.04.2000
<u>2000-2001</u> First	17.07.2000	29,70,000	To meet maintenance expenses	01.08.2000
Second	02.11.2000	25,00,000	- Do -	27.11.2000
Third & Fourth	02.03.2001	40,00,000	- Do -	12.05.2001

<b>NON-RECURRING</b>				
<b>2000-01</b>				
One time grant	05.07.2000	29,95,167	For payment of Salami of Land for NUJS Campus	21.07.2000
First	05.02.2001	50,00,000	For Construction of Campus	06.02.2001
Second	16.02.2001	50,00,000	- Do -	18.02.2001
Third	30.03.2001	50,00,000	- Do -	06.04.2001

## 5.2. Fees etc. from Students.

Realisation of the University fees etc. for the period upto 31 March, 2001 aggregated to Rs. 60.86 Lakhs, head-wise details of which are as under :

	<u>Particulars</u>	<u>1999-2000</u>	<u>2000-2001</u>
1.	Application & Admission Test Fees	5,50,650	2,39,175
2.	Admission Fee		1,49,000
3.	Tuition Fee		40,97,500
4.	Campus Development Fee		2,17,501
5.	Academic Support Service		5,23,500
6.	Basic Service (Hostel)		3,09,000
7.	Room Rent		5,22,005

Besides this, refundable deposits collected upto 31<sup>st</sup> March, 2001 aggregated to Rs 15.82 lakhs.

## 5.3. Programme Support grants from outside agencies

Funds received from other sources comprise of support rendered by organizations for various extension activities, seminars & workshops the up to date list of which is given below :

Sl.No.	Name of Organisation	Amount	Purpose
1	National Law School of India University, Bangalore	Rs.3,15,775	Workshop on Environmental Law held between 19-23 April, 2000
2	Law Commission of India, New Delhi	Rs. 25,000	Seminar on Law relating to Arrest held on 24.2.2001
3	Bureau of Police Research & Development, New Delhi	Rs. 65,000	Training Programme of senior police officers held on 12-17 March, 2001

The University also earned Rs. 0.40 Lakh by way of interest receipts.

#### 5.4. Donations & Endowments

The NUJS has instituted four Funds e.g., (i) Fund for Professorial Chairs (ii) Fund for Scholarships (iii) Fund for Medals & Awards, and (iv) Fund for Campus Development. Contributions to these funds are voluntary but subject to approval of the Executive Council. The management of the Funds is vested with a committee headed by the Vice-chancellor. The University offers status like "Friend of NUJS" or "Associate of NUJS" in recognition of the donations received.

#### 5.5. Fee Structure

In recognition of urgent need of the University for mobilisation of resources, the Executive Council decided to raise the tuition fees of B Sc/ B A LL B ( Hons) students from Rs. 25000 to Rs. 35000 per annum from the academic session 2001. It also increased annual fees on account of Academic Support Services and Basic Service (Hostel) from Rs. 3000 and Rs. 2000 respectively to Rs. 5000 each. It further decided to collect Campus Development Fees of Rs. 5000 from each student till the debt liability of the University towards building of the Campus was over. The revised structure of fees is as under:

	<u>Academic Session</u>	
	<u>2000</u> Rs.	<u>2001 Onwards</u> Rs
Admission Fee	1000	1000

Security Deposits  
( Refundable)

Security Deposits  
(Refundable)

Library	5000	5000
Hostel	5000	5000
Mess	1000	1000

Tuition Fees

B.Sc/B.A. LL B (H)	25000/\$ 2000*	35000/\$ 3000*
LL M	10000	10000

Basic Service (Hostel)	2000	5000
------------------------	------	------

Campus Development		5000
--------------------	--	------

Academic Support Service	3000	5000
--------------------------	------	------

\* for NRI Category students

The problem of enhanced tuition fees will not hurt the economically poor students because of a scholarship scheme which the University has started with initial endowment of Rs. 10 Lakhs from a senior advocate and member of Executive Council of the University. The University hopes to develop it into a corpus fund of rupees one crore, the interest of which will support the education of economically weak students admitted to the University. Besides, educational loan from banks and scholarship from Government sources are also available to deserving students.

**5.6. Annual Accounts and Audit**

The annual accounts of the University for the years 1999-2000 ( for five months) and 2000-2001 were prepared as per direction of the Executive Council. Even though the University started its financial activities in late 1999 and only a skeleton staff were in place, it nevertheless compiled the detailed accounts for the 1999-2000 fiscal as well. These accounts were audited by M/s. S. R. R. K. Sharma Associates, the statutorily appointed Chartered Accountants. The report of the Auditors on the accounts of both the years were unqualified.

**5.7. Campus Construction**

The university is presently housed in a portion of the Government of West Bengal Forest Department office building at the Salt Lake City. Some additional space has been hired for students' Hostel and accommodation of some of the faculty members and staff. The present occupancy is too meagre to manage classes, office, Library and boarding of students. The University has therefore embarked upon an ambitious plan to build its own campus on land leased by the Government of West Bengal for this purpose. The project is estimated to cost about Rs. 20 crores and is expected to be ready for occupation by the end of 2002. The work, which commenced in November 2000, is now in steady progress.

The project will be initially funded out of a Loan of Rs. 20 crores from HUDCO, to be released in eight quarterly instalments and repayable over a period of fifteen years. Government of West Bengal has guaranteed the repayment of loan together with the accrued interest.

#### **5.8. Towards Developing a Self-financing University**

The University is intensely working to become self-supportive within the shortest possible time. By the time the University reaches its full capacity in 2005, the annual running expenditure is expected to be contained within approximately four crores of rupees and about 55 percent of it will be realised through fees from students. For the remaining expenditure, the University expects to plough in resources through projects, endowments, donations, sale of publications and royalties. In other words, once the Government provides the basic infra-structure and supports the maintenance expenses of initial five year period in a gradually diminishing order, the University will thereafter run as a self-financing institution. Of course, the HUDCO loan for building of the campus will have to be paid back by the Government in a period of fifteen years.



## PART VI

## LOOKING TOWARDS THE FUTURE

Modern Indian legal education introduced by the British in late nineteenth century initially in the Presidency towns of Calcutta, Bombay and Madras is now over 100 years old. From a mere fifty law teaching institutions at the time of Independence graduating few hundred persons, today legal education has grown into the single largest segment of professional education in the country with over 450 law colleges/ law departments and nearly two hundred thousand law students. The need for quantitative expansion to provide equal access for law studies to all sections of Indians has been fully met, though in the process quality has suffered very badly. The need today is a general upgradation of professional competence and development of a few centres of academic excellence comparable to the best in the world. While other professional training courses did receive governmental attention for maintenance of qualitative standards through liberal financial grants, legal education was starved of funds even by agencies like the U.G.C. The Bar Council of India's efforts to maintain standards in legal education could not be supported by necessary funds with the result standards remained as bad as ever.

The year 1986 constitutes a significant milestone in the quest for better legal education. It was in that year, the Bar Council of India in association with the Government of Karnataka established the National Law School of India University at Bangalore to develop as a centre for excellence in legal studies and as a pace-setter in reforms in legal education in the whole country. The success of the National Law School persuaded several State governments to establish one such law school in their jurisdictions. Today, West Bengal, Andhra Pradesh, Madhya Pradesh and Rajasthan have law universities competing with one another for academic excellence and professional development. The West Bengal National University of Juridical Sciences is the latest addition in the series comparable to others in some respects, but distinct from them in several other characteristics. Earlier in this report some distinctive features of NUJS have been adverted to.

In a globalising economy and legal order, it is inevitable that legal services will eventually assume transnational character and significance. Professional competence and competitive excellence in the delivery of legal services will dictate future developments. In the Knowledge Society of tomorrow, the legal profession which functions on the basis of information management will assume a critical role not only in dispute settlement but also in policy development and governance. To be able to think strategically and articulate persuasively using a variety of knowledges in an integrated manner are what legal education and legal practice are all about. This does not mean that advocacy for the small man seeking justice will become less relevant. That segment of legal practice will remain and will grow with grater

*Union contract*  
*Legal provisions*  
*Partially*  
*Business*  
*Lawyer*  
 UN &  
 its agencies  
 Code of procedure  
 1st  
 2nd  
 W L S  
 S L S  
 R L S  
 F L S

awareness of rights and entitlements in different sections of society. But corporate and trans-national legal work which affect the economic health of the country would increasingly demand the services of talented lawyers. There is today a vacuum in this sphere which is incessantly being attempted to be filled by foreign lawyers. The National Law Schools have a duty to train lawyers capable of shouldering this onerous responsibility for the needs of governments and private corporate sector.

Politics and governance attract a large number of law trained persons. If they receive good professional legal education, the country can expect a qualitative difference in the style of governance including making of law and formulating legislative policies.

Legal profession has largely been a male-dominated activity. The percentage of women advocates is less than 6 per cent and they are mostly concentrated in metropolitan towns. Based on the statistics of contemporary enrolment of women in law colleges including the National Law Schools (NUJS has equal number of girls as boys in law classes) one can safely predict that women will have equal representation in the bar and in the judiciary in the next decade or two. Many of them will be in politics and government as well. This change will have significant implications on the pattern of legal practice and the delivery of legal services.

Finally, NUJS has ambitious plans to serve the legal needs of other sectors of society where para-legals, legal executives and legal assistants can help organize administration according to rule of law. These people who may not be practising law in the conventional sense of the term, can service a variety of legal transactions with appropriate research, documentation, conveyancing, counselling and negotiated settlements. For a large and complex country like India with a billion people of whom half cannot afford professional legal services for their daily legal needs, require para-legals working in the rural countryside as legal aiders.

As I present the First Annual Report of this prestigious centre of legal learning, I see in the horizon a great and promising future for NUJS full of potentialities for professional excellence and all round academic accomplishments. All that is required for achieving the goal are a sense of commitment, discipline and sustained hard work from the teachers, staff and students. I have no reason to doubt that these will not be forthcoming. With that hope, I have pleasure in submitting this Annual Report.

8<sup>th</sup> September, 2001

Prof. N.R. Madhava Menon  
Vice-Chancellor.

**AUDITOR'S REPORT  
OF  
W. B. N. U. J. S. ACCOUNTS  
FOR  
2000 – 2001**



WITH AN ANNEXURE  
STATING THE FINANCIAL STATUS OF THE UNIVERSITY  
SEPTEMBER, 2001

DATED: 11.6.2001.

**AUDITOR'S REPORT TO THE EXECUTIVE COUNCIL OF THE WEST BENGAL  
NATIONAL UNIVERSITY OF JURIDICAL SCIENCES, CALCUTTA.**

We have audited the attached **BALANCE SHEET** of **THE WEST BENGAL  
NATIONAL UNIVERSITY OF JURIDICAL SCIENCES, CALCUTTA** and the  
annexed **INCOME & EXPENDITURE ACCOUNT** for the year ended on **31.3.2001** and  
report that:-

We have obtained all informations and explanations which to the best of our knowledge  
and belief were necessary for the purpose of audit.

In our opinion and to the best of our information and according to the explanations  
given to us the said accounts subject to the report enclosed give a true and fair view of  
**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES,  
CALCUTTA** as at **31.3.2001** and in the **INCOME & EXPENDITURE ACCOUNT** of the  
**EXCESS OF INCOME OVER EXPENDITURE** of **THE WEST BENGAL NATIONAL  
UNIVERSITY OF JURIDICAL SCIENCES, KOLKATTA** for the year ended on that  
date.

For **S.R.R.K. SHARMA ASSOCIATES,**  
Chartered Accountants,

(**S.R.R.K. SHARMA**)  
PARTNER



**S.R.R.K. Sharma**  
Associate

BALANCE SHEET AS AT 31.3.2001.

LIABILITIES	AMOUNT Rs. Ps.	AMOUNT Rs. Ps.	ASSETS	AMOUNT Rs. Ps.	AMOUNT Rs. Ps.
UNIVERSITY FUND:		31132655.00	FIXED ASSETS:		22539864.97
CAPITAL FUND:		1289348.82	INVESTMENTS:		1132000.00
DEPRECIATION FUND:		1199227.70	CURRENT ASSETS: ADVANCES	5663708.10 42600.00	
DEPOSITS:		2632915.00	SECURITY DEPOSIT CASH AT BANK & CASH ON HAND & IMPREST	6875973.45	12582281.55
	TOTAL:	36254146.52	TOTAL:		36254146.52

N. P. Madhava Menon  
(Dr. N.P. MADHAVA MENON)  
VICE - CHANCELLOR.

for S.R.R.K SHARMA ASSOCIATES,  
Chartered Accountants,

*Gangotri Chakraborty*  
(D/GANGOTRI CHAKRABORTY)



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES.  
ARANYA BHAVAN, 10A, LA BLOCK, SECTOR - III, SALT LAKE CITY,  
KOLKATTA. - 700098.

ANNEXURES TO BALANCE SHEET AS AT 31.3.2001.

LIABILITIES

1	UNIVERSITY FUND:		
	OPENING BALANCE:	6860000.00	
	ADD: Capital grants	23995167.00	
	Campus Development Fees	217501.00	
	Sale of proceeds of Tender Forms	49000.00	
	Interest - Mobilisation Advance	10987.00	31132655.00
2	CAPITAL FUND:		
	OPENING BALANCE:	15944.31	
	ADD: Academic Support Service	523500.00	
	Basic Service (Hostel)	309000.00	
	Interest - Bank deposits	29419.00	
	Excess of Income over Expenditure during the year	411485.51	1289348.82
3	DEPRECIATION FUND:		
	EQUIPMENT:		
	OB	46744.13	
	Addition during the year	222030.07	268774.20
	FURNITURES:		
	OB	12682.96	
	Addition during the year	661905.06	674588.02
	MOTOR VEHICLES - ADDITIONS	209912.00	209912.00
	COMPUTER	27451.00	27451.00
	SPORTS MATERIAL	11178.00	11178.00
	HOSTEL EQUIPMENTS	7324.48	7324.48
	TOTAL:		1199227.70
4	DEPOSITS:		
A.	STUDENTS DEPOSIT:		
	(SCHEDULE A)		
	Library	718500.00	
	Hostel	595000.00	
	Mess	119000.00	1432500.00
B.	EARNEST MONEY DEPOSIT:		150000.00
	(SCHEDULE B)		
C.	SECURITY DEPOSIT:		
	Simplex Projects Ltd		1050415.00
	TOTAL:		2632915.00

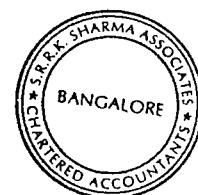


THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES,  
ARANGYA BHAVAN, 10A, LA BLOCK, SECTOR - III, SALT LAKE CITY,  
KOLKATTA - 700098.

ANNEXURES TO BALANCE SHEET AS AT 31.3.2001.

ASSETS

1	FIXED ASSETS:		
.A.	LAND:	<u>2997042.00</u>	2997042.00
.B.	EQUIPMENTS:		
	As per Last Balance Sheet	623259.13	
	Additions during the year	<u>1005996.07</u>	1629255.20
.C.	FURNITURE & FIXTURES:		
	As per last Balance Sheet	169100.96	
	Additions during the year	<u>2978658.06</u>	3147759.02
.D.	MOTOR VEHICLE:		
	As per last Balance Sheet	0.00	
	Additions during the year	<u>1049561.00</u>	1049561.00
.E.	BOOKS & PERIODICALS:		
	As per last Balance Sheet	0.00	
	Additions during the year	<u>2087421.27</u>	2087421.27
.F.	COMPUTER/COMPUTER SOFTWARE:		
	As per last Balance Sheet	0.00	
	Additions during the year	<u>137255.00</u>	137255.00
.G.	HOSTEL EQUIPMENTS:		
	As per last Balance Sheet	0.00	
	Additions during the year	<u>48828.48</u>	48828.48
.H.	SPORTS MATERIALS:	<u>22355.00</u>	22355.00
.I.	CAMPUS BUILDING:		
	Work-in-progress	<u>11420388.00</u>	11420388.00
	TOTAL:	<u>22539864.97</u>	



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES,  
ARANGYA BHAVAN, 10A, LA BLOCK, SECTOR - III, SALT LAKE CITY,  
KOLKATTA - 700098.

ANNEXURES TO BALANCE SHEET AS AT 31.3.2001.

2	CURRENT ASSETS:		
A.	ADVANCES & LOANS:		
I	ADVANCES - GENERAL		
a)	Sundry debtors - officials	27997.14	
	Schedule - 1		
b)	Festival Advance	13300.00	
	Schedule - 2		
c)	Advance Vendor - Sony world	11990.00	
d)	Mobilisation Advance		
	Simplex Projects Ltd	835500.00	
e)	Works-in-progress		
	Advance Simplex Projects Ltd	<u>4500000.00</u>	5388787.14
II	ADVANCES - PERIODICALS"		
	Schedule - 3	<u>196488.64</u>	196488.64
III	ACCOUNTS RECEIVABLE:		
	School of Criminal Justice & Administration	<u>42432.32</u>	42432.32
IV	COMPUTER LOAN:		<u>36000.00</u>
	TOTAL:		<u>5663708.10</u>
B.	SECURITY DEPOSITS - SCHEDULE 4	<u>42600.00</u>	42600.00
C.	CASH AT BANK & ON HAND & IMPREST:		
I)	CASH AT BANK:		
a)	UCO SB A/C - 2031167	1462.74	
b)	UCO SB A/C - 2031172	4389.85	
c)	ICICI SB A/C - 01/2419	3006580.00	
d)	ICICI SB A/C - 01/3320	3241912.00	
e)	ICICI SB A/C - 01/4471	4427.09	
f)	ICICI SB A/C - 01/6657	<u>611255.00</u>	6870026.68
ii)	CASH ON HAND:	<u>3068.67</u>	3068.67
iii)	PETTY CASH - FRANKING:	<u>2756.00</u>	2756.00
iv)	IMPREST FUND - GENERAL	<u>122.10</u>	122.10
			<u>6875973.45</u>





**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**  
**ARANYA BHAVAN, 10A, LA BLOCK, SECTOR - III, SALT LAKE CITY, KOLKATA - 700 098.**  
**FIXED ASSETS - STATEMENT OF DEPRECIATION AS AT 31.03.2001**

SL. NO.	PARTICULARS	W.D.V as on	ADDITIONS		TOTAL		DEPRECIATION		W.D.V as on
		01.04.2000	Rs.	P.	Rs.	P.	Rs.	P.	31.03.2001
1	Equipments	576515 00	1005996 07	1582511 07	15%	222030 07	1360481 00		
2	Furnitures	156418 00	2978658 06	3135076 06	15%	661905 06	2473171 00		
3	Motor Vehicle		1049561 00	1049561 00	20%	209912 00	839649 00		
4	Computer		137255 00	137255 00	40%	27451 00	109804 00		
5	Sports Material		22355 00	22355 00	50%	11178 00	11177 00		
6	Hostel Equipments		48828 48	48828 48	15%	7324 48	41504 00		
	<b>TOTAL</b>	<b>732933 00</b>	<b>5242653 61</b>	<b>5975586 61</b>		<b>1139800 61</b>	<b>4835786 00</b>		



# **SCHEDULE OF REFUNDABLE DEPOSITS**

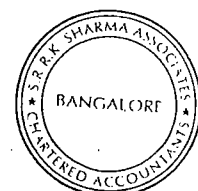
ID. NO.	NAME OF STUDENTS	LIBRARY DEPOSITS (Rs.)	HOSTEL DEPOSITS (Rs.)	MESS DEPOSITS (Rs.)
2001	AMIT KUMAR MISHRA	5000.00	5000.00	1000.00
2002	MONISHA MAHAPATRA	5000.00	5000.00	1000.00
2003	VATSAL ARYA	5000.00	5000.00	1000.00
2004	PRASANTH V G.	5000.00	5000.00	1000.00
2005	DEEPTO ROY	5000.00	5000.00	1000.00
2006	SHRAVYA K. REDDY	5000.00	5000.00	1000.00
2007	ABHIROOP MUKHERJEE	5000.00	5000.00	1000.00
2008	AKSHAY JEET BHAT	5000.00	5000.00	1000.00
2009	DEEPA CHRISTOPHER	5000.00	5000.00	1000.00
2010	IPSHITA SENGUPTA	5000.00	5000.00	1000.00
2011	BOBY THOMAS PHILIP	5000.00	5000.00	1000.00
2012	SUBHRARAG MUKHERJEE	5000.00	5000.00	1000.00
2013	YAMAN MANNAN	5000.00	5000.00	1000.00
2014	ADITI JHA	5000.00	5000.00	1000.00
2015	INDRANATH BISHNU	5000.00	5000.00	1000.00
2016	ABHIROOP NAG	5000.00	5000.00	1000.00
2017	JOYJYOTI MISRA	5000.00	5000.00	1000.00
2018	NILADRI CHAKRABORTY	5000.00	5000.00	1000.00
2019	SRIJIT MUKHERJEE	5000.00	5000.00	1000.00
2020	DIVYA SINGHI	5000.00	5000.00	1000.00
2021	ADITYA KHANNA	5000.00	5000.00	1000.00
2022	SWAGATA BHATTACHARYA	5000.00	5000.00	1000.00
2023	SAURAV KANTI DE BISWAS	5000.00	5000.00	1000.00
2024	ABHIMANYU BHATTACHARYA	5000.00	5000.00	1000.00
2025	MITHUN V THANKS	5000.00	5000.00	1000.00
2026	NEMIKA JHA	5000.00	5000.00	1000.00
2027	THOMAS P KURUVILLA	5000.00	5000.00	1000.00
2028	DIPANKAR BANDYOPADHYAY	5000.00	5000.00	1000.00
2029	ABHISHEK GUHA	5000.00	5000.00	1000.00
2030	HETAL DOSHI	5000.00	5000.00	1000.00
2031	UMA SUD	5000.00	5000.00	1000.00
2032	KUSHAGRA SHAH	5000.00	5000.00	1000.00
2033	SUDIPTA BHATTACHARJEE	5000.00	5000.00	1000.00
2034	SHARMISTHA GHOSH	5000.00	5000.00	1000.00
2035	SIDHARTH SHARMA	5000.00	5000.00	1000.00
2036	PAYAL VERMA	5000.00	5000.00	1000.00
2037	RAGHAVENDRA PATNAIK	5000.00	5000.00	1000.00
2038	KOMAL KALHA	5000.00	5000.00	1000.00
2039	SOURABH GHOSH	5000.00	5000.00	1000.00
2040	AMIT JAIN	5000.00	5000.00	1000.00
2041	DEVIKA BANERJEE	5000.00	5000.00	1000.00
2042	KUMARJIT RAY	5000.00	5000.00	1000.00
2043	SHAMEEK SEN	5000.00	5000.00	1000.00
2044	KAVI SIDDHARTHA SAHA	5000.00	5000.00	1000.00
2045	BANDHUPRIYA SARKAR	5000.00	5000.00	1000.00
2046	SUSHMITA HALDAR	5000.00	5000.00	1000.00
2047	HINA	5000.00	5000.00	1000.00
2048	SHIB SHANKAR BISWAS	5000.00	5000.00	1000.00
2049	DIVYA KATARIA	5000.00	5000.00	1000.00
2050	BODHISATTWA DAS	5000.00	5000.00	1000.00
2051	DEEPTARAG MUKHERJEE	5000.00	5000.00	1000.00
2052	YOUSA LACHENPA	5000.00	5000.00	1000.00
2053	RAHUL BHATTACHARJEE	5000.00	5000.00	1000.00
2054	INDRANATH BAGCHI	5000.00	5000.00	1000.00
2055	BRINDA DUTTA	5000.00	5000.00	1000.00
2056	MEGHA ARORA	5000.00	5000.00	1000.00



2057	SOUMYA GEORGE	5000.00	5000.00	1000.00
2058	EMILY RAY	5000.00	5000.00	1000.00
2059	AVIJEET KUMAR LALA	5000.00	5000.00	1000.00
2060	SHOBHA SINGH	5000.00	5000.00	1000.00
2061	NAMITA CHANDRA	5000.00	5000.00	1000.00
2062	SANCHARI SAHA	5000.00	5000.00	1000.00
2063	DEBARGHA BASU	5000.00	5000.00	1000.00
2064	KARAN PAIWA	5000.00	5000.00	1000.00
2065	SHUBHANKAR DAM	5000.00	5000.00	1000.00
2066	SWAGATA RAHA	5000.00	5000.00	1000.00
2067	A. ABDUS. SALAM	5000.00	5000.00	1000.00
2068	SAMIK MUKHERJEE	5000.00	5000.00	1000.00
2069	KUMAR SAURABH SINGH	5000.00	5000.00	1000.00
2070	NISHANT BENIWAL	5000.00	5000.00	1000.00
2071	SUMAN SAHA	5000.00	5000.00	1000.00
2072	SAMIM AHMED RANJU	5000.00	5000.00	1000.00
2073	IPSITA DUTTA	5000.00	5000.00	1000.00
2074	ANSHUL PRAKASH	5000.00	5000.00	1000.00
2075	ANINDITA BASU	5000.00	5000.00	1000.00
2076	SALONI SHARMA	5000.00	5000.00	1000.00
2077	SHYAM D NANDAN	5000.00	5000.00	1000.00
2078	ANURADHA BRAHMA	5000.00	5000.00	1000.00
2079	AVINASH DESAI REDDY	5000.00	5000.00	1000.00
2080	JOIE CHOWDHURY	5000.00	5000.00	1000.00
2081	HARSH KUMAR	5000.00	5000.00	1000.00
2082	PRAGNYA BHATTAMISHRA	5000.00	5000.00	1000.00
2083	ARINDAM SARKAR	5000.00	5000.00	1000.00
2084	SAPTARISHI BANDOPADHYAY	5000.00	5000.00	1000.00
2085	RITUPARNO BHATTACHARYA	5000.00	5000.00	1000.00
2086	NILANJANA CHATTERJEE	5000.00	5000.00	1000.00
2087	KUNAL CHATTERJI	5000.00	5000.00	1000.00
2088	PAMELA KAR	5000.00		
2089	SOUMYA BANERJEE	5000.00	5000.00	1000.00
2090	SOURAV BHAGAT	5000.00	5000.00	1000.00
2091	JUIEEN NAG	5000.00	5000.00	1000.00
2092	VIVEK KUMAR AGRAWALLA	5000.00	5000.00	1000.00
2093	AMRITA GANGULI	5000.00	5000.00	1000.00
2094	SOUVIK BOSE	5000.00	5000.00	1000.00
2095	SHUCHI JAIN	5000.00	5000.00	1000.00
2096	PRAACHI MISRA	5000.00	5000.00	1000.00
2097	SHILPI BHATTACHARYA	5000.00	5000.00	1000.00
2098	MOHIT ABRAHAM P	5000.00	5000.00	1000.00
2099	MANOSHI CHAKRAVARTY	5000.00	5000.00	1000.00
2100	VINITA SANGAPPA KORTI	5000.00	5000.00	1000.00
PG01	NILADRI BHATTACHARYA	5000.00	5000.00	1000.00
PG02	JACOB P. ALEX	5000.00	5000.00	1000.00
PG03	ABHIK MAZUMDAR	5000.00	5000.00	1000.00
PG04	SOUMIK GHOSH	5000.00	5000.00	1000.00
PG05	ASIM KUMAR PATTANAYAK	5000.00	5000.00	1000.00
PG06	SARFARAZ AHMED KHAN	5000.00		



2101	ROHINI CHAKI	5000.00		1000.00
2102	GAURI SUBRAMANIAM	5000.00	5000.00	1000.00
2103	M. PROMODE	5000.00	5000.00	
2104	UJJAINI GHOSH	5000.00		1000.00
2105	ALVINE ETHAN LYNGBA	5000.00	5000.00	1000.00
2106	RAGHAV BIRDI	5000.00	5000.00	
2107	REEMA RAY	5000.00	5000.00	1000.00
2108	ASHISH JAIN	5000.00		
2109	SHRADDHA MOR	5000.00		
2111	AVIRUP BOSE	5000.00	5000.00	1000.00
2110	RISHAD AHMED CHOUDHURY	5000.00		
2112	NAIYYA SAGGI	2500.00		
2113	SHAMEEK RAY	5000.00		1000.00
2114	TASHI CHODEN TROKHANGPA	5000.00	5000.00	1000.00
2115	RUMPA SAHA	5000.00	5000.00	1000.00
2116	C. TULSAI KRISHNA	5000.00	5000.00	1000.00
2117	K. PAWAN KUMAR	5000.00	5000.00	1000.00
2118	ANTARA LAHIRI	5000.00		
2119	ABHISHEK KOLAY	5000.00		
2120	ANUBHAV SINHA	5000.00	5000.00	1000.00
2121	ARJUN SENGUPTA	5000.00		
2124	ROHIT DAS	5000.00	5000.00	1000.00
2122	ADITI JHA	5000.00	5000.00	1000.00
2123	ASHISH			
2126	SEDENLA BHUTIA	5000.00	5000.00	1000.00
2125	AANOKHEE DASTIDAR	5000.00	5000.00	1000.00
2127	DEBOLINA SAHA	5000.00		
2128	SUVRAJYOTI GUPTA	5000.00	5000.00	1000.00
2129	GANDHARBIKA BHATTACHARJEE	5000.00	5000.00	1000.00
2130	ZAMYANG CHODEN BHUTIA	5000.00	5000.00	1000.00
2131	ROCHI TRIPATY	5000.00		
2132	TULIKA GHOSH	5000.00	5000.00	1000.00
2134	RUNA GHOSH	5000.00		
2133	JOYDEEP NARAYAN CHOUHHURI	5000.00		
2135	BHARGAV MITRA	5000.00		
2136	ANANYA SANYAL	5000.00		
2137	SAMAPARTI DEB	5000.00		
2145	AVIK BISWAS	5000.00		
2142	MANISHA SHROFF	1000.00		
2144	ANUPAM PRASAD			
2138	ANSHUMALA BANSAL	5000.00	5000.00	1000.00
2140	SHIBANI GHOSH	5000.00	5000.00	1000.00
2141	BISWA BATSAL PATNAIK	5000.00		
2146	SOUVIK BARUA	748500.00	625000.00	125000.00
	TOTAL	5000.00	5000.00	1000.00
	Less. Soumik Ghosh (LL.M)	5000.00	5000.00	1000.00
	Less. Asim Kr. Pattanayak	5000.00	5000.00	1000.00
	Less. Anindita Basu (LL.B)	5000.00	5000.00	1000.00
	Less Avirup Nag	5000.00	5000.00	1000.00
	Less Kavi Siddhartha Saha	5000.00	5000.00	1000.00
	Less: Abhik Majumdar (LLM)	30000.00	30000.00	6000.00
	Total Refunds			
		718500.00	595000.00	119000.00
	GRAND TOTAL			



## Schedule of Earnest Money Deposits

Sl. No.	Name of Depositors	Amount Rs.
1	M/s. Simplex Projects Ltd	50000
2	M/s. Bridge & Roof Co. (I) Ltd	100000
TOTAL		1,50,000



## Schedule of debtors for advances

SL.No	Name	Amount	
		Rs	P
1	Sri. M. Sengupta	24653	14
2	Sri. A. Nandi	2650	
3	Sri. Abhishek Guha	100	
4	Hina	450	
5	Mrs. Soma Dutta	144	
TOTAL		27997	14



**FESTIVAL ADVANCE**

<b><u>Sl. No.</u></b>	<b><u>Name of Employee</u></b>	<b><u>Total Amount (Rs.)</u></b>
1.	Mr. Manabendra Sen Gupta	1000.00
2.	Mr. Badal Sen Gupta	1300.00
3.	Mr. Abhijit Nandi	1000.00
4.	Mrs. Girija Nandagopal	1000.00
5.	Mrs. Soma Dutta	1000.00
6.	Mr. Nabendu Dam	1000.00
7.	Mr. Dwaipayan Basu	1000.00
8.	Mr. Rajesh Kumar Singh	1000.00
9.	Mr. Sambhu Nath Das	1000.00
10.	Mr. P. Govindan Kutty	1000.00
11.	Mrs. Angana Gupta	1000.00
12.	Mrs. Moonmoon Banerjee (De)	1000.00
13.	Mr. Premananda Mukherjee	1000.00
<b>Total</b>		<b>13300.00</b>



**Schedule of advance subscription for Periodicals**

Sl.No.	Name of Supplier	Amount Rs	P
1	Bar Council of India	5000	
2	Economic & Political Weekly	23790	
3	India Book House	6392	
4	Society of Environmental Communication	264	
5	Dir. Publication Division	70	
6	Centre for Research in Rural & Industrial Development	400	
7	Social Action Trust	150	
8	Universal Subscription Agency	98481	64
9	Sage Publications (I) Pvt Ltd	2050	
10	R. Cambrary & Co.	12700	
11	Eastern Book Co.	5614	
12	LIPS Publications Pvt. Ltd	5980	
13	All India Reporter	8469	
14	The Indian Academy of Forensic Sciences	500	
15	National Institute of Science	980	
16	Association of Indian Universities	775	
17	Accidents Claims Journal	1905	
18	The Indian Institute of Public Opinion	330	
19	Butterworths India	9126	
20	Indian Institute of Public Administration	327	
21	Indian Journal of Criminology	2555	
22	Seminar Publications	375	
23	Shaligram Traders	8580	
24	Law World Journal	335	





25 The Indian Law Institute

600

26 From The Lawyers Collective

195

27 National Centre for Advocacy Studies

545

**TOTAL**

**196488 64**



**Schedule of Security Deposits**

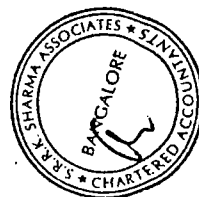
SL.No	Name	Amount RS
1	M/s.Spice Cell	10000
2	West Bengal State Electricity Board	17400
3	M/s. Bharat Motors	6500
4	Banerjee Gas	7200
5	M/s. Mobile Net	1500
TOTAL		42600



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES, ARANYA BHAVAN, 10A, LA BLOCK,  
SECTOR - III, SALT LAKE CITY, KOLKATTA - 700098.

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31.03.2001.

PARTICULARS OF EXPENDITURE	AMOUNT RS. PS.	AMOUNT RS. PS.	PARTICULARS OF INCOME	AMOUNT RS. PS.	AMOUNT RS. PS.
TO ADMINISTRATIVE EXPENSES:			BY GOVT. GRANT (JUDICIAL DEPARTMENT) Expenditure grant		3470000.00
Salary - Academic	1182940.50				
Salary-Administration	726170.00				
Salary - Library	223079.60		BY STUDENTS' FEES:		
P.F. Contribution	43234.00		Application and Exam Fee	239175.00	
Rent	1326460.00		Admission Fee	149000.00	
Printing & Stationery	268126.75		Tuition Fee	4097500.00	
Insurance	30220.00		Room Rent	522005.00	
Postage Expenses	41359.65		Registration Fee (M. Phil)	4000.00	
Telephone Expenses	140242.50		LLM Examination Fee	5400.00	5017080.00
Travelling Expenses	188320.80				
Meeting Expenses	13985.00		BY MISC. INCOME		5475.10
Advertising & Publicity	17691.00				
Bank Charges	855.00		BY SEMINAR AND WORKSHOP ON ENVIRONMENTAL LAW Relating to ARREST LAW COMMISSION OF INDIA	351773.00	
Electricity Charges	425346.00			25000.00	376773.00
Hospitality Expenses	56664.05				
Health Care Expenses	82293.75				
Inaguration Ceremony	375476.50				
Student Expenses	14574.00				
Annual Day Function	56799.00				
Membership Subscription	6000.00				
Miscellaneous Expenses	37496.61				
		5257334.71			



TO MAINTENANCE EXPENSES:

Motor Car Expenses	284011.12
Office Maintenance	290265.60
Library Maintenance	21648.30
Newspaper/Periodicals	6671.90
Hostel Maintenance	188625.75
Guest House Maintenance	105873.86
	<u>897094.53</u>

TO EDUCATIONAL EXPENSES:

Academic Expenses	303977.25
Admission Test Expenses	422574.74
Seminar Expenses	67038.00
Workshop on Environmental Law	346240.75
Seminar on Law relating to Arrest	21332.00
Consultation meeting on Gender Sensitisation	2450.00
	<u>1163612.74</u>

TO FINANCIAL EXPENSES:

Depreciation	1139800.61
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TO EXCESS OF INCOME OVER  
EXPENDITURE TRANSFERRED  
TO BALANCE SHEET

411485.51
<u>8869328.10</u>

TOTAL:

8869328.10

*N.R. Madhava Menon*  
(Dr. N.R. MADHAVA MENON)  
VICE-CHANCELLOR.

*Dr. Gangotri Chakraborty*  
(Dr. GANGOTRI CHAKRABORTY)  
REGISTRAR.

for S.R.R.K. SHARMA ASSOCIATES  
Chartered Accountants,



*[Signature]*

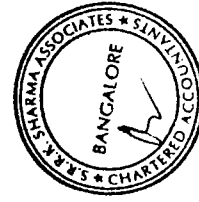
THE WEST BENGAL UNIVERSITY OF JURIDICAL SCIENCES  
ARANYA BHAVAN, 10A, LA BLOCK, SECTOR - III,  
SALT LAKE CITY, KOLKATTA - 700098.

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED MARCH 31, 2001.

PARTICULARS	AMOUNT	AMOUNT	PARTICULARS	AMOUNT	AMOUNT
TO OPENING BALANCES:					
CASH AT BANK:			BY ADMINISTRATIVE EXPENSES:		
UCO SB A/C.9701	30738.11		SALARY: Academic		1182940.50
UCO SB A/C.9702	646566.61		Administration		726170.00
UCO SB A/C.2031531	537050.00		Library		223079.60
ICCCI - 01/2413	3554070.79		P.F. Contribution		43234.00
CASH ON HAND	17649.91		Rent		1326460.00
			4786075.42 Printing & Stationery		268126.75
			Insurance		30220.00
TO UNIVERSITY FUND:			Postage Expenses		41359.65
CAPITAL GRANTS:			Telephone Expenses		140242.50
Govt. of West Bengal	23995167.00		Travelling Expenses		188320.80
CAMPUS DEVELOPMENT FEES			Meeting Expenses		13985.00
Sale Proceeds of Tender	217501.00		Advertisement & Publicity		17691.00
Forms	49000.00		Bank Charges		855.00
Interest - Mobilisation Advance	10987.00	24272655.00	Electricity Charges		425346.00
			Hospitality Expenses		56664.05
TO CAPITAL FUND:			Health Care Expenses		82293.75
Academic Support Service	523500.00		Inauguration Ceremony		375476.50
Basic Service (Hostel)	309000.00		Student Expenses		14574.00
Interest - Bank Deposits	29419.00	861919.00	Annual Day Function		56799.00
			Membership & Subscription		6000.00
TO GOVERNMENT GRANT - EXPENDITURE:			Miscellaneous Expenses		37496.61
Govt. of West Bengal					5257334.71
TO STUDENTS FEES:			BY MAINTENANCE EXPENSES:		
Application and Examination Fee	239175.00		Motor Car Expenses		284011.12
Admission Fee	149000.00		Office Maintenance		290265.60
Tuition Fee	4097500.00		Library Maintenance		21646.30
Room Rent	522005.00		News Paper/Periodicals		6671.90
Registration Fee (M.Phil)	4000.00		Hostel Maintenance		188625.75
LLM Examination Fee	5400.00		Guest House Maintenance		105873.86
					897094.53
			BY EDUCATIONAL EXPENSES:		
			Academic Expenses		303977.25



TO MISCELLANEOUS INCOME:		Admission Test Expenses	422574.74	
		5475.10 Seminar Expenses	67038.00	
		Workshop on Environmental Law	346240.75	
TO SEMINAR AND WORKSHOP:		Seminar Relation to arrest	21332.00	
On Environmental Law NLSIU,		Consultation Meeting on Gender		
Bangalore	351773.00	Sensitisation	2450.00	1163612.74
RELATING TO ARREST				
Low Commission of India	<u>25000.00</u>	BY FIXED ASSETS:		
		Land	2997042.00	
TO DEPOSITS:	2632915.00	Equipments	1005996.07	
		Furniture & Fixtures	2978658.06	
TO ADVANCES:		Motor Vehicle	1049561.00	
		Books & Periodicals	2087421.27	
		Computer/Computer Software	137255.00	
		Hostel Equipments	48828.48	
		Sports Materials	22355.00	
		Campus Building -Work - in -		
		Progress	<u>11420388.00</u>	21747504.88
		BY INVESTMENTS:		
		Depreciation Fund Account	55000.00	
		General Investment Account	<u>1077000.00</u>	11320000.00
		BY CURRENT ASSETS:		
		ADVANCES - GENERAL		
		Sundry Debtors Officials	27997.14	
		Festival Advance	13300.00	
		Advance to Vendor	11990.00	
		Mobilisation Advance	835500.00	
		Works-in-progress Advance	4500000.00	
		ADVANCES - PERIODICALS	196488.64	
		ACCOUNTS RECEIVABLE	42432.32	
		COMPUTER LOAN	36000.00	
		SECURITY DEPOSIT	<u>42600.00</u>	5706308.10



BY SUNDRY CREDITORS:

" CLOSING BALANCES:

CASH AT BANK

UCO SB A/C 2031167

UCB SB A/C 2031172

ICICI SB A/C 01/2419

ICICI SB A/C 01/3326

ICICI SB A/C 01/4471

ICICI SB A/C 01/6657

CASH ON HAND

PETTY CASH - FRANKING

IMPREST FUND - GENERAL

TOTAL: 43011828.41

TOTAL: 6875973.45

43011828.41

N.R. Madhava Menon  
(Dr. N.R. MADHAVA MENON)  
VICE - CHANCELLOR

Dr. Gangotri Chakraborty  
(Dr. GANGOTRI CHAKRABORTY)  
REGISTRAR.

for S.R.R.K. SHARMA ASSOCIATES,  
Chartered Accountants,

(S.R.R.K. SHARMA)  
PARTNER.



232000.00

1462.74

4389.85

3006580.00

3241912.00

4427.09

611255.00

3068.67

2756.00

122.10

6875973.45

TOTAL: 43011828.41

**THE W B NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

**Annual Statements of Accounts 2000-2001**

**Explanatory Memorandum**

The Annual Accounts of the W B National University of Juridical Sciences, Kolkata for the year ended 31 March 2001 was prepared under the directions of the Executive Council and audited by M/s S. R. R. K. Sharma Associates Chartered Accountants who are the statutory auditors of the University appointed by the Executive Council. According to the auditors, these accounts give a true and fair view of the financial affairs of the University.

The annual accounts 2000-01 comprise of documents, viz, Receipt and Payment Account and Income and Expenditure Account for the year ended 31.03.2001 and a Balance Sheet showing the Liabilities and Assets of the University as at 31.03.2001. Liabilities of the University comprise of the receipts from various sources lodged in the University Funds for use in the sustained growth of the University and of the refundable deposits received by it from students and other sources.

**University Fund**

The University Fund, constituted under Section 23 of the NUJS Act, 1999, comprised of grants made by the Govt. of West Bengal (Rs 239.95 Lakhs) amount received from the students towards development of Campus (Rs 2.18 Lakhs) and income from fees and charges (Rs 0.60 Lakh) received during the year. It had a carried over balance of Rs. 68.60 Lakhs from the previous year.

The Capital Fund and the Depreciation Fund were established for specified purposes. The Capital Fund includes fees paid by students during the year towards Academic Support Service (Rs. 5.23 Lakhs) and Basic Hostel Service (Rs.3.09 Lakhs). The excess of income over expenditure during the year was Rs. 4.11 Lakhs. The total accumulation in the Depreciation Fund, meant for future replacement of assets has been Rs. 11.99 Lakhs. These Funds are meant to serve the dual purpose of prudently organising the affairs of the University and to generate adequate surplus provision for creation of future assets.



## **Expenditure Control and Assets**

Revenue Expenditure of the University during the year could be restricted to Rs. 73.18 Lakhs that included salaries and all other administrative, academic, general maintenance and upkeep and rental of premises. Part of the expenses were met out of Govt. grants (Rs 34.70 Lakhs) and the balance from the fees collected from students and other sundry receipts. With a view to enforce appropriate financial discipline, the University has formulated norms and procedures for regulating expenditure to the barest minimum required.

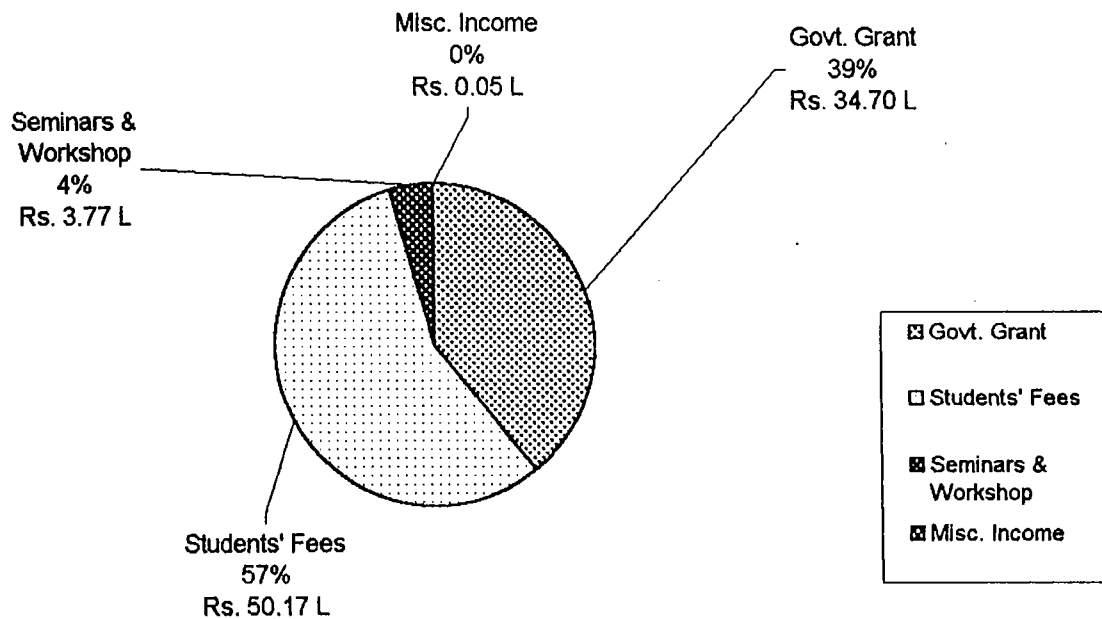
During the year under report, the University had procured durable assets worth Rs. 52.42 Lakhs besides spending Rs. 20.87 Lakhs on procurement of books for building up its Library. Long term benefit of the University was kept in mind at the time of procurement of items for infrastructural requirements. Value of investments in term deposits with banks stood at Rs. 11.32 Lakhs.

## **Campus Construction**

The University has embarked upon an ambitious plan of campus development with the commencement of construction of its own hostel and academic buildings on the land given by the Govt. of West Bengal on the EM bypass. The estimated cost of the project is about Rs. 20 Crores and is expected to be complete by 2002. Keeping in mind the constraints of the Govt. of West Bengal in providing the entire amount in so limited a span of time, the University, in concurrence of the state Govt, organised a loan of Rs. 20 Crores from the HUDCO receivable in eight quarterly instalments beginning in 2001-02 and repayable in fifteen years. Refund of the loan with interest has been guaranteed by the Govt. of West Bengal. The work has already commenced and expenditure during the year was Rs. 144.17 Lakhs met out of the Capital grant of Rs. 150 Lakhs received for the purpose from the Government of West Bengal during the year.

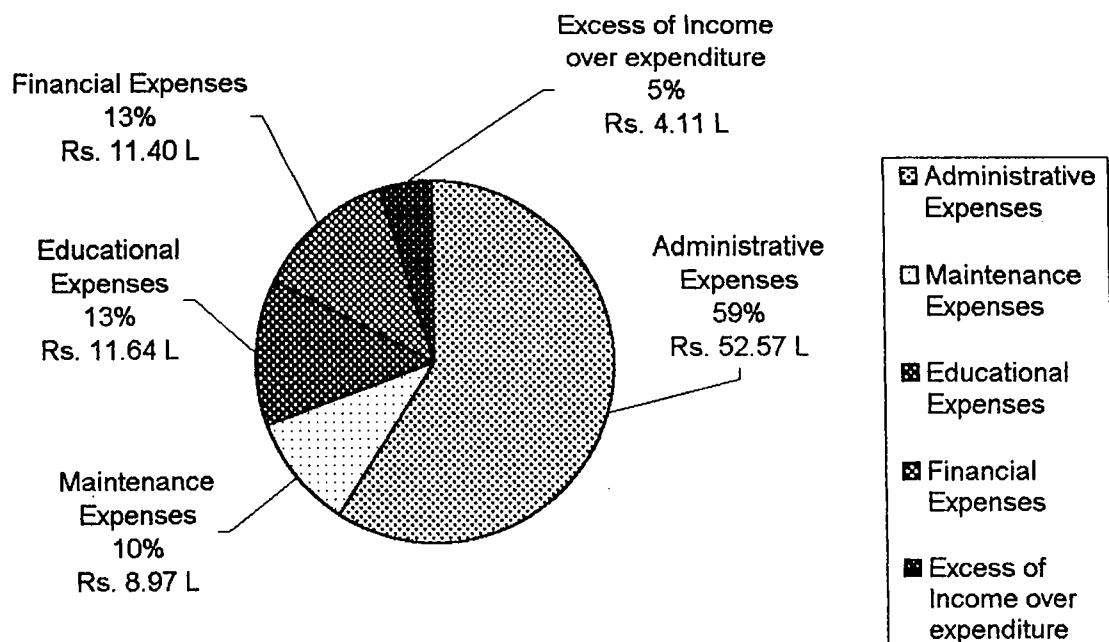
## REVENUE INCOME

Rs. 88.69 L



## REVENUE EXPENDITURE

Rs. 88.69 L



## LIABILITIES

Rs 362.54 L

Depreciation Fund

3%

Rs. 11.99 L

Deposit

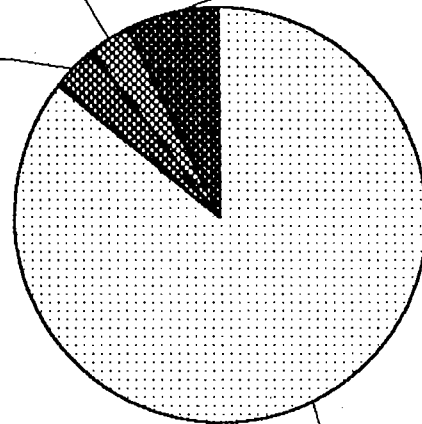
7%

Rs. 26.33 L

Capital Fund

4%

Rs. 12.89 L



University Fund

86%

Rs. 311.33 L

- ☐ University Fund
- ☒ Capital Fund
- ☒ depreciation Fund
- ☒ Deposits

## ASSETS

Rs. 362.54 L

Campus Construction

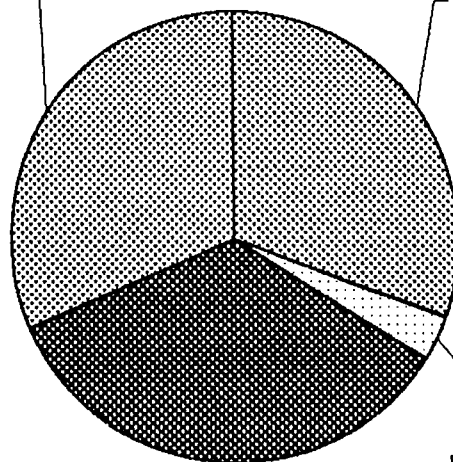
31%

Rs. 114.20 L

Fixed Assets

31%

Rs. 111.20 L



Current Assets

35%

Rs. 125.82 L

Investments

3%

Rs. 11.32 L

- ☒ Fixed Assets
- ☐ Investments
- ☒ Current Assets
- ☒ Campus Construction

**W. B. N. U. J. S.**

**FINANCIAL ESTIMATES**



REVISED ESTIMATES  
2001 - 2002

&

BUDGET ESTIMATES  
2002 - 2003

# CAPITAL BUDGET

*In Lakhs of Rupees*  
**Expenditure**

Receipts							
	Actuals	Estimates			Actuals	ESTIMATES	
	2000-01	2001-02	2002-03		2000-01	2001-02	2002-03
<b>Govt. of West Bengal</b>				<b>Land</b>	<b>29.97</b>		
Land	29.97			<b>Building</b>			
Campus Construction	167.55	445.00	412.00	a) Project Cost	167.55	1227.40	1306.40
Recurring Grants	60.00	60.00	60.00	b) Interest on Loan		70.10	213.10
Loan from HUDCO		870.00	1130.00	c) Front End Fee to HUDCO		7.50	2.50
University Fund	15.26		20.00		<b>167.55</b>	<b>1305.00</b>	<b>1522.00</b>
Donation & Endowment		50.00	50.00	<b>Furniture &amp; Equipment</b>			
Refundable Deposits	10.77	8.80	8.80	a) Furniture & Fixtures	29.78	20.00	25.00
Depreciation Fund	0.55	11.00	10.00	b) Office Equipments	10.06	7.75	15.00
				c) Computers	1.37	2.00	9.40
				d) Hostel Equipments	0.49	0.15	0.50
				e) Sports materials	0.22	0.10	0.10
					<b>41.92</b>	<b>30.00</b>	<b>50.00</b>
				<b>Investments</b>			
				Donation/Endowment Fund		50.00	50.00
				Refundable Deposits	10.77	8.80	8.80
				Depreciation Fund	0.55	11.00	10.00
					<b>11.32</b>	<b>69.80</b>	<b>68.80</b>
				Motor Vehicles	10.50		5.00
				Library Books & Periodicals	22.84	40.00	45.00
	<b>284.10</b>	<b>1444.80</b>	<b>1690.80</b>		<b>284.10</b>	<b>1444.80</b>	<b>1690.80</b>

# REVENUE BUDGET

## Receipts

## Expenditure

Actuals Estimates  
2000-01 2001-02 2002-03

Actuals ESTIMATES  
2000-01 2001-02 2002-03

### Govt. of West Bengal

Maintenance Grant (Recurring) 34.70 45.00 40.00

### University Fund

Fees From Students 45.89 55.80 99.90

Interest of Scholarship Fund 0.10 0.10

Co-Sponsors of Seminars & Workshop 3.77 4.00 5.00

### A. ADMINISTRATIVE EXPENSES

a) Salaries 21.75 40.00 65.00

b) Travelling Expenses 1.88 2.50 3.00

c) Telephone & Fax 1.40 2.50 3.00

d) Postage 0.41 0.60 0.60

e) Printing & Stationery 2.68 2.50 3.50

f) Electricity Charges 4.27 5.00 6.00

g) Advertisement & Publicity 0.18 2.00 2.50

h) Miscellaneous Expenses 0.65 0.50 0.75

i) Rent 13.26 15.65 15.25

j) Hospitality 0.57 0.50 0.50

k) Health Care Expenses 0.82 1.00 1.00

l) Students Activities 0.71 1.25 2.00

m) Inauguration Ceremony 3.75

52.33 74.00 103.10

### B. MAINTENANCE EXPENSES

a) Motor Car Expenses 2.84 2.50 2.50

b) Office Maintenance 2.90 3.00 3.50

c) Guest House Maintenance 1.06 0.25 0.30

d) Hostel Maintenance 1.89 1.50 1.70

e) Insurance 0.30 0.25 2.00

8.99 7.50 10.00

### C. EDUCATIONAL EXPENSES

a) Academic Expenses 3.04 3.75 4.00

b) Admission Test Expenses 4.23 4.50 5.00

c) Seminar & Workshops 4.37 5.00 6.00

d) Scholarships 0.10 0.10

11.64 13.35 15.10

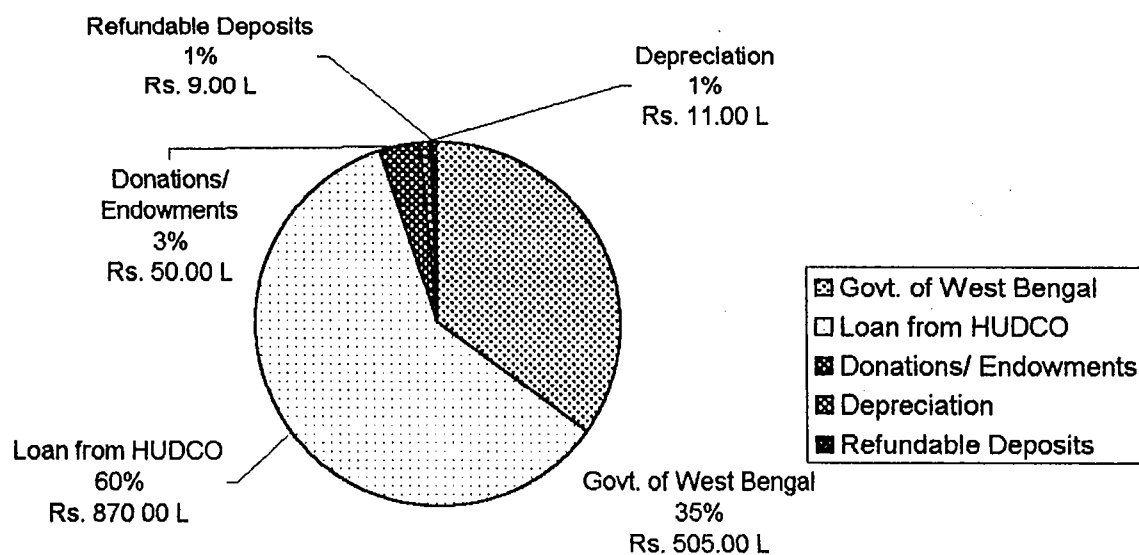
### D. FINANCIAL EXPENSES

a) Depreciation 11.40 10.15 16.80

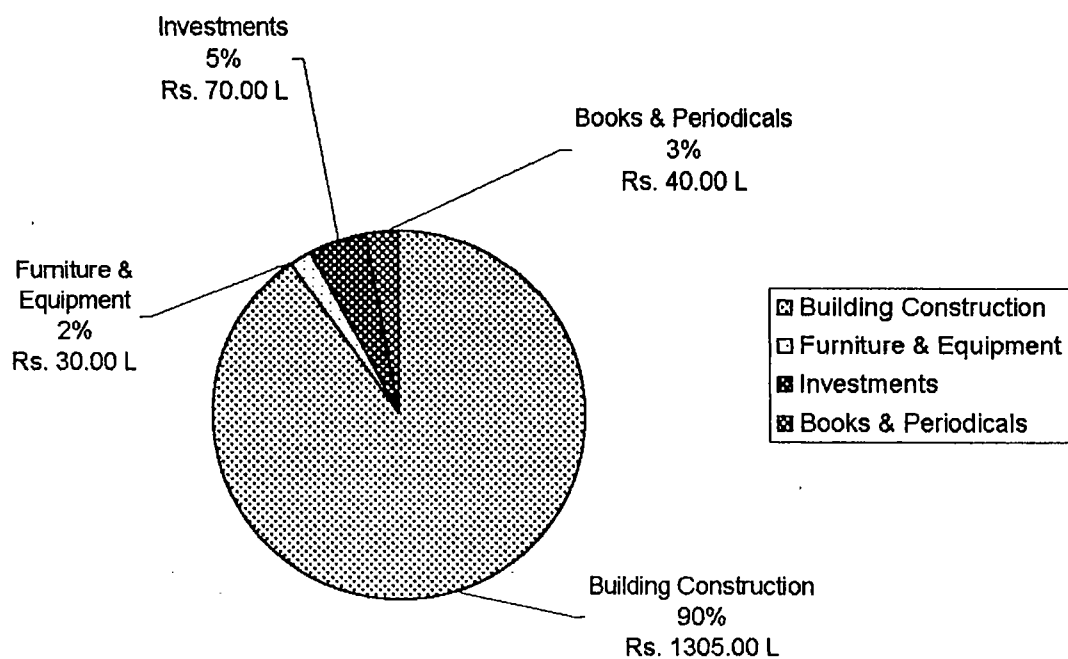
TOTAL 84.36 105.00 145.00

TOTAL 84.36 105.00 145.00

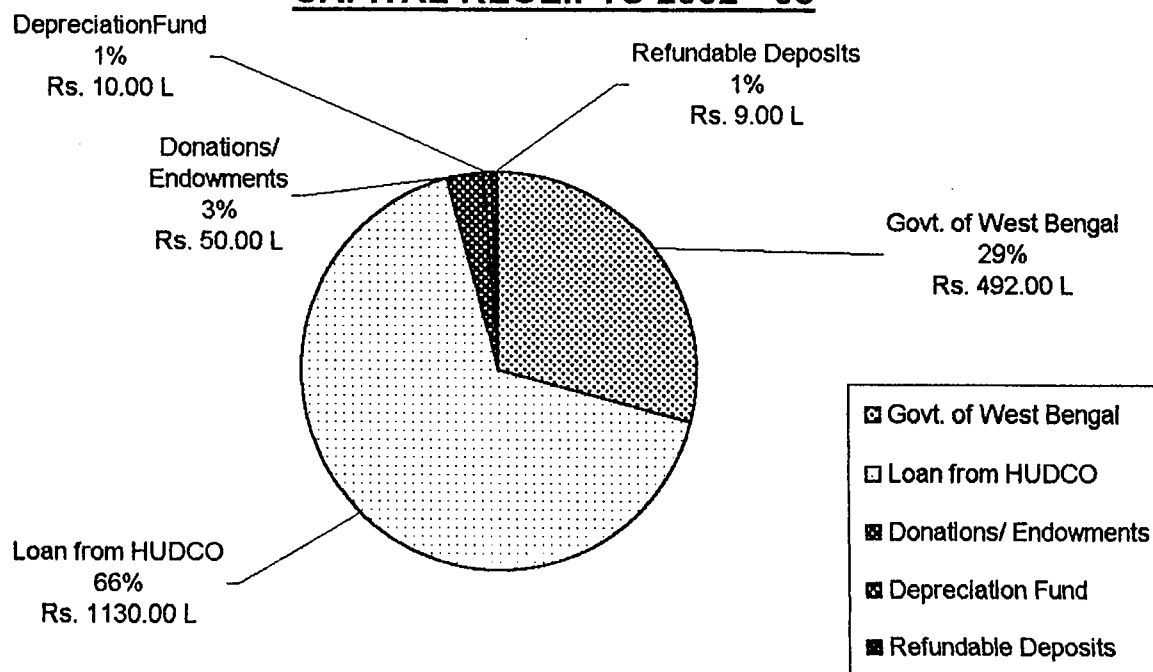
## CAPITAL RECEIPTS 2001 - 02



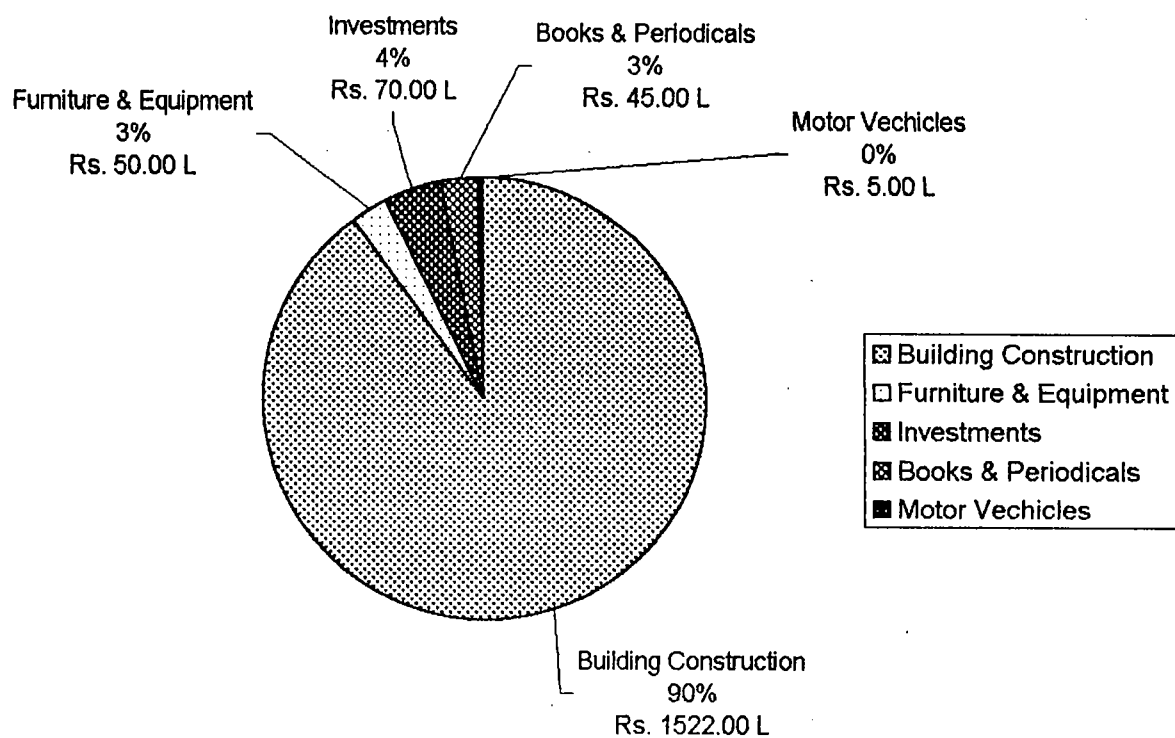
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### CAPITAL RECEIPTS 2002 - 03

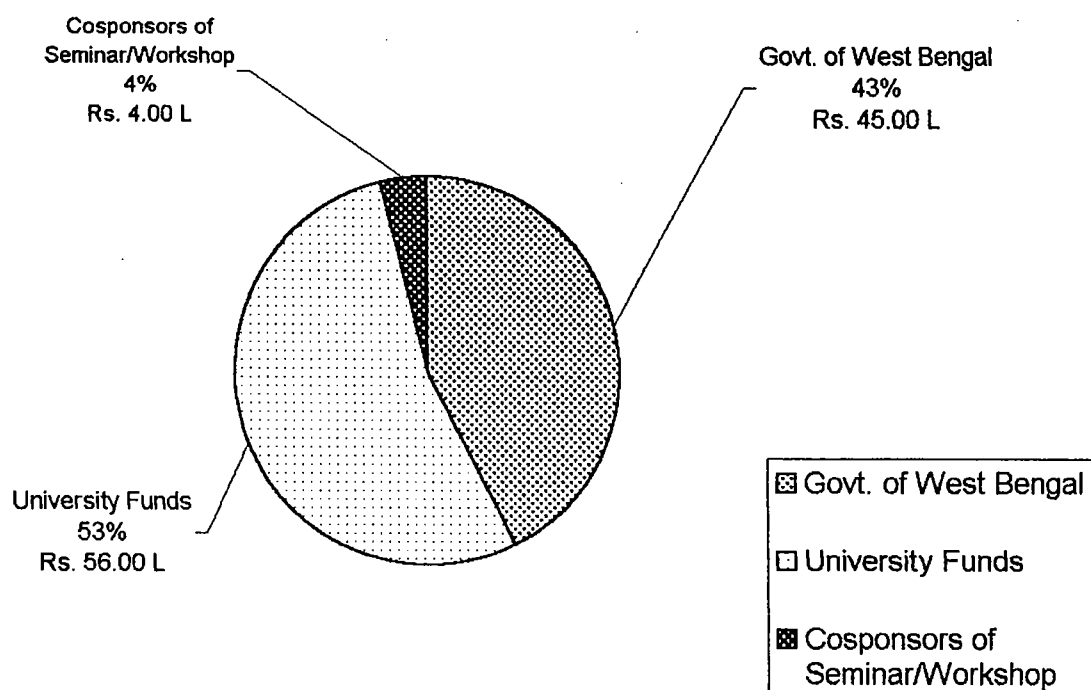


### CAPITAL EXPENDITURE 2002 - 03

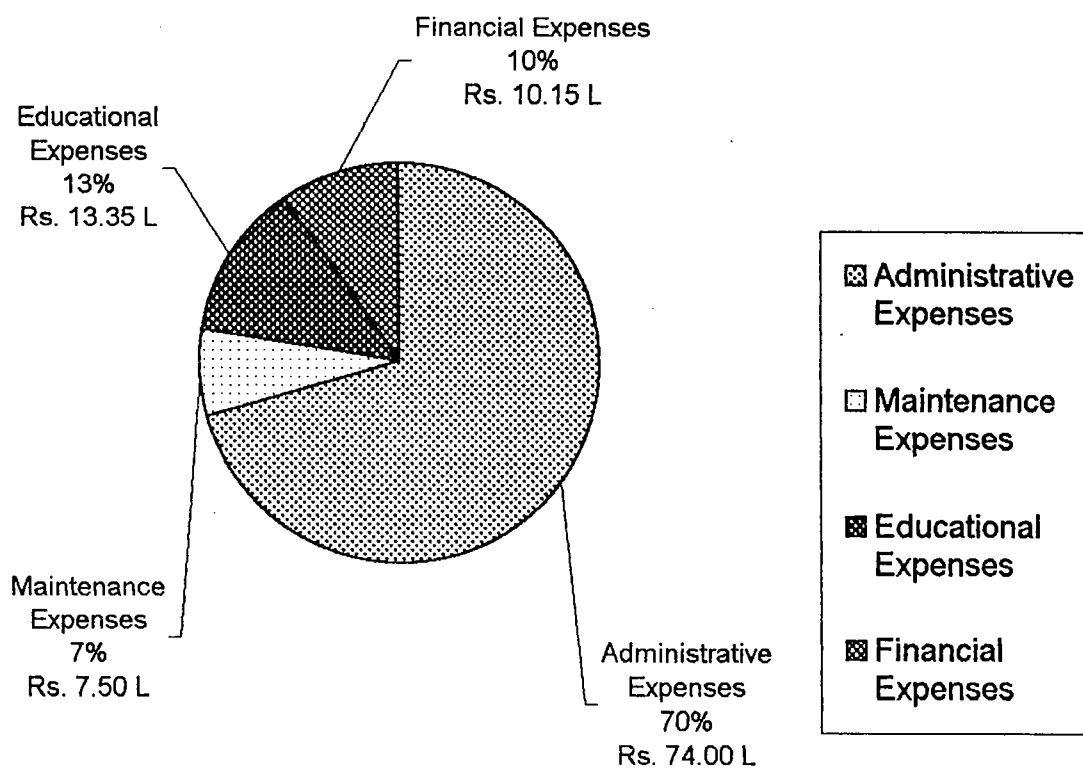




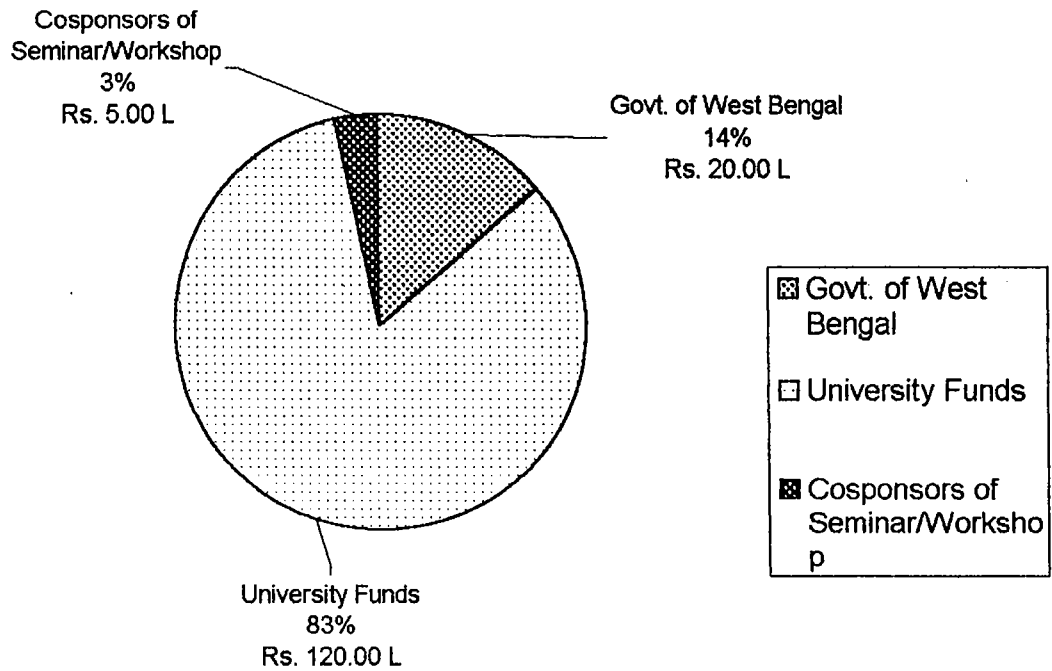
## REVENUE RECEIPTS 2001-02



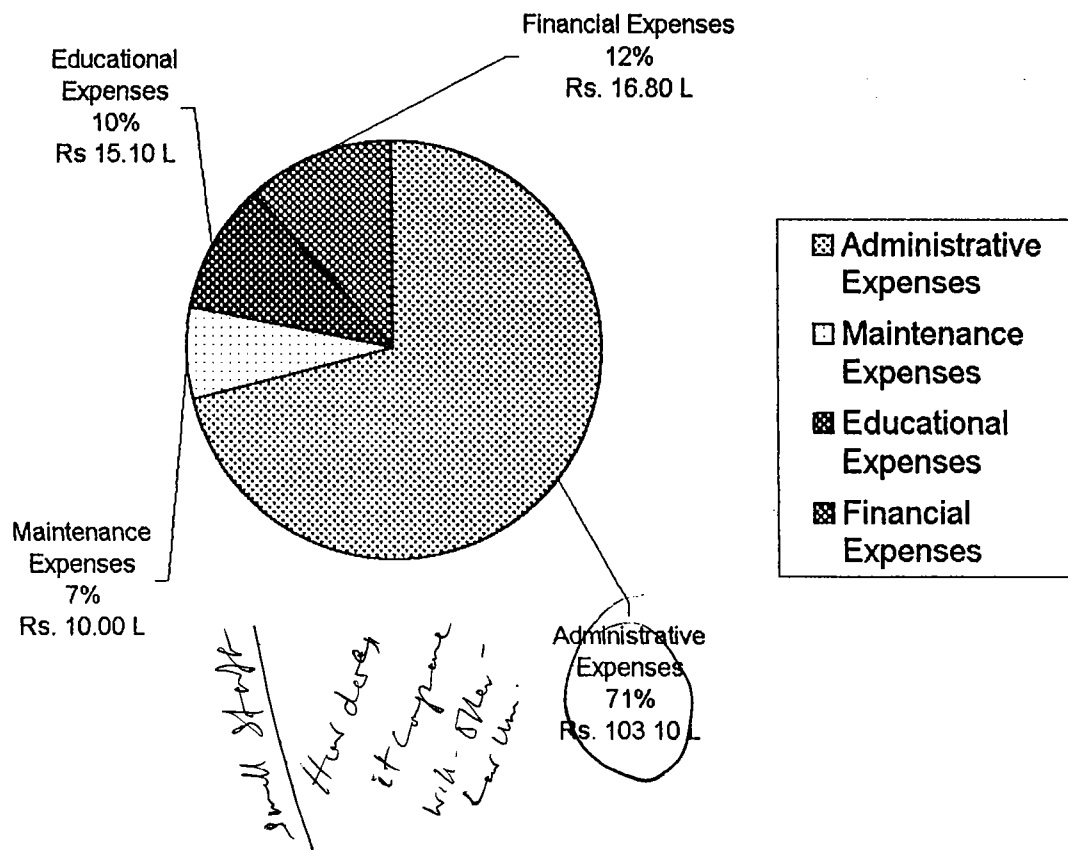
## REVENUE EXPENDITURE 2001- 02



## REVENUE RECEIPTS 2002 -03



## REVENUE EXPENDITURE 2002-03



*Approved, Passed and recommended for adoption*

**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES,  
KOLKATA**

The NUJS Contributory Provident Fund cum Gratuity Rules  
(Framed under the NUJS Contributory Provident Fund cum Gratuity Scheme)

Recognised by

Government of West Bengal, Judicial Department

Notification no.

In accordance with sub-section (2) of section 8  
of the Provident Fund Act, 1925

# **The NUJS Contributory Provident Fund cum Gratuity Rules**

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# **The NUJS Contributory Provident Fund cum Gratuity Rules**

## **Chapter - I Preliminary**

### **1. SHORT TITLE AND COMMENCEMENT**

**(1.)** These Rules shall be known as the **NUJS Contributory Provident Fund Cum Gratuity Rules** framed under the NUJS Contributory Provident Fund Cum Gratuity Scheme.

**(2.)** The scheme shall be deemed to have come into force from first day of April, two thousand.

### **2. DEFINITIONS**

In this scheme, unless the context otherwise requires,

**(a.)** " University " means the West Bengal National University of Juridical Sciences as established under Section 3 of The West Bengal National University of Juridical Sciences Act, 1999.

**(b.)** " Vice-Chancellor " means the Vice-Chancellor of the University

**(c.)** " Treasurer " means the Treasurer nominated by the General Council of the University

**(d.)** " Registrar " means the Registrar of the University

**(e.)** " Accounts Officer " means the Accounts Officer of the University

**(f.)** "Basic Wage" means all emoluments which are earned by an employee while on duty or on leave or on holidays with wages in either case in accordance with the contract of employment and which are paid and payable to the employee. It does not include the following:

1. Cash value of any food concessions.
2. Dearness allowance, house-rent allowance or any other similar allowance.
3. Any gift, presentation or award given by the University.

**(g.)** "Emolument " means basic wage drawn on monthly basis.

**(h.)** "Employee" means a person appointed by the University on a regular scale of pay.

**(i.)** " Family " means employee's spouse, children, parents, minor or unmarried sister and minor brother residing with the employee wholly dependent upon the employee.

Explanation: Children include children of full blood, half blood and uterine blood.

Provided that where there are two persons claiming to be the spouse of the employee, only the spouse proving a validly solemnised marriage under the personal laws applicable to the said employee shall be deemed to be a spouse for the purposes of these rules.

Provided further that where the context so admits the words denoting singular number shall include plural and vice versa and the words denoting the masculine gender shall include also feminine gender and vice versa.

**(j.)** "Provident Fund" means a fund in which subscriptions or deposits of employees are received and held in their individual accounts and includes any contributions interests, increment accruing on such subscriptions, deposits or contributions under these rules.

**(k.)** "Contribution" means any amount credited in a provident fund by any authority administering the fund by way of addition to, a subscription to, or deposit or balance in the credit of an individual account in the fund.

**(l.)** "Contributory Provident Fund" means a provident fund, the rules of which provide for crediting of contributions.

**(m.)** "Gratuity" means a sum of money given to an employee at the time of his retirement in accordance to the amount fixed by the Central Government from time to time for this purpose.

**(n.)** "Continuous service" means a period of uninterrupted service including interruption on account of sickness, accident, leave, and absence without leave in accordance with the rules and regulations of services of the University.

**(o.)** "Completed year of service" means continuous service for one year

## **Chapter - II Provident Fund**

### **3. PROVIDENT FUND**

(1) There shall be a contributory Provident Fund for the benefit of the employees of the University.

- i) Every employee of the University shall subscribe monthly to the Provident Fund.
- ii) The rate of subscription shall not be less than 10 % of emoluments and more than the total emoluments of an employee and shall be expressed in whole rupees.

Provided that in the case of subscription at the minimum or maximum rates, the rounding will be in next higher or next lower rupee respectively.

- iii) The University shall contribute at the rate of 10 % of emoluments from the date of commencement of subscription by an employee to his Provident Fund.
- iv) No subscription to his Provident Fund shall be made by an employee during the period of leave without pay and no corresponding contribution will be made by the University.

#### **4. Members of the Fund**

- (1.) Employees of the University, shall be the members of the Fund. However, no employee, whose services in the University entitle him to a pension or on whose account the University contributes toward his pension, shall be entitled to the benefits of the Provident Fund.
- (2.) Persons who have retired from State/Central Government, Universities or National Institutes, if re-employed in the University, as an employee in regular scale of pay, may be permitted to subscribe to the provident Fund.

Provided that where the term of re-employment is initially for a year or less but is later extended so as to exceed one year, the contribution with interest will be credited only after the completion of one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re-employed person is allowed to contribute to the Provident Fund if such period exceeds one year.

**Note :** If an employee admitted to the benefit of the Fund was previously a subscriber to any contributory/non-contributory Provident Fund of the Central/State Government or of a body corporate, owned or controlled by Government or Universities/Colleges or Institutions of University status or an autonomous organization registered under the Societies Registration Act of 1860 immediately before his appointment in the Universities the amount of his accumulations in such contributory or non-contributory Provident Fund shall be transferred to his credit in the Fund with the consent of the previous employer.

#### **5. Declaration & Nominations**

- 1. Every employee of the University shall, immediately on joining the fund, sign a written declaration in the prescribed form that he has read the scheme and agrees to abide by its rules. Declaration shall be kept in the personal record of the employee after attestation of it by the Registrar.
- 2. Every member shall immediately on joining the Fund, make a nomination in the prescribed form conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death occurring before this amount is paid. The nomination shall be in favour of one or more

members of his family and in the absence of having a family at the time of the nomination, the same may be in favour of any other person or persons. But such nomination shall automatically stand cancelled upon the subscriber acquiring a family and he shall file fresh nomination in favour of one or more members of his family. The subscriber may time to time, add or change his nominee by written application to the Vice-Chancellor. A register of such nominees shall be kept in the University office.

Where the nomination is in favour of a person/persons other than a family, the employee shall make out a will to that extent for the purpose of such nominations.

**Note :** The nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other fund has been transferred to his credit in the Fund, be deemed to be a nomination under this scheme until he makes a fresh nomination.

#### **6. Advances & Withdrawals**

The Vice Chancellor may sanction payment of advance/withdrawal from the Provident Fund of a subscriber subject to the following:

##### **(1.) Advance from the Fund:**

- a) A subscriber may take an advance of sum not exceeding two-thirds of the amount subscribed by him subject to these rules.
- b) Recoveries towards the amount so advanced shall be made in equal monthly instalments not exceeding twenty commencing from the first payment of a full monthly salary after the advance is granted, but no recovery shall be made from a subscriber when he is on leave otherwise than on full pay.
- c) If a second advance is sanctioned before completion of repayment of last instalment of a previous advance, the sum not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

##### **(2.) Withdrawal from the fund**

**(a.)** Subject to the conditions specified hereunder, a subscriber may withdraw from the Fund any time after completion of twenty years of service (including broken periods of service, if any) or within ten years before the date of his retirement on superannuation, whichever is earlier, for one or more of the following purposes:

- (1). Meeting the cost of higher education, including where necessary the travelling expenses of any child of the subscriber.
- (2). Meeting the expenditure in connection with the marriage of subscriber's son, daughter or sister, wholly dependant on him.



(3). Meeting the expenditure in connection with the illness, including where necessary, travelling expenses of the subscriber or any person actually dependent on him.

(4) Building or acquiring a suitable house for his residence including the cost of site or reconstructing or for making additions and alternations to a house already owned or acquired by a subscriber:

(5) Purchasing a house site or construction of a house or both:

(b.) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified above from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such amount or six months' pay of the subscriber whichever is less. The Vice-Chancellor may however, sanction the withdrawal of an amount in excess of these limits up to three-fourths of the balance at his credit in the Fund, having due regard to (i) the object for which the withdrawal is being made. (ii) the status of the subscriber, and (iii) the amount to his credit in the Fund.

(c.) A subscriber who has already drawn or may draw in future an advance, may convert at his discretion by written request to the sanctioning authority the balance outstanding into a final withdrawal on his satisfying the conditions laid down in these rules.

## 7. Deductions

(1.) The Vice-Chancellor may direct the deductions from the Provident Fund of a subscriber and payment to the University of –

(a) All amounts representing such contribution and interest<sup>thereupon</sup>, if the subscriber within five years of commencement of his service as such, resigns from service or ceases to be an employee of the University otherwise than by reason of death, superannuation, or a declaration by a competent medical authority that he is unfit for further service, or the abolition of the post or the reduction of establishment or under a contract

(b) Any amount due under liability incurred by a subscriber to the University.

(c). All amounts representing such contribution and interest, if the subscriber is dismissed from service due to misconduct, ~~insolvency~~ <sup>thereupon</sup> or <sup>inefficiency</sup> / 0

Provided that where the Vice-Chancellor is satisfied that such deduction would cause exceptional hardship to the subscriber, he may by order, exempt from such deduction an amount not exceeding two third of the amount of such contribution and interest which would have been payable to the subscriber, if he had retired on medical grounds.

Provided further that if any such order of dismissal is subsequently cancelled, the amount so deducted shall on his reinstatement in the service be replaced to his credit in the Fund.

**Note :** The period of five years referred to above shall be reckoned from the commencement of the subscriber's continuous service under the University.

(2.) When the amount of Provident Fund becomes payable to a subscriber, the Accounts officer will be entitled to deduct therefrom any amount due under any liability incurred by the subscriber to the University but not exceeding in any case the total amount of the contributions credited to the account of the subscriber by the University and of any interest which has accrued on such contributions.

## **8. Final payment of Accumulation in the Provident Fund**

(1.) On retirement, resignation, discharge or dismissal from service with the University, the amount standing to the subscriber's credit in the Fund shall, subject to any deduction under clause (5), become payable to him.

(2.) At the time of conveying his intention to discontinue service, the subscriber shall make an application to the Accounts Officer for final withdrawal of the accumulation in the Fund in the prescribed form. The Accounts Officer shall forthwith take action to close the Provident Fund Account of the subscriber and call for any supplementary information that may be necessary either from the subscriber directly or from any other concerned authority, who shall forthwith provide the information.

(3.) The claim of the subscriber shall ordinarily be settled within one month of the date of quitting of service or furnishing of all relevant information called for, whichever is later.

(4.) Notwithstanding anything contained in the preceding clauses, a subscriber who quits service of the University to take up appointment with another University, Institution or Body, with prior permission of the University and without a break, shall furnish relevant information regarding his entitlement of Provident Fund benefits in the latter employment. Subject to the existence of suitable provision in the Provident Fund rules of that establishment and on the basis of mutual consent of the employers, the accumulated balance in the P.F. account of the subscriber shall be transferred to his P.F Account in the latter establishment.

## **9. Management of the Fund**

- (1.) The management of the Provident Fund shall vest in the Executive Council which may from time to time alter, amend, vary or repeal the regulations and the rules of the Provident Fund cum Gratuity scheme and/or issue such general or special direction as may be required from time to time for the conduct of the business of the Fund, or its management or the privileges of the depositors, not herein expressly provided for.
- (2.) The Fund shall be administered by a Board of Trustees constituted by the Executive Council. Vice-Chancellor, Treasurer, Registrar, Accounts Officer and a teacher nominated by the Vice-Chancellor provided he/she is a subscriber to

the fund, shall constitute the Board of Trustees. Trustees shall have entire control of the fund and the assets thereof and shall decide all differences or disputes, which may arise under these rules either as to the interpretation thereof or as to the rights or obligations of the University and / or the members. In the case of any differences between the Trustees, the matter in differences shall be put to vote and opinion of the majority shall prevail and in equality of votes the Vice-Chancellor as Chairman of the Board of Trustees shall have a casting or second vote.

- (3.) All expenses relating to the administration of the Fund including expenses incurred by the trustees in the discharge of their duties shall, for the time being, be met out of the University Fund.

#### **10. Provident Fund Account**

- (1.) The amount accruing to the Fund shall be placed in a separate bank account in a scheduled bank as approved by the Vice-Chancellor. The money not immediately required shall be invested by the trustees in fixed deposits or securities approved by the Reserve Bank of India and/or securities recognised and approved by the Central or State Government. The Trustees shall be at liberty to realise and sell any investment and to reinvest the proceeds in Government Securities.
- (2.) The bank account shall be operated jointly by any two trustees nominated by the Board of Trustees. All drawals out of the Fund shall be made by Account Payee Cheque only.
- (3.) Detailed account of monthly subscriptions, contributions and accrued interest in the Provident Fund account of each member of the Fund shall be maintained which shall be audited once in a year by the statutory Auditors of the University. A statement showing the amount at the credit of each subscriber at the end of 31<sup>st</sup> March shall be furnished to him by 30<sup>th</sup> June every year.

#### **11. Interest**

There shall be paid to the credit of the account of a subscriber interest, at such rate as prescribed by the Government on the accumulations of the Provident Fund account of its employees for the relevant year. If, in any accounting year, the liability to pay interest is not fully met out of the interest earned by investment of the Fund, the shortfall, as determined by the Board of Trustees, shall be made good out of the University Fund.

### **Chapter - III GRATUITY**

#### **12. GRATUITY**

- (1.) An employee who has completed five years of continuous service shall be eligible to receive gratuity.
- (2.) An employee who is eligible for payment of gratuity under this scheme may authorise a person in writing to receive the amount on his behalf and act on his behalf for such payment.

- (3.) An employee may from time to time add or change his nomination/authorisation by written application to the Vice-Chancellor. Employee-wise register of nominations/authorisations shall be maintained in the University office.
- (4.) Where an employee dies while in service, after five years of continuous service, or after retirement without receiving the amount of gratuity and leaves behind no family or has made no nomination or the nomination made by him does not subsist, the amount of death-cum-retirement gratuity payable to him under this rule shall lapse to the University.
- (5.) No gratuity shall be payable on resignation from service of the University before completion of five years of continuous service or on dismissal or removal from it for misconduct, insolvency, inefficiency not due to age.
- (6.) Death Cum Retirement Gratuity is admissible to a regular employee who retires or dies, as the case may be, after 5 years of service at the rate of 'half' of emoluments for each completed half yearly period of completed service subject to a maximum of sixteen and half times the emoluments or the amount as fixed by the Government for this purpose, whichever is less.
- (7.) Notwithstanding any thing contained in these rules.
  - a) the gratuity of an employee, whose service has been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of property belonging to the University, shall be forfeited to the extent of the damage or loss so caused.
  - b) The gratuity payable to an employee may be wholly or partially forfeited
    - i) If the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, <sup>or</sup> *in the University campus premises*
    - ii) If the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

The forfeiture of gratuity shall be quantified under orders of the Vice Chancellor and recorded in the termination order of the employee concerned.

Note 1. For the purpose of the rules relating to gratuity, emoluments include D.A. on the date of retirement/death.

Note 2. The amount of gratuity shall be rounded off to the next higher rupee.

Note 3. Recovery of University dues if any, may be enforced by the Vice-Chancellor without the consent of the employee or, if he is not alive, of his nominee/family members.

### **13. Gratuity not attachable**

No gratuity payable under this scheme to an employee shall be liable to attachment in execution of any decree or order of any civil revenue or criminal court.

**14. Payment of Gratuity**

At the time of making the application for final payment of balances in the Provident Fund account, the employee concerned or his nominee, as the case may be, shall also make an application to the University for payment of the amount of gratuity admissible under the Scheme. The amount of gratuity, reduced by recoverable dues of the University, if any, shall be sanctioned by the Vice Chancellor and paid out of the University Fund.

**15. Settlement of dispute**

Any dispute regarding title, quantum and share of gratuity payable to any person shall be referred to the Executive Council of the University, whose decision, to be recorded in writing, shall be final and binding on all concerned.

## **DECLARATION**

See Rule 5 (1)

I hereby declare that I have read and understood the NUJS Contributory Provident Fund cum Gratuity Rules framed under the NUJS Contributory Provident Fund Cum Gratuity Scheme and I agree to subscribe to and become a member of the said Provident Fund and to be bound by the said Rules.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name in full –

Designation

Date of birth –

Date of Joining Service –

Present salary per month –

Witness – (1)

(2)

Signature

**ATTESTED**

**REGISTRAR**

## NOMINATION FOR CONTRIBUTORY PROVIDENT FUND

See Rule 5(2)

Account No NUJS/CPF/.....

I,..... hereby nominate the person(s) mentioned below who is / are member(s) / non-member(s) of my family as defined in sub-rule (i) of Rule 2 of the NUJS Contributory Provident Fund cum Gratuity Rules, to receive the amount that may stand to my credit in the fund as indicated below, in the event of my death before that amount has payable or having become payable has not been paid.

Name and address of the nominee(s)	Relationship with the subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, address and relationship of the person(s) if any to whom the right of nominee shall pass in the event of his /her predeceasing the subscriber	If the nominee is not a member of the family as provided in rule 2, indicate the reasons

Dated this .....day of

20 .....at.....

Signature of the subscriber

Name in Block letters

Designation

Signature

Two witness to signature

Name and address

1.

2.

Nomination Accepted

REGISTRAR

## NOMINATION FOR GRATUITY

*See Rule 12 (2)*

(To be filed in duplicate)

To  
The Vice-chancellor  
The West Bengal National University of Juridical Sciences,  
Kolkata.

I, Shri/Shrimati/Kumari.....  
Name in full here

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a /are member(s) of my family within the meaning of sub-rule (i) of Rule 2 of the NUJS Contributory Provident Fund-Cum-Gratuity Rules.

OR

I hereby declare that I have no family within the meaning of clause (i) of Rule 2 of the said Rules.

3. Nomination made herein invalidates my previous nomination filed on.....  
and accepted on.....

### Nominee (s)

Name in full with address of nominees (s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
1.			
2.			
3.			
so on			



### **Statement**

1. Name of employee in full.
2. Post held on the date of nomination
3. Sex.
4. Date of appointment
5. Permanent address.

Place  
Date

Signature

### **Declaration by witness**

Nomination signed before me.

Name in full and full address of witness

Signature of witnesses

- 1.
- 2.

- 1.
- 2.

Place  
Date

### **Certificate of acceptance**

The particulars of the above nomination have been verified and accepted for University record.

**REGISTRAR**

**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.

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

*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.

Consent

(2) Total Revenue : 40% for IIMC

Bkline : Faculty share including other expenses  
and I.T. deduction from faculty share from Acad. Dept

@ 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.



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 latter 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.

## 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)	
contribution per participant	( A )

### 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)	
Total Fixed costs	( B )
Number of participants required for break-even =	B - A = ( C )
Expected number of participants =	( D )
Expected profit at – participants = (D-C) x A	

## 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.

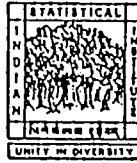
- e) Occasional lectures by faculty at the invitation of companies or other profit making organisations shall also be treated as 'In company programmes'. Lectures at Universities or other academic institutions undertaken with the approval of the Director shall be exempted from these rules.
- f) For the 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 availed of 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 : 52-0094 (5 lines); 52-7094 (4 lines);  
52-8696 (3 lines); 52-5602 (2 lines);  
52-5402 (2 lines); 52-8241 (8 lines);  
52-8446  
Telegram : STATISTIOA, CALCUTTA 700 086  
Telex : 21-2210 STAT IN



208 BARRACKPORE TRUNK ROAD  
CALCUTTA 700 085, 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,

Enclo. : As stated.

Yours faithfully,

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

INDIAN STATISTICAL INSTITUTE  
203 B.T. Road, Calcutta - 35

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.

*Encl.*  
contd ..... 2

individual  
sheet

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

842A.D. 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

...may take up some projects funded by external 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.



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 Investigator/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

*Discussed and approved and recommended to E.C.  
for adoption.*

## **THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

### **PURCHASE GUIDELINES**

#### **BACKGROUND**

The University started functioning by the enactment of West Bengal Government Legislation from November 1999. Since inception of the University, various essential items including machinery, furniture, stationery etc. were purchased. To streamline the purchase procedure a Purchase Committee was formed to suggest inter alia the methodology for an uniform and transparent procedure. The subsequent paragraphs deal with the suggested modalities to be adopted for future purchases of the University and various Schools operating under the auspices of the University.

2. Normally, the purchases of the University can be grouped into five categories, viz. (1) Printing and Stationery, (2) Furniture and Fixtures, (3) Books and Periodicals, (4) Machinery and Equipment including electrical equipment, and (5) Hiring of services (vehicles, machine, computers, courier services, xeroxing, binding, advertising agency etc.)

#### **A. STATIONERY**

The items under this segment would comprise the following: (1) Paper, files, writing materials e.g. pen, pencil, refill, ink, correcting fluid etc., jams clip, butterfly clip, pins, carbon paper, computer continuation paper, printing cartridge, ribbon, fax paper, fax cartridge, punching machine, xerox paper, writing pads, registers, exercise books, envelopes, shorthand note books, various types of letter heads, folders, scales, typing ribbon, stamp-pad etc.

#### **B. FURNITURE AND FIXTURES**

Furniture and fixtures would mean table, chairs, stools, almirahs, racks, filing cabinets, safe, cots, sets, book-shelves, door curtains, book case, racks etc.

#### **C. BOOKS AND PERIODICALS**

Books and Periodicals shall mean all books and magazines, reports etc, purchased for Library and other office functionaries/sections with prior recommendation of the Library Committee.

#### **D. MACHINERY AND EQUIPMENT**

Machinery and equipment including electrical and electronic equipment shall mean fax, xerox, computer, modem, printer, air-conditioner, vacuum cleaner, voltage stabiliser, UPS, aqua guard, room heater, fan, geyser, tube and bulb fittings, car, van, bus, TV, overhead projector, colour projector, display boards, VCR, etc.

#### **E. HIRING OF SERVICES**

Hiring of services shall mean procuring of any mechanical or manual/human services on contract basis and shall include periodical maintenance contracts, courier, Xeroxing, typing, advertising agency etc.

- 2.1 The foregoing narrations are only illustrative and not exhaustive. The idea of citing so many examples under each head aims at making very categorical the nature of items which will fall under any one of the five segments.

#### **3. PURCHASE PROCEDURE**

- 3.0 For procurement/purchase of any of the items for the use of the University in the routine nature, a panel of reputed supplies shall be identified. The panel will be recognised for one year which can be renewed. Well before commencement of the financial year the list has to be finalised. The modus shall be an advertisement inviting manufactures, authorised dealers, suppliers of repute for each category of the items as narrated in the preceding paragraph to be released in a leading (1) English daily and (2) vernacular Daily news paper.
- 3.1 On receipt of the offer for enlisting, the Purchase Committee may organise visit of the proposed vendors' premises to ascertain the line of activity/capability of the applicant. After completing the inspections, a panel has to be drawn basing on the experience of the Committee and also the market reputation of the firm/vendor
- 3.2 As and when purchases are to be made quotations should be obtained from the listed approved suppliers, which shall be scrutinised by the Purchase Committee and recommendations made for the purchase. In case of purchase of items for which the supplier is not empanelled. The following procedures for obtaining tenders should be followed as far as

practicable. Tender should be obtained in any of the methods namely (a) advertisement (open tender), (2) direct invitation to a limited number of reputed firms (limited tender); (3) invitation to one listed firm only (single tender) or (4) negotiation with one or more firms (negotiation).

- 3.3. The open tender system, i.e invitation to open tender by public advertisement should be used as a general rule and must be adopted in all cases in which the estimated value of the item of purchase exceeds Rs. 50,000/- except in case of items of proprietary nature where single tender may be permitted. The limited tender system should ordinarily be adopted in cases of small orders/purchases the estimated value of which shall be less than Rs. 50,000/- and the need is certified to be urgent. The limited tender offers should be issued only to those firms which are borne on the list of reputed vendors/suppliers. A single tender system may be adopted in case of items which are held as of proprietary nature. For issue of limited or single tender, the Purchase Committee shall maintain a list of firms/vendors adopting the purchase procedure mentioned in the preceding paragraphs. The system of ab initio negotiation is to be adopted in special circumstances, i.e when there is limited competition or where there is shortage of capacity.
- 3.4. The limited tender system may, however, be adopted instead of the open tender system even when the estimated value of the purchase is not less than Rs. 50,000/- in the following circumstances :
- (1) When sufficient reason exists which indicate that it is not in the interest of the University to call for tenders by advertisements. In each case the reason must be recorded by the Purchase Committee and communicated to the Vice Chancellor in writing
  - (2) When the indenting department certifies that the demand is urgent and no additional expenditure would be involved by the elimination of open competition. In all such cases the indenting office/section should place on record the nature of urgency and the reasons for such demand which could not be foreseen or anticipated.
- 3.5. No quotation will be necessary for an emergency purchase of an item, cost of which does not exceed Rs. 1000 in each case. Specific approval of the competent authority will have to be obtained before the purchase which will be made after appropriate market survey.
- 3.6. Various Departments/Sections (both Academic and Administration) shall assess their requirement in conformity with their activities and inform the Purchase Committee of the same in advance by 15<sup>th</sup> March, June, September and December. Purchase committee shall examine these demands to ensure that these are reasonable in qualitative and



quantitative terms. Supply of regular stationery items shall be made once in every fortnight on the basis of indents.

- 3.7. The University is registered with the Department of Scientific & Industrial Research (DSIR) for the purposes of availing Customs & Central Excise Duty exemptions. This benefit should be availed where purchases involve payment of such duties. Means of procurement of items attracting duty concession shall be by import or direct purchase from manufacturers, as the case may be, by availing exemption from payment of duty but without compromising on quality and cost effectiveness.
- 3.8. Order for purchase shall be placed in writing indicating the terms of payment and delivery which shall invariably be DOOR DELIVERY. The specimen of Purchase Order is in the annexure.

4. **SANCTIONING AUTHORITY**

All recommendations of the Purchase Committee shall be placed before the Vice-Chancellor for his approval, provided that the Vice-Chancellor may, by order, delegate his powers to other functionaries to the extent of specific limit for each category of purchases.

- 4.1 Notwithstanding anything contained in the foregoing paragraphs, the Vice-Chancellor may, in emergent situations, instruct the Purchase Committee to organise immediate purchase of any item from the open market. In such an event, the Committee shall observe utmost caution to ensure that the financial interest of the University is adequately protected.

# W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

FIFTH MEETING OF THE FINANCE COMMITTEE : 13 AUGUST, 2001

## AGENDA - APPENDIX V

### Rules Relating to Award of Freeships/Scholarships/Educational Loans/Economic Support Scheme

#### PREAMBLE:

W.B. NUJS has adopted a policy to ensure that no student of the University is compelled to discontinue studies because of economic difficulties. The University believes that it is part of its social obligation to respond suitably to the legitimate needs of children entrusted to its care not only in the matter of imparting knowledge, skill and ethics but also their over-all welfare particularly of those who are disadvantaged for no fault of theirs. The Scheme is evolved in pursuance of these goals and policies.

#### 1. TITLE :

The Scheme will be known as the Freeship/Scholarship/Educational Loans/Economic Support Scheme.

#### 2. OPERATION

The Scheme is operative from the academic year 2001-2002 and will be applicable to all registered students of the under-graduate and post-graduate courses offered by W.B. NUJS from time to time.

#### 3. ELIGIBILITY

The Scheme is intended to support the education in NUJS of those students whose parents/guardians are unable to finance the education of their wards because of economic reasons.

#### 4 TYPES OF ASSISTANCE

Four different types of financial assistance are contemplated under the Scheme as follows :

##### (a) Educational Loans through banks :

With the Reserve Bank and Government having announced liberal educational loans for higher education in India and abroad, some without collateral

security, several private and nationalized banks have come forward to give immediate loans to bonafide students. There is a moratorium for repayment and interest payable is minimal. Many students whose families are not able to fully support the costs of higher education have already taken loans.

The University will furnish the details and support the applications of such students seeking educational loans from banks for partly or fully financing their education at NUJS.

(b) Freeships :

Students from extremely poor economic backgrounds can seek full or part freeships depending upon their circumstances. The University would either fully or partly award freeships which would entitle them not to pay any tuition fee at all or pay only the balance after deduction of the part freeship awarded.

(c) Scholarships :

Besides tuition fee, there are other costs towards living expenses, books etc. for studying at a residential University like WB NUJS. The University has therefore introduced a need-based scholarship scheme to further assist studies and living expenses of students from the lower socio-economic strata of society. The University in such cases will make block grants appropriately to enable students to pay for hostel fees, cost of books etc.

(d) Economic Support :

Besides the above, the University envisages to provide part-time jobs in the library, in the computer centre, in the hostel and other establishments of the University wherein for administrative services rendered, the students may be compensated on an hourly basis.

All the above schemes (excepting the educational loans) of financial support to needy students are out of University-generated funds. Besides these, State and Central Governments as well as philanthropic trusts and charitable organizations offer scholarships to poor and needy students, particularly to Scheduled Castes and Scheduled Tribes Students.

5. ADMINISTRATION:

(a) There shall be a Scholarship Committee consisting of three teachers of the University nominated by the Vice-Chancellor of whom one will be designated as the Convenor.

(b) The Scholarship Committee has the power to recommend the nature and extent of assistance a student deserves after examining the documentary and other evidence on economic status and need. For this, the Committee can ask the student/parent to submit satisfactory proof in support of the application. The following, inter alia, will be considered and their relative merit assessed while deciding eligibility for assistance to be awarded.

1. Total income of the parents (father and mother – proof of tax return certificate necessary to be produced)
2. Income from other sources – IT certificate/return as proof thereof.
3. Sudden demise of parents/sponsorer (relevant legal certificate should be furnished) thereby shutting out the source of support the student has been dependent)
4. Proof of liability of other children and dependent parents or others, if any.
5. Number of children studying at this University or other Universities
6. Any other scholarship being awarded, applied or not, and the amount involved.

6. PROCEDURE

1. The applications for scholarship will have to be made within 15 days after commencement of the course each academic year in the prescribed proforma available from the Convenor, Scholarship Committee.
2. The application details and supporting documents must necessarily be given in full at the time of submitting the applications. Incomplete forms will be summarily rejected without notice to the applicant.
3. The eligible applicant will be required to appear before the Scholarship Committee for clarifications and consultations to determine eligibility and the size of scholarship appropriate to the situation.
4. If felt necessary, the Scholarship Committee will summon the parents to explain and satisfy the Committee on the representations made in the application. Failure of parents to respond to such summons may entail dismissal of the application.

5. Based on the findings of the Scholarship Committee, a list of deserving persons will be prepared and recommended to the Vice-Chancellor who will have the powers to revise the list or alter the amount recommended. All such revisions will be done in consultation with the Scholarship Committee.

6. The University reserves the right to modify or cancel the scheme if so warranted any time in future.

7. NUJS – SCHOLARSHIP FUND

NUJS Scholarship Fund was started in June 2001 with a gracious donation of Rupees Ten lakhs (Rs.10 lakhs) by a Senior Advocate and well-wisher of the University. More donations are expected in the near future and the University hopes to have a minimum of Rupees One crore which will form the corpus to be put in long-term deposit for generating maximum interest. It is from the interest thus accrued, the University administers the scholarship scheme to support economically weak students.

8. CANCELLATION/WITHDRAWAL

The University reserves the right to cancel an award of financial assistance given to a student without assigning any reason. Disciplinary action for proven misbehaviour, poor academic performance, irregular attendance in classes etc. are grounds in which students may forfeit scholarships and other economic support grants accorded by the University.

9. DURATION

The scholarship/freeships etc. granted by the University are for the duration of one academic year only. If the student is in need of continued assistance, he/she will have to apply again when the scheme is announced early next year.

10. FINALITY OF DECISIONS

All decisions taken by the Vice-Chancellor on the basis of the recommendations of the Scholarship Committee shall be deemed to be final in respect of all awards under the scheme. Any grievance in this regard may be given in writing to the Vice-Chancellor within one week of the announcement of the award who may review the matter and communicate his decision to the aggrieved person.

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Conduct and Evaluation of Viva-Voce Examination (VVE)

01. VVE will be organized by the Examination Committee on consecutive days for 120 minutes each day according to a schedule prepared and notified by the Committee. Usually this will happen 3 weeks before the end of the semester.
02. VVE will incorporate the format of a Group Discussion-cum-Quiz and will be evaluated independently by a team of three teachers for a total of 25 marks (5 marks X 5 subjects). The average of the assessments of the three teachers will be declared as the marks secured by the student concerned and will be added to each of the five subjects in the semester against Viva-Voce exam.
03. VVE is intended to assess the progress in learning in respect of (a) knowledge in the subjects taught during the semester, (b) skills of articulation and communication and (c) ability for critical analysis and argumentation. The total of 25 marks therefore will be divided into three parts as follows : (a) knowledge: 5 marks; (b) skill of articulation and communication: 10 marks; (c) critical analysis and argumentation: 10 marks. While (a) and (b) will be marked after the initial presentation by the candidate, (c) will be marked after questions are answered.
04. VVE will be organized with groups of 12 candidates in each group. The division into groups and time schedule for each will be notified by the Examination Committee. There shall be VVE for three groups simultaneously in three different rooms.
05. At the commencement of the VVE ( and not before) twelve topics on the five subjects taught in the semester will be announced to the group by the Examination Committee and each of the 12 candidates will be assigned a topic by draw of lots. The subject teachers will submit 25 topics each (actually taught in the class room) and each of the topic will have to be appended by five possible questions to the Examination Committee on or before 20.2.2001.
06. Each candidate will get a maximum of 6 minutes for initial presentation on the basis of which item (a) for 5 marks and item (b) for 10 marks will be marked by each of three teachers independently. At the end of the 5<sup>th</sup> minute a bell will ring and the candidate will have another minute to sum up his presentation.

*P*  
*RG 2/1/2001*

07. The remaining 4 minutes for each candidate will be devoted to questions and responses on the basis of which item (c) for 10 marks will be assessed. All questions shall be given in writing. Questions may be put only on the presentation by the teachers or students. One of the teachers will select two or three questions which he/she considers appropriate to the topic and assign them to the candidate in a written form and announce them to the group one by one. The candidate will get 2 minutes for responding to each of the question. There will be no supplementary questions. At the end of the response, the response will be graded in terms of critical analysis and argumentation for a total of 10 marks, again by each teacher separately.
08. The mark sheets will immediately be collected by the Examination Committee which will make the average score of each candidate.
09. The evaluation proforma is separately notified for information of students.
10. Transparency, objectivity and efficiency are expected to be achieved by the above procedure. Examination Committee and not individual teachers are in control of topic selection and performance assessment. Since three or more groups will be simultaneously examined each day, the whole process will not extended beyond 2 or 3 days which will save time of teachers and students. The importance in promoting learning through VVE will be adequately emphasised hopefully to the satisfaction of all students.

*RC*  
2/1/2001

### Supervision and Evaluation of Project Assignments

01. Project work constitutes an important method of learning at NUJS. To make it a useful learning tool, students should put in adequate work and teachers should extend, appropriate guidance for the entire duration of project work (usually about 10 weeks). To make this happen, it has been decided to streamline the supervision and evaluation of project assignments from academic year 2001-2002.
02. Project topics will be more focused to enable students to show creativity, enterprise and learning skills. The Examination Committee will ensure proper selection of topics and notify the same before the commencement of the semester in each of the five subjects. No change of topics will be entertained. However, respective subject teachers may be consulted for clarification and guidance.
03. Within 15 working days from the commencement of the semester, each student shall write a brief (2 pages) outline of the nature and scope of his investigation, the emphasis he proposes to give in his study on particular issues and the methodology he wants to follow in gathering the data and organizing the report. The student shall submit the note to the subject teacher concerned and present himself for a personal discussion soon after the 15<sup>th</sup> working day and before the 20<sup>th</sup> working day from the beginning of the semester.
04. On the basis of the written note and the personal discussion the teacher not only will give further guidance in research and writing, but also evaluate the time and work already put in by the student in study and reflection on the topic. The total marks for this process will be 5 (five) and the marking will be done in a proforma developed for the purpose which is available for information of students.
05. The student thereafter shall collect the data, assimilate and analyse it, write down what he learnt in his study and investigation in the form of a draft report. This is the first draft of his project report which will be evaluated for 10 marks according to another proforma (available with E.C. for student information) developed by the Examination Committee. This draft has to be readied within eight weeks from the commencement of the semester.





06. Besides giving critical feed back and further guidance in improving the report, the object of this second stage inter-action is to assess the extent of learning in respect of skills of legal research and writing and the capacity for analysis and articulation. The evaluation of the second stage is through group discussion which the subject teacher will organize in consultation with the Examination Committee.
07. Now what remains is the submission of the final report of the project after 10 weeks from the beginning of the term which will be evaluated for a total of 15 marks only. If the final report is by and large the same as the draft report, the teacher shall assign the same marks as given at the second stage of evaluation. For objectivity and parity in evaluation of projects, a third proforma is developed by the Examination Committee which is available for information of students.
08. In view of the demands on time and effort on the part of students in the first 10 weeks of every semester, it has been decided to discontinue mid-term examination in all subjects.
09. Students may suffer negative marking in projects if ideas and texts are copied (from internet or elsewhere) without the due acknowledgement or projects written by others are presented as their own work. Intellectual honesty is the essence of true scholarship and NUJS wants its students to follow the principle scrupulously.
10. It may be noted that under the new scheme the work of teachers in supervision, and evaluation of projects will increase considerably. Yet this procedure is adopted to make this self-study programme effective and to promote creativity and skills on the part of students. Of course, in the process, lazy students who neglect studies and attempt to write projects in a hurry will suffer seriously.

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**CONSTRUCTION OF THE W.B. NATIONAL UNIVERSITY OF JURIDICAL  
SCIENCES AT SALT LAKE, KOLKATA**

**DATE : 06.08.2001**

**STATUS OF WORK**

**LAND**

Possession Certificate from Urban Development Department of land measuring 288.79 cattah has been received on 23.04.2001.

**SANCTION OF PLANS**

- i) Drawings for sanction submitted to Bidhannagar Municipality on 15.09.2000.
- ii) Go-Ahead permission for Pile Foundation work issued by Bidhannagar Municipality on 03.10.000.
- iii) Provisional No Objection Certificate (NOC) issued by West Bengal Fire Service Department on 07.05.2001.
- iv) Go-Ahead permission for superstructure (excluding roof slab) by Bidhannagar Municipality on 11.06.2001.
- v) Final approval on plans from Bidhannagar Municipality in process
- vi) Application for permanent Power Supply to W.B. State Electricity Board, Bidhannagar Distribution Circle submitted on 07.05.2001.

**LOAN FROM HUDCO**

All papers and drawings required for obtaining loan from HUDCO have been submitted to HUDCO.

All documentation for HUDCO loan release of 1<sup>st</sup> instalment was complied with on 14<sup>th</sup> June 2001. The instalment was not released to the University because HUDCO wanted the Government of West Bengal to commit the following:

- (a) Budgetary provision will be made for repayment of the difference between the estimated Project cost and the loan taken, and
- (b) To commit budgetary provision for Government's share in the repayment schedule.

The Government made a commitment regarding (a) and the commitment regarding (b) had already been given as a guarantee letter. HUDCO, however insisted on a commitment in addition to and over and above the guarantee. The matter has now been taken up by the Finance Secretary with HUDCO. It is expected that the First instalment will be released soon.

**PROGRESS OF WORK**

**M/S. Simplex Projects Limited**

**HOSTELS (GENTS & LADIES)**

Piles, Pile Caps and Tie Beams completed. Area handed over to M/S. Bridge & Roof Co. (India) Ltd.

## **ACADEMIC BLOCK**

### **a) Institute**

Piling work completed. Pile Caps – out of 167 Nos. 153 Nos completed. The beam work in progress, 60% of tie beam casting completed, balance is expected to be completed by 08.08.2001.

### **b) Auditorium**

Pile and Pile caps work completed. Tie Beam work is in progress, 80% of tie beam casting completed, balance is expected to be completed by 08.08.2001.

Progress of work is very slow due to delay of payment to the Contractors. Rs. 86.09 lacs (approx.) against 3<sup>rd</sup> R/A Bill dated 08.06.2001 is yet to be paid. Executed value of work after 3<sup>rd</sup> R/A Bill is Rs. 30.00 lacs (approx.).

## **M/S. Bridge & Roof Co. (India) Ltd.**

- a) Full mobilisation not yet completed. Office and Labour hutment construction more or less completed. Batching plant mobilised but not yet installed. Concrete pump mobilised and functioning.

### **b) Gents' Hostel**

Setting out of lines and levels completed. Out of 97 columns 2<sup>nd</sup> lift of 87 columns and 3 Nos. 1<sup>st</sup> lift completed. Casting of slab at 1<sup>st</sup> floor level of 175 sqm area completed with Ready Mix Concrete procuring from ACC. Another 272 sqm expected to be completed by 10.08.2001. At 1<sup>st</sup> floor 14 Nos. columns 1<sup>st</sup> lift completed.

### **c) Ladies Hostel**

Setting out of lines and levels completed, casting of 42 columns out of 82 and slab at 1<sup>st</sup> floor level of 130 sqm area completed with Ready Mix Concrete procuring from ACC. At 1<sup>st</sup> floor 14 Nos. columns 1<sup>st</sup> lift completed.

## **DRAWINGS**

### **a) Architectural and Sanitary/Plumbing**

Out of total 100 drgs (approx.) – 92 Nos. drgs issued to M/S. Bridge & Roof. Balance 8 Nos. will be issued by middle of August 2001.

### **b) Structural**

Out of total 210 drgs (approx.) – 87 Nos. drgs issued to M/S. Bridge & Roof, 24 Nos. will be issued by 9<sup>th</sup> August 2001.

### **c) Electrical**

Out of total 44 drgs (approx.) – 7 Nos. drgs issued to M/S. Bridge & Roof, 3 drgs will be issued by 08.08.2001.



**W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**  
**KOLKATA**

**EXECUTIVE COUNCIL AGENDA**

**Resolution for approval by circulation**

Members would kindly re-call the decision of the Executive Council in its Fourth meeting on 16 September, 2000 assigning the pile foundation work of the campus construction for a total amount of Rs. 3,34,29,036/- (Rupees three crores, thirty-four lakhs twenty-nine thousand and thirty-six only) to M/s. Simplex Projects Ltd. This was based on the general construction plan of the campus as was then presented by the Architects M/s. Ghosh, Bose and Associates. The piling work started immediately thereafter and is fast nearing completion.

The plan and drawings for the super structure of the academic and residential blocks were thereafter presented in the Fifth Executive Council meeting dated 27 January, 2001. Based on tenders received and after negotiations, the Executive Council in its meeting on 27<sup>th</sup> January, 2001 decided to award the contract to M/s. Bridge and Roof Co. India Ltd., for a total amount of Rs. 14,19,13,761/- (Rupees Fourteen crores nineteen lakhs thirteen thousand and seven hundred sixty one only). The Work Order approved by the Works/Finance Committee on 3 April, 2001 is accordingly being issued.

Meanwhile on 6<sup>th</sup> March, 2001, the Project Management Consultants wrote to the University stating that the super structure of the Academic block would require some additional piles to strengthen the foundation in view of the increase envisaged in the space in the auditorium and some minor adjustments to be effected in corridors, classrooms and lift space. They calculated that what was needed was an increase of 500 mm diameter piles by 34 nos. and 450 mm diameter piles by 61 nos. for which the University must authorize an additional expenditure of Rs. 18.12 lakhs only. It was pointed out by the Faculty that some class rooms planned have only 50-60 seats whereas the strength of students in a class is 80. Similarly while the minimum number of students to be accommodated in the auditorium is 500 (the total strength as at present) the auditorium as planned had 370 seats only. The Architects were of the view that while the changes could be effected within the Executive Council approved cost of super structure construction, it would need some more piles in the foundation as explained earlier.



As it is a matter of authorizing expenditure of Rs. 18.12 lakhs, the Vice-Chancellor called a meeting of the Finance/Works Committee on 3<sup>rd</sup> April to consider the issue and make recommendations to the Executive Council. The Finance/Works Committee in its meeting on 3<sup>rd</sup> April, 2001, desired that the matter should be placed before the Executive Council for appropriate decision. Meanwhile the piling work is continuing. As such, there is great urgency to decide the matter. Hence this Resolution by circulation.

### RESOLUTION

Resolved that in view of the circumstances stated above, the Executive Council accepts the proposal to increase the number of piles as stipulated in the Managing Consultants' letter No. GBPL/506/818/2001 dated 6.3.2001 and authorize the University for the additional expenditure of Rs. 18.12 lakhs only towards the pile work foundation works of the University.

Date : -----

-----  
Signature

**N.B.** Please indicate your consent by signing this resolution above and returning the same to the University as early as possible. A self-addressed stamped envelope is enclosed for sending the reply.