

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY**

**NAGARBHAVI, BENGALURU**



# **RIGHT TO INFORMATION**



## INTRODUCTION

1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to access to information, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1)(b) of this Act, **National Law School of India University (NLSIU)** has brought out this Manual for information of the general public.
2. This manual is for the public and users of the services and provides information about the organizational set up of NLSIU, its Rules, Regulations, Statutes, Programmes, functions and duties of its officers and employees, records available and such other information.
3. The request for obtaining information shall be made in writing, either in person or by post to the Registrar and must be accompanied by an application fee of Rs.10/- by way of University Challan which is available in Corporation Bank, NLSIU Branch, Nagarbhavi and State Bank of India, AED Branch, Nagarbhavi.
4. Fee for providing information in diskette or floppy or CD or any other electronic mode shall be Rs.50/-.
5. Persons below poverty line approved by the Gram Panchayat and local bodies are exempted from the payment of fee mentioned above. An extract of the list, duly certified by the concerned Tahsildar will be sufficient to avail this concession.

# **ANNEXURE - 1**

## **Manual 1**

### **Particulars of organization, functions and duties**

#### **Section 4(1)(b)(i)**

##### **1. Aims and objectives of the organization:**

- (a) The objects of the National Law School of India University, (NLSIU) shall be to advance and disseminate learning and knowledge of law and legal processes and their role in national development, to develop in the student and research scholar a sense of responsibility to serve society in the field of law by developing skills in regard to advocacy, legal services, legislations, law reforms and the like; to organize lectures, seminars, symposia and conferences to promote legal knowledge and to make law and legal processes efficient instruments of social development; to hold examinations and confer degrees and other academic distinctions; and to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objects of the School.
- (b) The School shall be open to all persons irrespective of religion, race, creed, caste, sex or class. It shall not be lawful for the school to impose on any person any test whatsoever of religious belief or profession in order to be admitted thereto as a teacher or student or to hold any office therein or to graduate thereat or to enjoy or to exercise any privilege thereof.

##### **2. Mission / Vision:**

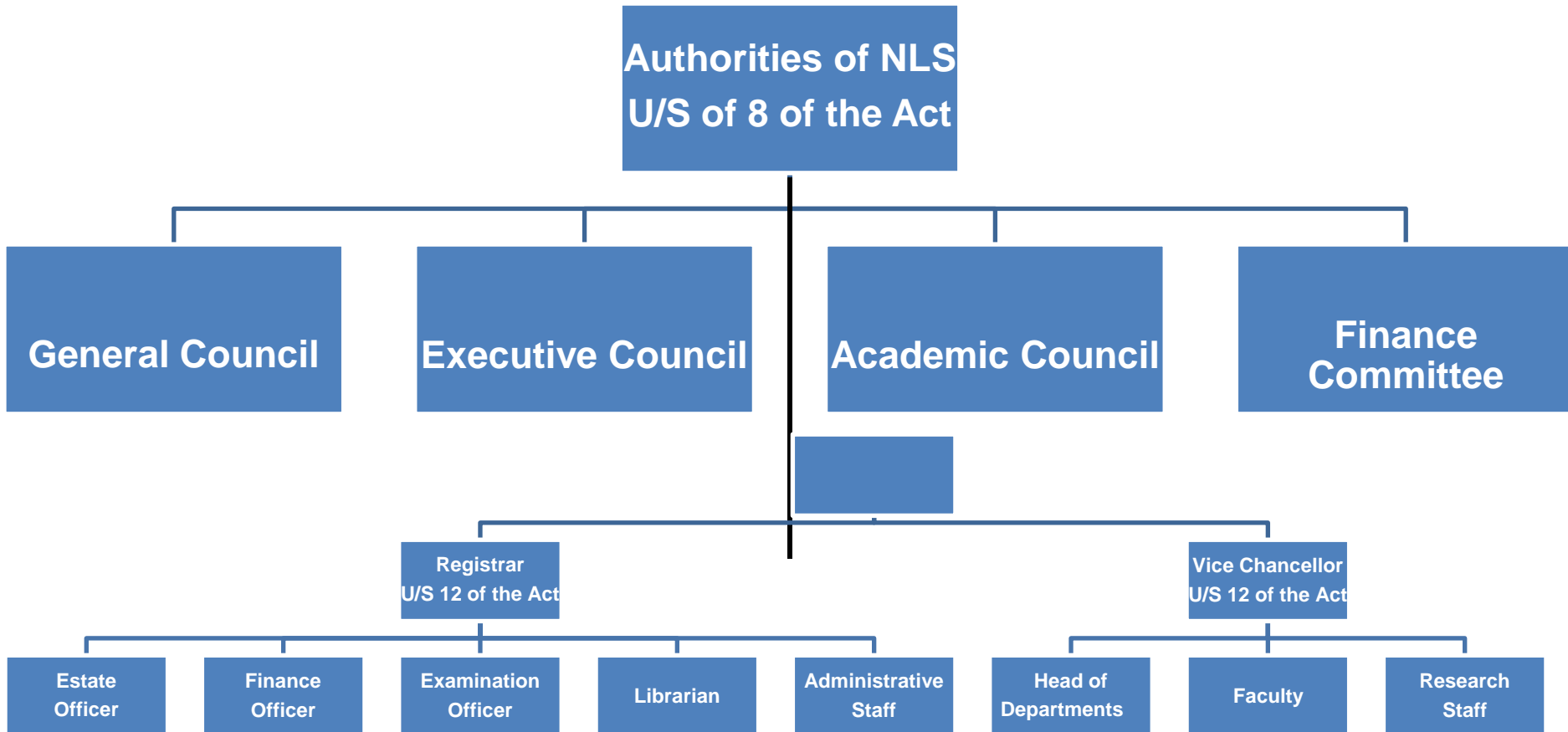
Guided by India's core constitutional values:

- (a) To deliver socially relevant legal education meeting the highest global academic and professional standards;
- (b) Directly to engage with social challenges, evaluating and responding in particular to the legal dimensions of globalization and its impact, to foster a legal and justice system that effectively meets the needs of the common people in India; and
- (c) NLSIU is to be a leading-edge centre of global excellence in legal education, research and policy analysis, catalyzing, through its graduates and its innovative ideas, legal reforms necessary to effectively serve the needs of the common people in India.

### **3. Brief history and background of its establishment**

The NLSIU came into existence on August 29, 1987 through a Gazette Notification by the Government of Karnataka under National Law School of India University Act (Karnataka Act 22 of 1986). This was the culmination of a struggle that lasted about thirteen years and was the result of the cooperation between the Government of Karnataka, the Bangalore University, academics, the members of the judiciary and the initiatives of the senior members of the Bar Council of India and Karnataka State Bar Council. The NLSIU had a very modest beginning in 1988 in an old building at the Central College Campus, Bangalore University. The first batch of students was selected through a National Entrance Test and regular academic activities began on 1<sup>st</sup> July, 1988. It shifted to its present campus in December 1991. At the first convocation of this fledgling university the first batch of graduates was awarded the B.A.,LL.B. (Hons) degrees in 1993, with the then President of India, Dr. S D Sharma who delivered the Convocation Address.

#### 4. ORGANISATION CHART



## **5. Duties to be performed to achieve the mission:**

- (a) To administer and manage the School and such centres for research, education and instruction as are necessary for the furtherance of the objects of the School;
- (b) To provide for instruction in all branches of knowledge or learning pertaining to law, to make provision for research as well as for the advancement and dissemination of knowledge of law;
- (c) To organize and undertake extra-mural teaching and extension services;
- (d) To hold examinations and to confer degrees, diplomas or certificates and other academic distinctions;
- (e) To institute and maintain halls and hostels and to recognize places of residence for the students of the School;
- (f) To establish specialized study centres or other units for research and instruction, necessary for the furtherance of the objectives of the School;
- (g) To make arrangements for promoting the health of the students;
- (h) To appoint qualified persons as Professors, Associate Professors, Assistant Professors, Readers, Lecturers and any other teaching, academic or research position required by the School;
- (i) To sponsor and undertake research in various aspects of law, justice and social development;
- (j) To co-operate with any other organization in the matter of education, training and research;
- (k) To co-operate with institutions of higher learning in any part of the world by exchange of teachers and scholars;
- (l) To regulate and manage the accounts of the School;
- (m) To maintain libraries, reading rooms, study halls etc.
- (n) To do all such acts and things as the School may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid duties or any one of them.

## **6. Details of services rendered:**

- (a) Residential Facilities: The School is fully residential. There are three halls of residence for men and three for women, two PG Women's hostels and one PG men's hostel.
- (b) Sports: Currently the School has a Basketball Court, Tennis Court, Football Field and indoor facilities for Table Tennis and a Fitness Centre.

- (c) Bank: The students are given ATM facilities at Corporation Bank, which has a branch on the Campus, open six days a week.
- (d) Health: There is a small health centre in the premises with an experienced doctor serving as a consultant, and full time Resident Nurse.
- (e) Canteen: There is a canteen working from 9.30 am.
- (f) I.T services: The school has been equipped with computers and peripherals.
- (g) Library: The library is being operated by a team of professionally qualified library staff. It has a collection of over 40,000 volumes covering a wide range of general and special subjects
- (h) Financial Assistance: To assist meritorious students from the lower socio-economic strata of society, the NLSIU provides scholarships, in deserving cases, and fee concessions to the extent possible.
- (i) Post graduate research programmes for M.Phil, Ph.D and LL.D Degrees and Distance Learning Programmes are offered.

## 7. Citizens interaction:

### ❖ Frequently Asked Questions: for B.A.LL.B(Hons):

#### I. **What is the eligibility criteria? Who can apply?**

Citizen of India who has passed 10+2 examination or equivalent with not less than 50% marks (students taking qualifying examination in March/April during that year are also eligible to apply), is below 20 years as on 1<sup>st</sup> July (22 years in case of SC/ST candidates).

#### II. **What is the name of the admission test?**

The name of the admission test is Common Law Admission Test [CLAT]

#### III. **What is the admission process?**

Admission is based purely on merit, assessed at the All India Admission Test to be held on the date prescribed by committee concerned every year. Statutory reservations are followed. Admissions will be completed on or before 30<sup>th</sup> June of every year. Regular classes begin on 1<sup>st</sup> July, every year.

#### IV. **Where are the centres to take up admission test?**

Centres: Allahabad, Bangalore, Bhopal, Chandigarh, Chennai, Delhi, Gandhinagar, Guwahati, Hyderabad, Jodhpur, Kochi, Kolkata and Mumbai (upto the academic year 2017-18)



**V. What about intake and reservations?**

At the NLSIU only the intake is 80 students with reservation of 15% for SC and 7 ½ % for ST, 3% for persons with Disability (PWD) candidates and 5 seats for Foreign Nationals.

**VI. Will any financial assistance be given?**

Financial Assistance, Fee waiver, Scholarship are available for deserving candidates as per the Scholarship Policy of the University besides Government Scholarships as per the rules.

**VII. What is the duration of the course?**

Duration of the course is 5 years and with trimester system of education.

**VIII. Where do we get previous years' question papers?**

Previous years' question papers are available at the Accounts Department at NLSIU on payment of prescribed fee. However, the format and the structure of the Admission Test may vary.

**IX. How many years question papers will be given and what is the cost?**

Sl. No.	Description	In person (Cash) Rs.	By Post (DD) Rs.
1	20 years test papers (from 1988 to 2007)	850/-	950/-
2	25 years test papers (from 1988 to 2007, CLAT 2008 to 2012)	1200/-	950/-
3	CLAT 2008 to 2012 test paper	200/-	350/-
4	NLSIU Prospectus 2018	300/-	300/-

**X. Where and how should we pay for the question papers?**

Payment to be made through Demand Draft in the name of the Registrar, payable at Bangalore, for getting the previous year's question papers through post. It is to be paid at Corporation Bank mentioning the account number if any, in the University annex to collect the previous year question papers from the Accounts Department on producing the payment receipt.

**XI. What is the working hours of Corporation Bank, NLSIU Branch?**

Corporation Bank : 9.30 a m to 3.30 p m

Saturday : I & III Saturday is a working day, II & IV Saturday is a holiday

Sunday Holiday

To collect papers from the University on producing the receipt : 9.30 a m to 5 p m  
From Monday to Saturday, except Sunday and other general holidays.

**XII. How to get application and prospectus?**

As per the CLAT Notification or visit to CLAT website: [www.clat.ac.in](http://www.clat.ac.in)

**XIII. When will the applications be issued?**

As per the CLAT Notification or visit to CLAT website [www.clat.ac.in](http://www.clat.ac.in)

**XIV. What is the Website address of the University?**

NLSIU website: [www.nls.ac.in](http://www.nls.ac.in).

**XV. What is the fees structure?**

**1 year B.A.LL.B.(Hons.) [As on the academic year 2017-18]**

**Total fee (including refundable deposits): (Subject to revision)**

a) General Category	:	Rs.1,98,700 /- p.a.
b) SC/ST Category	:	Rs.1,96,200/- p.a.
c) Foreign Nationals	:	USD 7981 p.a. (Tuition fee \$5,500 and other fee \$2481)

**Detailed break-up**

<b>i) Tuition fee</b>	:	Rs.80,000/- p.a.
<b>ii) Admission fee</b>	:	Rs.6,000/- (one time)
<b>iii) Facilities fee</b>	:	
Infrastructural fee	:	Rs.15,000/- p.a.
Library fee	:	Rs.8,000/- p.a.
Medical fee (including medical insurance)	:	Rs.3,000/- p.a.
Internet fee	:	Rs.10,000/- p.a.
Sports fee & gym fee	:	Rs.5,000/- p.a.
SBA & Moot Court fee	:	Rs.5,000/- p.a.
I.D. Card fee	:	Rs.100/- (one time)

**iv) Hostel Charges**

Room Rent	:	Rs.12,000/- p.a.
Hostel Amenities Fee	:	Rs.8,500/- p.a.
Mess Basic / GWC	:	Rs.23,000/- p.a.
Electricity charges	:	Rs.12,000/- p.a.
Hostel application fee	:	Rs.100/-

(Mess bills are payable on a monthly basis)

**v) Refundable Deposits**

Hostel Deposit	:	Rs.5,000/- (one time) – General Category
	:	Rs.2,500/-(one time) - SC/ST/PH category
Library Deposit	:	Rs.5,000/- (one time)
Mess Deposit	:	Rs.1,000/- (one time)

**II year to V year B.A.LL.B.(Hons.)**

Particulars	Indian Students	Foreign Students
	INR	USD
Tuition Fee	80,000/-	5500
Infrastructural Fee	15,000/-	} 2280
Library Fee	8,000/-	
Medical Fee (including medical insurance)	3,000/-	
Electricity Charges	12,000/-	
Internet Fee	10,000/-	
Sports & gym Fee	5,000/-	
SBA & Moot Court Fee	5,000/-	
Hostel Amenities	8,500/-	
Hostel Room Rent	12,000/-	
GWC/Mess Charges	23,000/-	
<b>TOTAL</b>	<b>1,81,500/-</b>	<b>7780</b>

- Note :**
1. If a candidate is withdrawing admission on any ground, in any of the courses of the University, only the refundable deposits will be returned. Such candidates will not be eligible to claim refund of any other fee
  2. Foreign National students are required to pay the fee including bank charges i.e bank charges if any is to be borne by them.
  3. The fee may be revised by the University.

❖ **Frequently Asked Questions: For LL.M**

**I) What is the eligibility criteria? Who can apply?**

Any citizen of India who has secured 50% aggregate in B.L / LL/B. / B.A., LL/B (Hons.) examination (candidates appearing for final examination this year, are also eligible to apply).

**II) What is the admission process?**

Admission is based purely on merit, assessed at the Common Law Admission Test [CLAT] to be held on first Sunday of May every year. Statutory reservations are followed. Admissions will be completed on or before 30<sup>th</sup> June of every year. Regular classes begin on 2<sup>nd</sup> July, every year.

**III) Where are the centres to take up admission test?**

Centres: Allahabad, Bangalore, Bhopal, Chandigarh, Chennai, Delhi, Gandhinagar, Guwahati, Hyderabad, Jodhpur, Kochi, Kolkata and Mumbai [upto the academic year 2017-18]

**IV) What about intake and reservations?**

At present, the intake capacity of LL.M. Degree Programme shall be 50(Fifty) with the following break up-

- a) General Category 36 - 18-Business Laws Branch, 18 - Human Rights Law Branch
- b) Scheduled Caste 8 (i.e. 15%) 4-Business Laws Branch 4-Human Rights Laws Branch
- c) Scheduled Tribe 4 (i.e. 7.5%) 2 - Business Laws Branch 2 - Human Rights Law Branch
- d) Persons with 2 (i.e. 3%) Disability (PWD) 1 - Business Laws Branch 1 - Human Rights Laws Branch

**V) Will any financial assistance be given?**

A few merit cum means scholarships/financial assistants are available in deserving cases as per the Scholarship Policy of the University.

**VI) What is the duration of the course?**

LL.M is a one year Post-Graduate degree program Course. It is based on the Trimester system. Specializations in the areas of Business Law and Human Rights Law are offered at present.

**VII) Where do we get previous years' question papers?**

Previous years' question papers are available at the Accounts Department at NLSIU. However, the format and the structure of the Admission Test may vary.

**VIII) How many years question papers will be given and what is the cost?**

Sl. No.	Description	In person (Cash) Rs.	By Post (DD) Rs.
1	10 years test papers (from 1998 to 2007)	650/-	700/-
2	15 years test papers (from 1998 to 2007) & CLAT 2008to 2012 test paper	700/-	950/-
3	CLAT 2008to 2012 test paper	200/-	350/-

**IX) Where and how should we pay for the question papers?**

Payment to be made through Demand Draft in the name of the Registrar, payable at Bangalore, for getting the previous years question papers through post. It is to be paid at Corporation Bank, in the college annex to collect the previous year question papers from the Accounts department on producing the payment receipt.

**X) What is the working hours of Corporation Bank, NLSIU Branch?**

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Sunday Holiday

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**XII. When will the applications be issued?**

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**XIII. What is the Website address of the University?**

NLSIU website: [www.nls.ac.in](http://www.nls.ac.in).

**XIV. What is the fees structure for LL.M. Programme?**

**Total fee (including refundable deposits): (Subject to revision) [as per the academic year 2017-18]**

a) General Category	:	Rs.1,48,700 /- p.a.
b) SC/ST Category	:	Rs.1,46,200/- p.a.
c) Foreign Nationals	:	USD 4481 p.a.
		(Tuition fee \$2000 and other fee \$2481)

**Detailed break-up**

<b>j) Tuition fee</b>	:	Rs.30,000/- p.a.
<b>ii) Admission fee</b>	:	Rs.6,000/- (one time)
<b>iii) Facilities fee</b>	:	
Infrastructural fee	:	Rs.15,000/- p.a.
Library fee	:	Rs.8,000/- p.a.
Medical fee (including medical insurance)	:	Rs.3,000/- p.a.
Internet fee	:	Rs.10,000/- p.a.
Sports fee & gym fee	:	Rs.5,000/- p.a.
SBA & Moot Court fee	:	Rs.5,000/- p.a.
I.D. Card fee	:	Rs.100/- (one time)
<b>iv) Hostel Charges</b>		
Room Rent	:	Rs.12,000/- p.a.
Hostel Amenities Fee	:	Rs.8,500/- p.a.
Mess Basic / GWC	:	Rs.23,000/- p.a.
Electricity charges	:	Rs.12,000/- p.a.
Hostel application fee	:	Rs.100/-
		(Mess bills are payable on a monthly basis)
<b>v) Refundable Deposits</b>		
Hostel Deposit	:	Rs.5,000/- (one time) – General Category
	:	Rs.2,500/- (one time) - SC/ST/PH category
Library Deposit	:	Rs.5,000/- (one time)
Mess Deposit	:	Rs.1,000/- (one time)

- Note:** 1. If a candidate is withdrawing admission on any ground, in any of the courses of the University, only the refundable deposits will be returned. Such candidates will not be eligible to claim refund of any other fee
2. Foreign National students are required to pay the fee including bank charges i.e bank charges if any is to be borne by them.
3. The fee may be revised by the University.

## ❖ **MASTERS PROGRAMME IN PUBLIC POLICY [MPP]**

Every year, 50 students are admitted to the Masters Programme in Public Policy through Policy Aptitude Test [PAT]. For this, Policy Aptitude Test (PAT) is conducted in four centres (Bangalore, Delhi, Kolkata and Mumbai). MPP is a two years post-graduation course. Shortlisted candidates, based on the score of Policy Aptitude Test (PAT), are invited for Personal Interviews held at the NLSIU campus in Bangalore. A few merit cum means scholarships/financial assistants are available in deserving cases as per the Scholarship Policy of the University.

### **I. Master's Programme in Public Policy program**

Master's Programme in Public Policy is a two-year residential interdisciplinary programme with a special thrust on the law as an interface between inclusive sustainable development and public policy. Duration –2 Year

### **II. What is the eligibility criteria? Who can apply?**

Candidates with a graduate degree from any discipline can apply

### **III. What is the name of the admission test?**

The name of the admission test is Policy Aptitude Test (PAT)

### **IV. What is the admission process?**

Admission is based purely on merit, assessed through an All India Competitive Test and Interviews are held on the date notified by the committee concerned every year. Statutory reservations are followed. Admissions will be completed on or before 30<sup>th</sup> June of every year. Regular classes begin on 1<sup>st</sup> July, every year.

### **V. Which are the centres for admission test?**

Centres: Bangalore, Delhi, Kolkata and Mumbai

### **VI. What about Intake and reservations?**

At the NLSIU intake is 50 students with reservation of a) Scheduled Caste: 15% b) Scheduled Tribe : 7.5%, c) Specially abled persons (SAP) : 3%

### **VII. Will any financial assistance to be given?**

There is no guaranteed financial assistance, there is, however, a scholarship committee which may consider financial assistance, fee waiver, scholarship for deserving candidates as per the scholarship policy of the University besides Government Scholarships as per the rules.

### **VIII. What is the duration of the course?**

Duration of the course is 2years and with trimester system of education.

**IX. Is the course residential?**

Yes, all students are expected to stay in the halls of residence on campus. Separate facilities are provided for boys & girls.

**X. Where do we get previous year's question papers?**

Previous year question papers are available on the website: [www.mpp.nls.ac.in](http://www.mpp.nls.ac.in)

**XI. How is the Curriculum designed?**

Core Courses: 42 credits.

Elective courses: 16 credits.

Field Work: 4 Credits (exposure to communities)

Client-led Projects: 4 Credits (exposure to public/private/non-profit organizations)

Dissertation Seminars (4 credits)

Dissertation: 12 credits

**XII. Is there any Internship, field work or exchange programmes in the course?**

There is a combination of rural and urban based field work opportunities, in the fifth trimester, students have an option to carry out an internship or participate in an exchange programme. Through exchange programme, participants could spend one trimester in a foreign or Indian university while writing their dissertation. The internship provides an opportunity to work with potential employers and to learn applications of public policy.

**XIII. Does NLSIU offer placement opportunities?**

There are no guaranteed placements. Students organize a placement programme every year which offers campus recruitment opportunities. The best outgoing students are often picked up.

**XIV. What is the fees structure for Masters Programme in Public Policy?**

**1 year Masters Programme in Public Policy (Subject to revision)**

[as per the academic year 2017-18]

**Total fee (including refundable deposits):**

a) General Category : Rs.2,18,700 /- p.a.

b) SC/ST Category : Rs.2,16,200/- p.a.

c) Foreign Nationals : USD 7809 p.a.

(Tuition fee \$5500 and other fee \$2309)

**Detailed break-up**

i) Tuition fee : Rs.1,00,000/- p.a.

ii) Admission fee : Rs.6,000/- (one time)

iii) Facilities fee :



Infrastructural fee	:	Rs.15,000/- p.a.
Library fee	:	Rs.8,000/- p.a.
Medical fee (including medical insurance)	:	Rs.3,000/- p.a.
Internet fee	:	Rs.10,000/- p.a.
Sports fee & gym fee	:	Rs.5,000/- p.a.
SBA & Moot Court fee	:	Rs.5,000/- p.a.
I.D. Card fee	:	Rs.100/- (one time)
<b>iv) Hostel Charges</b>		
Room Rent	:	Rs.12,000/- p.a.
Hostel Amenities Fee	:	Rs.8,500/- p.a.
Mess Basic / GWC	:	Rs.23,000/- p.a.
Electricity charges	:	Rs.12,000/- p.a.
Hostel application fee	:	Rs.100/-
(Mess bills are payable on a monthly basis)		
<b>v) Refundable Deposits</b>		
Hostel Deposit	:	Rs.5,000/- (one time) – General Category
	:	Rs.2,500/- (one time) - SC/ST/PH category
Library Deposit	:	Rs.5,000/- (one time)
Mess Deposit	:	Rs.1,000/- (one time)

## **II year Masters Programme in Public Policy (Subject to revision)**

<b>Particulars</b>	<b>Indian Students</b>
	<b>INR</b>
Tuition Fee	80,000/-
Infrastructural Fee	15,000/-
Library Fee	8,000/-
Medical Fee (including medical insurance)	3,000/-
Electricity Charges	12,000/-
Internet Fee	10,000/-
Sports & gym Fee	5,000/-
SBA & Moot Court Fee	5,000/-
Hostel Amenities	8,500/-
Hostel Room Rent	12,000/-
GWC/Mess Charges	23,000/-
<b>TOTAL</b>	<b>1,81,500/-</b>

- Note :** 1. If a candidate is withdrawing admission on any ground, in any of the courses of the University, only the refundable deposits will be returned. Such candidates will not be eligible to claim refund of any other fee
2. Foreign National students are required to pay the fee including bank charges i.e bank charges if any is to be borne by them.
3. The fee may be revised by the University.

XV. **Whom to Contact-**

**The Admission Co-ordinator**

Master Programme in Public Policy  
National Law School of India University  
P.O. Bag 7201, Nagarbhavi,  
Bangalore – 560 072  
Karnnataka, India

❖ **INTEGRATED PH.D., PROGRAMME**

National Law School of India University, Bangalore offers an Integrated Ph.D. programme in Public Policy with a provision for M.Phil. as a terminal degree for those who successfully complete that programme and are either not desirous of pursuing the Ph.D. programme or who are found not suitable for the same. The integrated Ph.D. programme is envisioned as a residential programme with possibilities of financial support through teaching assistant and research assistant jobs from second year of the programme.

I. **What is the difference between integrated Ph.D. programme and other Ph.D. programmes?**

Integrated Ph.D. programme combines M.Phil. and Ph.D. through a continuum with exit option. Candidates admitted to the programme undergo a preliminary course work (one year duration) prior to commencing doctoral work. Once the course work is completed, the candidates have the option either to discontinue from the programme with an M.Phil. degree or to proceed to the doctoral work.

II. **I don't have a Master's degree in Public Policy. Am I eligible to apply for the Ph.D. programme in Public Policy?**

Candidates with a masters' degree in any discipline are eligible to apply for this course. Through the course work in the first year, candidates will be equipped to carry out doctoral studies in Public Policy.

**III. Is the entrance examination same for MPP programme and Ph.D. programme?**  
No. There is an additional component on research aptitude in the Ph.D. entrance examination.

**IV. Can I be exempted from entrance examination?**  
If you have M.Phil. degree or if you have cleared NET examination conducted by UGC, you are exempted from entrance examination. Yet, you will need to undergo interview process before being admitted to the Integrated Ph.D. programme. Therefore, it is important to complete application and submit the same before the stipulated date.

**V. Is there a course work for the Integrated Ph.D. programme?**  
Course work of 31 credits (for details refer to course curriculum) has to be completely along with students of Masters Programme in Public Policy in the first year. The course work will prepare the doctoral candidate to understand the theoretical aspects of public policy, which is an interdisciplinary inquiry. It is mandatory that candidate wishing to proceed to doctoral work gain 4.5 Cumulative Grade Point Average (CGPA) on a seven point scale. Failing to complete this requirement will lead to discontinuation from the programme.

**VI. Am I admitted to doctoral programme if I clear the entrance examination?**  
No. You will be admitted to the doctoral programme only after successful completion of the coursework with 4.5 Cumulative Grade Point Average (CGPA) on a seven point scale.

**VII. What happens if I am not admitted to doctoral programme after the first year?**  
If the candidate fails to get 4.5 Cumulative Grade Point Average (CGPA) on a seven point scale, but gained passing mark of 3.5 Cumulative Grade Point Average (CGPA) on a seven point scale, candidates will be awarded with M.Phil. degree and will be required to exit the programme.

**VIII. How long does it take to complete this doctoral programme?**

The Integrated Ph.D. programmes is planned to complete in four years. The maximum permissible years is six years.

**IX. Are there fellowships to get financial support during the programme?**

There is no financial support available in the first year. NLSIU aims to provide fellowships through teaching assistanceships and research assistanceships from second year to successfully registered candidates having gained 4.5 Cumulative Grade Point Average (CGPA) on a seven point scale at the end of first year.

❖ **DISTANCE EDUCATION COURSES OFFERED BY THE NLSIU**

The National Law School of India University (NLSIU) offers academic programmes in distance education mode to enable interested candidates in expanding their legal knowledge in a globalized world. Distance education programmes do not have barriers of age restriction. The minimum eligibility is a graduate degree from a recognized university.

The normal method of imparting education in the subjects will be through correspondence and distance education techniques. Towards this, NLSIU will organize the reading materials in various modules in each of the subjects and send the same to the candidates with instructions to study.

Contact classes are organized at Bangalore in regular intervals. The Resources of contact classes (which ever available in soft copy) is being uploaded on to the user ID so as to enable students to make use of it who could not attend the classes. Apart from Bangalore, examination is held at Pune Delhi & Kolkata also. To facilitate the foreign nationals candidates the examination are held at Indian Embassy of their respective countries.

The course usually begins in July every year.

The University is offering the following courses through Distance Education mode:

1. Post Graduate Degree in Master of Business Laws (MBL) - Duration of the course is 2 years
2. Post Graduate Diploma in Human Rights Law (PGDHRL) - Duration of the course is 1 year
3. Post Graduate Diploma in Medical Law and Ethics (PGDMLE) - Duration of the course is 1 year
4. Post Graduate Diploma in Environmental Law (PGDEL) - Duration of the course is 1 year

5. Post Graduate Diploma in Intellectual Property Rights Law (PGDIPRL)- Duration of the course is 1 year
6. Post Graduate Diploma in Child Rights Law (PGDCRL) - Duration of the course is 1 year
7. Post Graduate Diploma in Consumer Law & Practice (PGDCLP) - Duration of the course is 1 year
8. Post Graduate Diploma in Cyber Law& Cyber Forensics (PGDCLCF) - Duration of the course is 1 year

### **Frequently Asked Questions**

#### **© Masters of Business Laws**

**1. Do you have any study centre or centres outside Bangalore?**

No. We have no Study centres outside Bangalore.

**2. Do you have examination centres outside Bangalore?**

Yes, Apart from Bangalore, We have centres in Pune, New Delhi and Kolkata [as per the academic year 2017-18]

**3. What is the duration of the exam?**

It is for 5 days total.

**4. Can we practice in Law Courts by doing MBL?**

No. Bar Council of India, New Delhi has prescribed LL.B. degree and that too by regular course from a Law College, recognized by the Bar Council of India (to impart legal education).

**5. Is MBL equivalent to LL.B.?**

No, Degree wise it is not.

**6. Is MBL equivalent to LL.M.?**

No, Degree wise it is not.

**7. Is it necessary that all papers be taken at a time?**

A Candidate has the option of writing all or some of the papers in the Annual Examination or all of the Papers in the Supplementary Examination.

**8. What are the criteria for selecting admission to MBL?**

Any graduate in any discipline is eligible to join. At present no Entrance test is prescribed.

**9. What are the formalities for taking the M.B.L. exam?**

A candidate who is desirous of writing the examination must pay the exam fees of Rs.300 per paper, at least 20 days before the commencement of the exam. Those who want to write in some papers only, they can pay fees at the above rate for those papers only.

**10. Is there a time limit for completion of course?**

The duration of the course shall be for a period of two academic years.

MBL: M.B.L. is a two year course. Every candidate admitted to the course shall pay the prescribed fees at the time of admission. If a candidate is required to continue the course beyond the second academic year because of his/her non-fulfilment of the prescribed requirements for the award of the degree, he/she will be permitted to continue for the subsequent three academic years or till all the requirements are completed whichever is earlier by paying a continuation fee as prescribed for each year (prevailing fee Rs.2,500/-).

After a period of five years if the candidate is still not able to clear the course s/he may be given an extension of another 3yrs by paying Rs.5,000/- per year for the subsequent three years as extension fee provided, s/he should have cleared 50% of the papers (out of total number of Papers prescribed) from MBL I & II yr.

At the end of the eighth academic year, if the candidate fails to fulfil all the requirements for the award of the degree, the admission stands automatically cancelled.

**11. Can Part-I and Part-II M.B.L. be taken all together?**

Candidates admitted to First Year programme are eligible for promotion to second year even if she/he fails or does not appear for any or all the papers of First year. However at the end of the 1st academic year a candidate has to remit the II year fee prescribed and can continue studies in II MBL. At the end of second year the candidate can appear for First year as well as the Second year Examinations.

**12. Will Hostel facility be available at the time of Exam?**

Students attending the contact class & examination will have to make their own arrangements for accommodation. Canteen facility is available at moderate rates.

**13. Can the M.B.L. candidate use NLSIU Library?**

Yes, only for reference, books will not be issued. But each time he/she must carry his Identity Card.

**14. Whether the attendance in the Contact Class Programme is compulsory?**

Attendance in the Contact Class Programme is optional.

**15. What is the fees structure for MBL course?**

Sl. No.	Description	Fee Charged	
		I year MBL	II year MBL
1	Application Fee	Rs.1,500/-	
2	Admission Fee	Rs.2,500/-	
3	Course Fee	Rs.30,300/- P.A.	Rs.30,000/-
	Total Course Fee	Rs.34,300/-	
	Total Course Fee (with Late Fee of Rs. 500)	Rs.34,300/-	

© **Post Graduate Diploma Courses**

**16. Is there a time limit for completion of course?**

P.G. Diplomas: Post Graduate Diploma is 1 year course. Every candidate admitted to the course shall pay the prescribed fees at the time of admission. If a candidate is required to continue the course beyond one academic year because of his/her non-fulfilment of the prescribed requirements for the award of the degree, he/she will be permitted to continue for the subsequent two academic years by paying a continuation fee as prescribed for each year (prevailing fee Rs.2,500/-).

After a period of three years if the candidate is not still able to clear the course s/he may be given an extension of another 2yrs by paying Rs.5,000/- per year for the subsequent two years as extension fee provided, s/he should have cleared 50% of the papers (out of the total number of theory papers prescribed)

At the end of the fifth academic year if the candidate fails to fulfil all the requirements for the award of the degree, the admission stands automatically cancelled.

**17. What if the candidate does not complete the course in 3 years?**

If the candidate does not pass or complete the course, his enrollment ceases. He will have to register afresh by following the usual procedures prescribed for first

admission. His performance at the earlier exams is not carried forward. He will have to redo the entire academic exercise prescribed, in the syllabus.

**18. What is Scheme of Examination?**

Diploma candidates are expected to write 100 marks in-class examination for paper I to IV. Diploma students are expected to write a Dissertation on the suggested topic for Paper V. The Dissertation would carry 80 marks. Students are expected to take an oral exam-viva voce, which will be based on the Dissertation they write. The vive voce would carry 20 marks. Submission of Dissertation is one month before the examination.

**19. What is dissertation and when should be the dissertation submitted?**

Students are expected to write a Dissertation on their chosen topic (from the list of topics provided in the Hand Book). The Dissertation should approximately be of 25000 words, (or about 90-100 A4 size pages in double spaced typing). The Dissertation would carry 80 marks and a viva voce of 20 marks. Dissertation should be submitted along with the Examination form.

Dissertation can be submitted any time during the course of their study (1+2) for any of the annual/supplementary examination. As and when the candidate clears all the five papers the degree of diploma will be awarded.

**20. What is the fees structure for Diploma course?**

**i. Fees for – PGDIPRL, PGDMLE & PGDCLCF**

<b>Sl. No.</b>	<b>Description</b>	<b>Fee Charged</b>
<b>1</b>	Application Fee	Rs.1,500/-
<b>2</b>	Admission Fee	Rs.2,500/-
<b>3</b>	Course Fee	Rs.30,200/- P.A.
	Total Course Fee	Rs.34,200/-
	Total Course Fee (with Late Fee of Rs. 500)	Rs.34,700/-



ii. **Fees for – PGDHRL, PGDEL, PGDCRL & PGDCLP**

Sl. No.	Description	Fee Charged
1	Application Fee	Rs.1,500/-
2	Admission Fee	Rs.2,500/-
3	Course Fee	Rs.11,200/- P.A.
	Total Course Fee	Rs.15,200/-
	Total Course Fee (with Late Fee of Rs. 500)	Rs.15,700/-

iii. **Common fees to all courses**

Sl. No.	Description	Fee Charged
1	Admission Late Fee	Rs.500/-
2	Application Fee	Rs.1,500/-
3	Examination Fee	Rs.500/- per paper
4	Late payment of Examination Fee	Rs.300/- per application
5	Continuation Fee	Rs.2,500/- per year
6	Extension Fee	Rs.5,000/- per year
7	Revaluation of exam papers fee	Rs.800/- per paper

iv. **Fee structure for Foreign Nationals**

- a. Application fee : Rs.1,500/- Common to all courses
- b. Master of Business Laws : I year Rs.1,14,050/-
- c. Master of Business Laws : II year Rs.1,05,000/-
- d. Post Graduate Diploma Courses for PGDMLE, PGDIPRL & PGDCLCF – Rs.1,13,950/-
- e. Post Graduate Diploma courses for PGDEL, PGDHRL, PGDCRL, PGDCLP – Rs.47,450/-

- f. In addition to the course fee a sum of Rs.5,000/- has to be paid towards postal/courier charges (applicable only for students residing outside India).

**Fee Structure for Foreign Nationals**

Application Fee - Rs. 1000/-

Master of Business Laws - I year Rs.43,000/

Master of Business Laws - II year Rs.35,000/-

Post Graduate Diploma Courses-Rs.36,000/-

**In addition to the course fee a sum of Rs.5000/- is to be paid towards postal/courier charges (applicable only for students residing outside India).**

**Note:** In the event of non-availability of degree certificate/provisional passing certificate issued by the University, a passing certificate issued by the Principal of the college and attested copies of the marks sheets in respect of all the years of the Graduate study should be furnished.

In the events of non-submission of the supporting documents, a candidate will be eligible for provisional admission provided that all such documents are submitted on or before October (admission year) failing which the provisional admission will stand automatically cancelled. The candidate is eligible for refund of the course fee after deducting 30% of the amount towards processing charges.

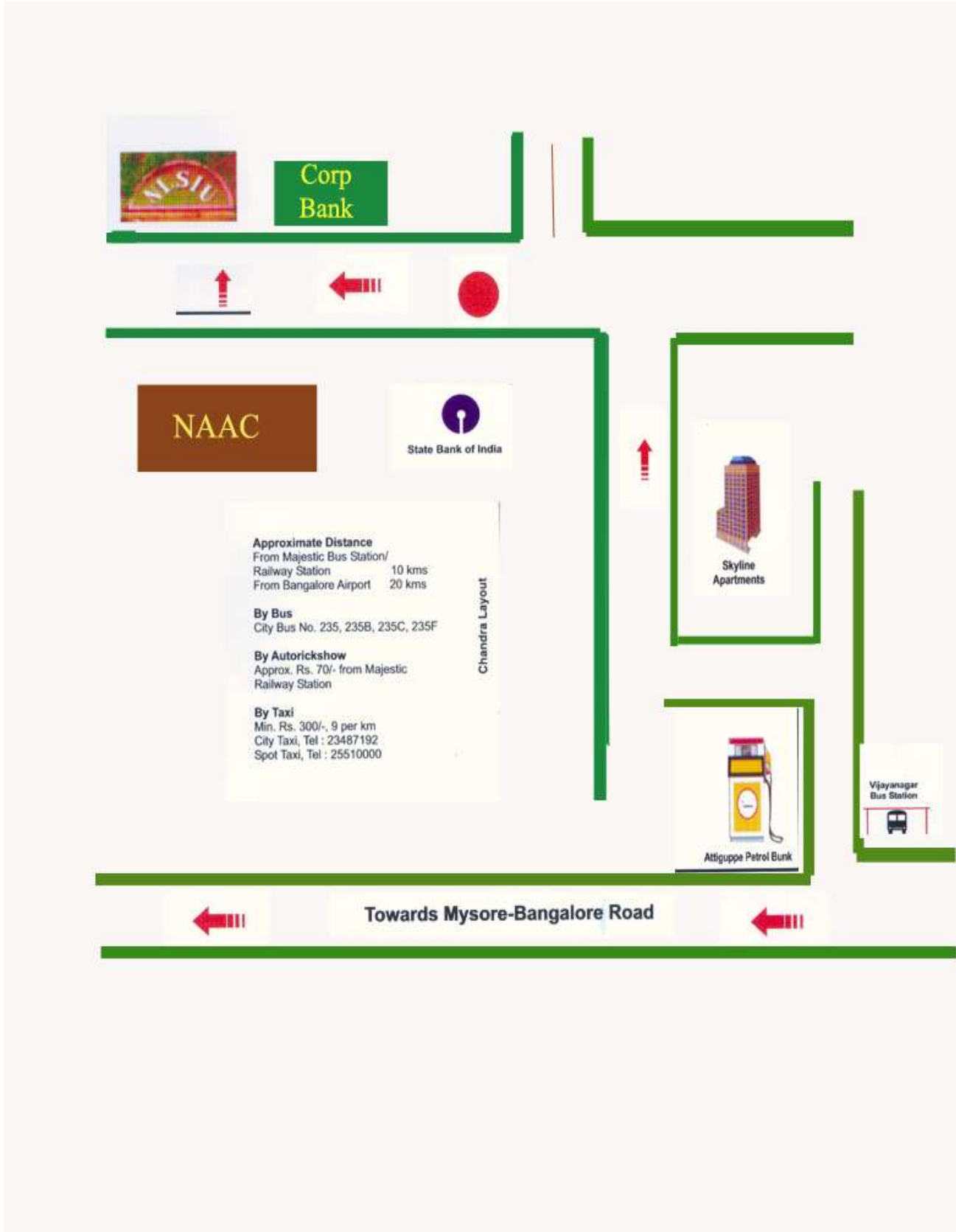
Note: a)Change of Course is not permitted once admission formalities are over  
b)Candidate will not be permitted to withdraw from the course after admission  
c)The fee paid towards the course will not be refunded under any circumstances.

**Postal address of the distance education office:**

Main Office: Distance Education Department  
National Law School of India University  
(By Surface Mail) Post Bag No.7201, Nagarbhavi Post  
BANGALORE – 560 242 (560072)  
No other subordinate office or field units attached.  
By Email :[ded@nls.ac.in](mailto:ded@nls.ac.in), [registrar@nls.ac.in](mailto:registrar@nls.ac.in)

**Working hours both for office and public:**

9.30 a m to 5.00 p m : Monday to Saturday  
Sunday Holiday  
General holidays as applicable



### **Public interaction, if any:**

The public appreciate the policy of admitting students only on the basis of merit as assessed through an All India Admission Test with no donations or capitation fee. The following are the Research Centres and Student Committees of the University.

#### **I. Research Centres of the University**

Centre for Women & the Law (CWL)  
Centre For Child And The Law (CCL)  
Centre for Environmental Education, Research and Advocacy (CEERA)  
The Centre for Intellectual Property Research and Advocacy (CIPRA)  
Centre for the Study of Social Exclusion and Inclusive Policy (CSSEIP)  
National Institute of Human Rights (NIHR)  
The Institute of Law & Ethics in Medicine (TILEM)  
Commons Cell  
National Institute for Alternate Disputes Resolution (NIADR)  
centre For Outreach Programmes (COP)  
International Bar Association- Continuing Legal Education Centre (IBA-CLE)  
Advanced Centre for Research, Development and Training in Cyber Laws and Forensics (ACRDTCLF)  
ENVIS Centre on Environmental Law and Policy project

#### **II. Student Committees**

- i. Academic Support Program (ASP)
- ii. Campus Development & Management Committee (CDMC)
- iii. Cultural and Fine Arts Committee ('Cul Comm')
- iv. Event Management Committee (EMC)
- v. Finance Committee
- vi. Law & Society Committee ('Law Soc')
- vii. Law & Technology Committee ('EL-teck')
- viii. Legal Services Clinic (LSC)
- ix. Literary & Debating Society ('LnD')
- x. Moot Court Society (MCS)
- xi. Sports Committee
- xii. Student Advocate Committee ('Stud Ad')
- xiii. Student Initiative for Promotion of Legal Awareness (SIPLA)

xiv. Sexual Harassment Inquiry Committee

Public can interact with our Legal Session Clinic, Extension activities, Training Programs, Seminars and Workshops.

**Grievance Redressal Mechanism:**

An efficient Grievance Redressal Mechanism is in place to redress the grievances of students as also of administration staff. The following are the Grievance Committees in force in the University.

- i. **Caste Based Discrimination Committee:** addresses issues relating to caste discrimination within the university. The committee also proactively works towards Caste Based Discrimination Policies, Grievance Redressal Procedure, sensitization programmes for incoming and current students.
- ii. **Disciplinary Matters Advisory Review & Investigation Committee (DARIC):** Committee consisting of the following members (As on the academic year 2017-18)
  - a. Prof. T.V. Subba Rao - Chairperson
  - b. Prof. V.S. Mallar - Member
  - c. Dr. S. Anuja - Member
  - d. Dr. Makkalanban - Member
  - e. Dr. Prashant Desai - Member
- iii. **Internal Complaints Committee:** The Committee has been constituted in accordance with the Sexual Harassment of Women (Prevention, Prohibition and Redressal Act with the following members (As on the academic year 2017-18)
  - a. Dr. Yashomati Ghosh - Chairperson
  - b. Mr. Kunal Ambasta - Member
  - c. Ms. Susheela - Member
  - d. Ms. Shruti Vidyasagar - Member
- iv. **Anti-Ragging Squad :** The Committee has been constituted with the following members (As on the academic year 2017-18)
  - a. Dr. Sarasu E. Thomas - Chief Warden
  - b. Dr. Sairam Bhat - Student Welfare Officer
  - c. Dr. Prashant S. Desai - Warden, MHOR

- d. Mr. Kumar Abhijeet - Warden, MHOR
  - e. Mr. Ramesh Kumar - Library Assistant
  - f. SBA President
  - g. Student Convenor, Disciplinary Committee, MHOR
  - h. Student Convenor, Disciplinary Committee, WHOR
- v. As per the UGC norms Prof. (Dr.) Sairam Bhat, Professor of Law has been appointed as Nodal Officer for Student Grievance Portal

**Manual 2**  
**Powers and duties of officers and employees:**  
**Section 4(1)(b)(ii)**

Sl.No	Designation	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1	Vice Chancellor	On directions of EC, shall exercise all powers of EC.	On directions of EC, shall exercise all powers of EC.	Ensuring that Acts and regulations are duly observed. Convene Meetings	Represent school in suits etc.	Head of the Institution. Maintaining discipline.
2	Registrar	Custodian of records		Issue notices to EC AC FC meetings Keep minutes of meeting	Overall in charge of administration	To maintain records, discipline, interact with public etc.
3	Finance Officer	Shall act on the orders of VC / EC				To maintain Financial Accounts/staff register / salary register / accounts of Bank / Chairs etc. / to prepare annual accounts etc.
4	Estate Officer cum University Engineer			To decide on maintenance of buildings	To assist in allocating accommodation in guest house etc.	Overall in charge in maintenance of buildings / furniture / vehicles etc. Also supervise and coordinate all civil works.
5	Examination Officer	To assist in academic administration		Maintain records of students / marks / faculty coordination etc.	General coordination with students /	To head the examination department and maintain all records and medals etc. coordinate with faculty in conducting classes etc.
6	Warden				Maintaining discipline in hostel.	To ensure safety and comfort of students in the hostel / their health and on other aspects.

**Manual 3**  
**Procedure followed in decision-making process**

**Section 4(1)(b)(iii)**

The NLSIU has four different governing bodies (councils) as below which meet periodically and take decisions on various matters. They are implemented by Vice Chancellor/Registrar.

<b>Sl. No.</b>	<b>Name &amp; Address</b>	<b>Main functions</b>	<b>Frequency of mtg.</b>
1	The General Council.	To review the broad policies & programmes & suggest measures for improvement & development of Law School	Annual
2	The Executive Council	To control administration, management, income, properties and funds.	Once in 4 months
3	Academic Council	In maintenance of the standards of instruction, education & examination	At least twice a year
4	Finance Committee	To make recommendations on financial matters.	At least twice a year

**Manual 4**  
**Norms set for the discharge of functions**  
**Section 4(1)(b)(iv)**

NLSIU will discharge its functions according to procedure of Office Manual subject to provisions of The National Law School of India Act, Karnataka Act No.22 of 1986 (As amended by Act 3 of 1993 and 15 of 2004)



**Manual 5**

**Rules, regulations, instructions, manuals and records for discharging functions: Section)4(1)(b)(v)**

Sl. No.	Name of the Act Rules, Regulations. etc.	Brief gist of the contents	Ref No. if any	Price
1	Employees' Service Regulation	<p align="center"><u>Appointments</u></p> <p>3. <u>Number of posts:</u> Subject to Section 12 of the Act the number of posts under each category of employees of the University shall be such as may be determined by the Executive Council from time to time on the recommendations of the Director in respect of all non-teaching posts and on the recommendation of the Academic Council in respect of teaching and research posts.</p>	--	--
2	Service Regulations	<p>4. <u>Grade of pay:</u> The grade of pay of the Vice-Chancellor shall be such as may be determined by the Executive Council on the recommendations of the Vice-Chancellor. Pay scales of the Central Government along with corresponding allowances shall be adopted. In respect of teachers, the grades of pay shall be determined by the Executive Council on the recommendations of the Academic Council in conformity with the UGC pay scales given from time to time.</p> <p>5. <u>Qualifications for Posts:</u></p> <p>a. The qualifications for the post of Vice-Chancellor shall be determined by the Executive Council based on the recommendations of a high level expert committee.</p> <p>b. The qualifications for the posts of other officers, administrative and ministerial staff shall be determined by the Executive Council based on the recommendations of the Vice-Chancellor.</p> <p>c. The qualifications for the posts of teachers shall be determined by the</p>		

		<p>Executive Council based on the recommendations of the Academic Council.</p> <p>6. <u>Tenure of Appointments:</u> Appointments against posts created be made</p> <p>g. Either for a specific period on contract basis, on terms as may be agreed upon by the Executive Council and the person concerned, be renewed any number of times, each such renewal being for a period not exceeding two years;</p> <p style="text-align: center;">Or</p> <p>h. On a permanent basis till the age of superannuation against' a substantive post.</p> <p>7. <u>Age of Appointment:</u> The age of a person at the time of appointment to the service of the University shall ordinarily be not less than 18 years and not more than 40 years in respect of administrative and ministerial staff and 60 years in respect of officers and teachers provided that the Executive Council shall have the discretion to relax or waive these limits whenever it considers necessary in the interest of the University.</p> <p>8. <u>Mode of Appointment:</u></p> <p>A. Officers</p> <p>I. Vice-Chancellor:</p> <p>(a) Subject to the proviso to clause 18(1) of the, Schedule, the Vice-Chancellor of the University shall be appointed by the Executive Council in consultation with the Visitor based on the recommendations of a high level committee. The person nominated by the Visitor shall be the Chairman of the Committee.</p> <p>(b) The Committee, after considering academic persons of great distinction</p>		
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		<p>in the field of legal education who could eminently fit into the post of Vice-Chancellor, shall submit a panel of not more than three persons out of whom the Executive Council shall choose one, in consultation with the Visitor.</p> <p>Provided that at the time of considering the panel of names submitted by the Committee, the Executive Council shall be presided over by a member chosen by the members present at the meeting.</p> <p>(c) Subject to clause 18(3) of the Schedule, the salary and other terms of appointment shall be as determined by the Executive Council in consultation with the Visitor.</p> <p>II. <u>Registrar</u></p> <p>(a) The Registrar shall be appointed by the Executive Council based on the recommendations of a Selection Committee consisting of the Vice-Chancellor as Chairman, with the Chairman the Bar Council of India, and one expert from outside the University nominated by the Director from among a panel of names recommended by the Director and approved by the Executive Council as members.</p> <p>(b) The Selection Committee, after considering the applications of all eligible candidates shall submit a panel of not more than three persons suitable for the post from out of whom the Executive Council shall appoint one as the Registrar either on a permanent basis or for a specified term of not less than 5 years at a time.</p> <p>Provided that the Executive Council shall reserve the right to appoint a person of proven administrative and academic experience as Registrar on a contract basis for a specific period/s on such terms as may be mutually agreed upon, or on deputation from other Universities or Institutes without going through the advertisement and selection</p>		
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		<p>process as stipulated above.</p> <p>(c) The post of Registrar shall carry the same pay scale as in the case of a Professor in the University.</p> <p>III. <u>Heads of Departments</u></p> <p>The number, qualifications, salary and other service conditions, mode of appointment, powers and functions of Heads of Departments, shall be determined by the Executive Council on the recommendations of the Academic Council in the form of Regulations.</p> <p>IV. <u>Librarian</u></p> <p>(a) The Librarian shall be a whole time officer of the University in the scale of a Professor.</p> <p>(b) The Librarian shall be appointed by the Executive Council based on the recommendations of a Selection Committee consisting of the Vice-Chancellor as Chairman, with the Chairman, Bar Council of India, and one expert from outside the University nominated by the Vice-Chancellor from out of a panel approved by the Executive Council.</p> <p>(c) The Selection Committee, after considering the applications of all eligible candidates, shall submit a panel of not more than three persons suitable for the post, one of whom shall be appointed by the Executive Council.</p> <p>Provided that the Executive Council shall reserve the right to appoint a person of proven ability and experience in the field on a contract basis for a specific period on such terms as may be mutually agreed upon, or on deputation from other Universities/ Institutes without going through the selection process stipulated above.</p>		
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		<p>B. <u>Teachers</u></p> <p>The procedure for the appointment of Teachers shall be in accordance with the second provision to Clause 9 and Clause 17 of the Schedule.</p> <p>C. <u>Administrative and Ministerial Posts</u></p> <p>The Administrative and Ministerial posts shall be advertised and/or receive nominations from Employment Exchanges or other sources and filled up by the Executive Council based on the recommendations of a Selection Committee constituted by the Vice-Chancellor, consisting of the Vice-Chancellor as Chairman, with the Registrar and not more than three experts from outside the University as members.</p> <p>Provided that for posts of ministerial nature carrying a basic pay of not more than Rs.800/- p.m. the Vice-Chancellor is authorized to make the appointments based on the recommendations of a Selection Committee consisting of Registrar as the Chairman and two experts nominated by the Vice-Chancellor from outside the University as members.</p> <p>Provided further it is open to the Executive Council to appoint persons of proven ability and experience to certain high level administrative posts of technical nature on contract basis on such terms and conditions as may be mutually agreed upon or by deputation without going through the selection process stated above, but based on the recommendations of the Vice-Chancellor.</p> <p>9. <u>Proof of Date of Birth</u></p> <p>Every person newly appointed in the University shall, if he/she has had the SSLC or Matriculation Certificate, produce the original of such certificate. In</p>		
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		<p>the case of those who have not obtained such a certificate, an authenticated copy of the extract from the Registrar of Births or a certificate from the Head of the Institution where he/she studied or a horoscope or a, baptismal certificate or a declaration made before a magistrate be produced.</p> <p>On the acceptance of the date of birth, it shall be entered in the service records of the person concerned and shall not be altered under any circumstance.,</p> <p>10. <u>Agreement of Service</u></p> <p>Every employee of the University, other than the Vice-Chancellor and those who are appointed on specific terms and conditions, appointed to any substantive post the minimum pay scale attached to which is not less than Rs.750/- p.m. or to such other posts as may be determined by the Executive Council from time to time shall sign an agreement of service in the prescribed form (Annexure I) accepting in writing the terms and conditions of appointment before joining duty.</p> <p>11. <u>Commencement of Service:</u></p> <p>All appointments shall take effect from the dates on which the appointee reports himself/herself for duty at the University or the place prescribed in his/her order.</p> <p>12. <u>Probation:</u></p> <p>[a] Every person appointed in the University against substantive posts, other than the Vice-Chancellor and those appointed by invitation, unless otherwise, provided for in the appointment order of the person concerned, shall be on probation for a period of not less than one year. In computing the period of probation, extraordinary leave, if any, granted to an employee on probation shall be omitted.</p>		
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		<p>[b] The period of probation being a period of testing the worth and ability, competence and moral stature of the individual concerned, shall be deemed to be crucial period of service and shall, therefore, have to be watched carefully for the performance and suitability of an employee.</p> <p>[c] Well before the termination of the period of probation, the Registrar shall call for the report of work and conduct from the immediate superior of the employee. If, at the end of the period of probation, the work and conduct of the employee continues to be unsatisfactory, a report to the Vice-Chancellor shall be made by the immediate superior of the employee as certifying officer as to whether the services of the employee should be terminated or the period of probation extended.</p> <p>[d] Any extension of the period of probation shall not be longer than one year and there shall be only one such extension except as provided under clause (f) below:</p> <p>The following shall be the officers empowered to certify satisfactory completion of the period of probation</p> <p>[i] Heads of Departments in respect of all teachers and service personnel, if any, working in their respective disciplines or departments;</p> <p>[ii] Librarian in respect of all employees working in the Library;</p> <p>[iii] Registrar in respect of all other administrative and ministerial staff working in the rest of the office;</p> <p>[iv] The Vice-Chancellor in respect of all officers.</p> <p>[e] As soon as possible after completion of the prescribed period of</p>		
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		<p>probation, orders of declaration of probation shall. be issued by the Registrar based on the report of the certifying officer and approved by the Vice-Chancellor. The certifying officers shall base their decisions on the evaluation reports arid such other additional evidence as may be available to them.</p> <p>[f] If the work of an employee is found to be unsatisfactory even after the extended period of probation, the Executive Council shall have the right to terminate the services of the employee on the recommendation of the Vice-Chancellor and discharge him from the service of the University provided, however, that in the event of the Executive Council desiring to give one more chance to the employee recommended by the Vice-Chancellor for termination of his/her probation, the Executive Council for reasons recorded, cause the issue of a final warning with a special extension of probation for a period not exceeding six months. If after this extension, his/her performance is still not satisfactory as reported by the certifying officer, the Vice-Chancellor shall terminate his/her services. No appeal shall lie against the order of discharge of a probationer.</p> <p>Any delay in the issue of an order either extending the period of probation or discharging a probationer shall not entitle an employee to claim that he/she has satisfactorily completed such probation.</p> <p>[h] All employees shall be eligible for the grant of first increment in the time scale in which they are appointed only from the date of confirmation or declaration of probation.</p> <p>[i] Notwithstanding anything contained in the foregoing, if a probationer's work or conduct is found to be grossly unsatisfactory, a probationer can be terminated at any time during the period of probation by the authority who has appointed him.</p>		
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13. Increments:

Increments in the time scale shall normally be drawn as a matter of course unless otherwise decided upon before hand by the appropriate authority as a disciplinary measure. All orders regarding withholding of an increment to any employee shall indicate the period for which it is withheld and also whether the withholding shall have the effect of postponing future increments. The increments of the employees may be admitted from the first of the month in which it would fall due under the operation of the normal Rules and Orders regulating increments (provisions came into effect from 21.9.91).

**Service counting for increments**

The following periods shall count for earning increments of an employee :

- [i] All periods of duty in a post on a time scale;
- [ii] All periods of leave including extra-ordinary leave for prosecuting higher studies;
- [iii] All periods spent on foreign service;
- [iv] All periods of joining time on transfer.

14. Issue of Retirement Notice:

Six months prior to an employee's attaining the age of superannuation in the University, a notice shall be sent to him/her about his/her impending retirement.

15. Age of Retirement:

		<p>No employee of the University shall be entitled to be in the service of the University after he/she reaches the age of 60 years.</p> <p>Provided that in the case of teachers, the age of retirement shall be 65 years</p> <p>Provided further that the age of retirement of the Vice-Chancellor shall be governed by Clause 18(3) of the Schedule.</p> <p>Provided further that in respect of officers and teachers, the Executive Council may, on the recommendation of the Vice-Chancellor, appoint persons of exceptional standing on contractual basis, after their retirement for specific periods.</p> <p>Provided further that in respect of an employee attaining the age of 60 years, where the date of such age falls on a day other than the first day of the month, he/she shall retire on the last day of that month.</p>		
3	Leave Regulations	<p>16. <u>General:</u></p> <p>All employees of the University other than those paid out of contingencies are entitled and governed by the following leave regulations. The rules in the C.C.S shall be followed in respect of matters which are not specifically provided by these regulations.</p> <p>17. <u>Right of Leave</u></p> <p>Leave excepting half-pay leave is earned by duty only and no leave can be claimed as of right. When the exigencies of University services so require, discretion to refuse and revoke leave of any kind is reserved to the authority empowered to grant it.</p> <p>18. <u>Kinds of Leave:</u></p> <p>[A] Earned Leave</p>		--

		<p>[B] Half-pay Leave  [C] Commuted Leave  [D] Extraordinary Leave  [E] Maternity Leave  [F] Casual Leave</p> <p>A. <u>Earned Leave:</u></p> <p>[i] Earned leave is leave earned in respect of periods spent on duty. The leave account of every employee who is serving in a non-vacation department shall be credited with earned leave. In advance, in installments of 15 days each on the first day of January and July of every calendar year. Earned leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed. .</p> <p>[ii] When the employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2Yz days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.</p> <p>[iii] The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.</p> <p>[iv] A period spent in foreign service shall count as duty for purpose of this rule, if contribution towards leave salary is paid on account of such period.</p>		
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		<p>[v] The maximum earned leave that may be granted at a time shall be 120 days, provided it may be extended for a period exceeding 120 days but not exceeding 300 days if the entire leave so granted or any portion thereof is spent outside India.</p> <p>Provided that where earned leave for a period exceeding 120 days is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.</p> <p>B. <u>Half-pay Leave:</u></p> <p>[i] The half-pay leave account of an employee shall be credited with half-pay leave in advance, in two installments of 10 days each, on the first day of January and July in every calendar year.</p> <p>[ii] (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he/she is likely to render in the half-year of the calendar year in which he/she is appointed.</p> <p>(b) The credit for the half-year in which an employee is due to retire or resigns from the services shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.</p> <p>(c) When an employee is removed or dismissed from service or dies in service, credit of half-pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month in which he is removed or dismissed from service or dies in service.</p> <p>[iii] The leave under this rule may be granted on medical certificates or on</p>		
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		<p>private affairs.</p> <p>[iv] While affording credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.</p> <p>Provided that in the case of an employee not in permanent employ or quazi-permanent employ, no half-pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.</p> <p>c. <u>Commuted Leave:</u></p> <p>Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to an employee subject to the following conditions:</p> <ul style="list-style-type: none"><li>(a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.</li><li>(b) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;</li><li>(c) Commuted leave during the entire service should be limited to a maximum of 300 days. The maximum commuted leave on private affairs that may be granted at a time shall be 120 days. If commuted leave is combined with earned leave, the total period should not exceed 180 days.</li><li>(d) The total duration of earned leave and commuted leave on medical certificate taken in conjunction shall not exceed 300 days.</li></ul>		
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		<p>(e) An employee of half-pay leave or on commuted leave is entitled to leave salary equal to half the pay or full pay he would be entitled to had he not gone on leave. An employee on half-pay leave is entitled to a salary equal to half of the pay he would be entitled to had he not gone on leave and an employee on commuted leave will be entitled to the pay he would be entitled to had he not gone on leave.</p> <p>(f) Where an employee has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.</p> <p>Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.</p> <p><u>Note:</u> Commuted leave may be granted at the request of the employee even when earned leave is due to him.</p> <p>D. <u>Extraordinary Leave</u></p> <p>[i] Extraordinary leave may be granted to an employee in special circumstances -</p> <p>(a) when no other leave is admissible;</p> <p>(b) when other leave is admissible, but the employee applied in writing for the grant of extraordinary leave.</p> <p>[ii] The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.</p> <p>[iii] An employee on extraordinary leave is not entitled to any leave salary.</p>		
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		<p>E. <u>Maternity Leave:</u></p> <p>[i] A female employee may be granted maternity leave by the 'authority competent to grant leave for a period of 180 days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.</p> <p>[ii] Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that –</p> <p>(a) the leave does not exceed six weeks;</p> <p>(b) the application for the leave is supported by a medical certificate of an approved medical authority.</p> <p>[iii] Maternity leave may be combined with leave of any other kind.</p> <p>[iv] Maternity leave shall not be debited against the leave account.</p> <p>F. <u>Casual Leave</u></p> <p>Casual leave may be granted to all employees or the University for twelve days in each calendar year but not more than seven days at a time. Casual leave to temporary staff will be granted in the same manner as to those holding permanent appointments.</p> <p>Casual leave shall be granted only when it can be given without inconvenience to University services.</p> <p>It shall not ordinarily be granted in continuation of other leave but it may be combined in any manner with Sundays and other authorized holidays but not more than seven days casual leave exclusive of such Sundays and holidays shall be taken during one period of absence and provided also that such period of absence shall not exceed ten days in all.</p>		
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Casual leave for half a day may also be granted to employees. For purposes of reckoning half day casual leave, the working day is treated as two half days from 10.00 a.m. to 2.p.m and from 2.00 p.m to 5.00 p.m. If a person takes half a day casual leave, he will be noted as such In the Attendance Register. An employee on casual leave is treated as on duty.

19. Leave to Probationer - a person on probation:

(i) (a) A probationer shall be entitled to leave under these rules if he had held his post substantively otherwise than on probation.

(b) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not exceed.

[i] beyond the date on which the probationary period as already sanctioned or extended expires, or

[ii] beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

(ii) A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent employee according as his appointment is against a temporary or a permanent post.

Provided that where such a person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent employee.

20. Persons re-employed after retirement:

In the case of a person re-employed after retirement, the provisions of these



		<p>rules shall apply, insofar as the leave is concerned, as if he had entered the University services for the first time on the day of his re-employment.</p> <p>21. <u>Leave preparatory to retirement:</u></p> <p>An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half-pay leave due, subject to the condition that such leave extends upto and includes the date of retirement.</p> <p>Note: The leave granted as leave preparatory to retirement shall not include extraordinary leave.</p> <p>22. <u>Leave/Cash payment in lieu of leave beyond the date of retirement or quitting of service:</u></p> <p>(i) No leave shall be granted to an employee beyond</p> <ul style="list-style-type: none"> <li>(a) the date of his retirement, or</li> <li>(b) the date of his final cessation of duties, or</li> <li>(c) the date on which he retires by giving notice to the University or he is retired by the University by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or</li> <li>(d) the date of resignation from service.</li> </ul> <p>(ii) (a) Where an employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo motu issue an order granting, cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.</p>		
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(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lump-sum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

	Pay admissible on the date of retirement plus dearness allowance admissible on that date	X	Number of days of unutilized earned leave at credit on the date of retirement subject to a maximum of 300 days
Cash Equivalent =	----- ---		
	30		

[iii] The authority competent to grant leave may withhold whole or part of cash equivalent or earned leave in the case of an employee who retires from service on obtaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him, on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University dues, if any.

(iv) Where the services of an employee have been extended, in the interest of the University, beyond the date of his retirement, he may be granted

(a) during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum of 120 days/300 days, as the case may be, as prescribed in Regulations I8-A.

(b) After the expiry of the period of extension, cash equivalent in the manner provided in sub-rule 22(ii) in respect of earned leave at

		<p style="text-align: center;">credit on the day of retirement plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 300 days.</p> <p>(v) A University employee who retires or is retired from service in the manner mentioned in Clause (c) of sub-rule 22(i), may be granted, of suo motu, by the authority competent to grant leave, cash equivalent of the, leave salary in respect of earned leave at his credit subject to maximum of 300 days and also in respect of all the half-pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half-pay leave plus dearness allowance admissible on that leave salary for the first 300 days at the rates in force on the date the employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and ad-hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half-pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump sum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable;</p> <p>Provided that if leave salary for the half-pay leave component falls short of pension and other pensionary benefits, cash equivalent of half-pay leave shall not be granted.</p> <p>[vi] (a) (i) Where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment he may be granted. suo motu by the authority competent to grant leave, cash equivalent</p>		
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		<p>in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.</p> <p>(ii) If an employee resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 120 days</p> <p>[iii] An employee, who is re-employed after retirement, may on termination of his re-employment, be granted, suo motu, by the authority competent to grant leave cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 300 days (including the period for which encashment was allowed at the time of retirement).</p> <p>(b) The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule 22(ii) and for the purpose of computation of cash equivalent under sub-clause (iii) of Clause (vi)(a), the pay on the date of the termination of reemployment shall be the pay fixed in the scale of post of re-employment before adjustment of pension equivalent of other retirement benefits, and the dearness allowance appropriate to that pay.</p> <p><b><u>LEAVE RULES APPLICABLE TO TEACHERS</u></b></p> <p><b><u>Kinds Of Leave Admissible:</u></b></p> <p>The following kinds of leave would be admissible to teachers:</p> <p>1) Leave treated as duty - Casual leave Special Casual leave</p>		
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		<p style="text-align: right;">Duty leave</p> <p>2) Leave earned by duty - Earned leave Half pay leave Commutated leave</p> <p>3) Leave not earned by duty - Extraordinary leave Leave not due</p> <p>4) Leave not debited to leave account - a. Leave for academic pursuit:  Study leave Sabbatical leave  b. Leave on grounds of health:  Maternity leave</p> <p>The Executive Council may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.</p> <p style="text-align: center;"><b>2. <u>LEAVE TREATED AS DUTY</u></b></p> <p><b><u>Casual Leave</u></b></p> <p>(i) Casual leave is not earned by duty. Total casual leave granted to a teacher shall not exceed eight (8) days in an academic year.</p> <p>(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of</p>		
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casual leave shall not be counted as casual leave

**Special Casual Leave**

- (i) Special casual leave not exceeding ten days in an academic year may be granted to a teacher
  - a. to conduct examination of a University, Public Service Commission, Boards of Examination or other similar bodies/institutes.
  - b. to inspect academic institutions attached to a Statutory Board etc;

**Note:** In computing ten (10) days leave admissible, the days of actual journey, if any, to and from the places where such conference/activity takes place, will be excluded.

- (ii) In addition, special casual leave to the extent mentioned below may also be granted:
  - a. to undergo sterilization operation (Vasectomy or salpingectomy) under Family Planning programme. Leave in this case will be restricted to six (6) working days.
  - b. to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 (fourteen) days.
- (iii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

		<p><b><u>Duty Leave</u></b></p> <p>(i) Duty leave of the maximum of 30 days in an academic year may be granted for:</p> <ul style="list-style-type: none"> <li>(a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;</li> <li>(b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.</li> <li>(c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University;</li> <li>(d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and</li> <li>(e) For performing any other duty for the University.</li> </ul> <p>(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;</p> <p>(iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and</p> <p>(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.</p>		
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### **3. LEAVE EARNED BY DUTY**

#### **Earned Leave**

- (i) Earned leave admissible to a teacher shall be:
- a) 1/30 of actual service including vacation: plus
  - b) 1/3<sup>rd</sup> of the period, if any, during which she/he is required by the orders of the Vice-Chancellor to perform duty during vacation
  - c) 1/3<sup>rd</sup> of curtailed vacation

#### **Note:**

For the purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.
- (iii) In lieu of curtailment of vacation on account of extra teaching days as compared to UGC rules the teachers may be credited with 1/3<sup>rd</sup> of the period of earned leave.

#### **Note:**

1. When a teacher combines vacation with earned leave the period of



		<p>vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.</p> <ol style="list-style-type: none"> <li>2. In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.</li> <li>3. Only non-vacation staff are entitled for Restricted Holidays (RH), accordingly teachers are not entitled for Restricted Holidays (RH).</li> </ol> <p><b><u>Half Pay Leave</u></b></p> <p>Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.</p> <p>Half pay leave shall not be granted to a teacher for availing a Fellowship, or any Visiting assignment with honorarium or stipend or salary either in India or Abroad.</p> <p><b><u>Note:</u></b> A “Completed year of service” means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave</p> <p><b><u>Commuted Leave</u></b></p> <p>Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a permanent teacher subject to the</p>		
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		<p>following conditions:</p> <ul style="list-style-type: none"> <li>(i) Commuted leave during the entire service shall be limited to a maximum of 240 days.</li> <li>(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.</li> <li>(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under this proviso unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.</li> </ul> <p>3. <b><u>LEAVE NOT EARNED BY DUTY</u></b></p> <p><b><u>Extraordinary Leave</u></b></p> <ul style="list-style-type: none"> <li>(i) A permanent teacher may be granted extraordinary leave: when <ul style="list-style-type: none"> <li>a. no other leave is admissible; or</li> <li>b. when other leave is admissible, but the teacher applies in writing for the grant of extraordinary leave.</li> </ul> </li> <li>(ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases. <ul style="list-style-type: none"> <li>a. Leave taken on medical certificate</li> <li>b. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a</li> </ul> </li> </ul>		
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		<p>natural calamity, provided the teacher has no other kind of leave to his/her credit;</p> <p>c. Leave taken for prosecuting higher studies; and</p> <p>d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or assignment for technical or academic work of extraordinary importance to be decided by the Executive Council in each cases.</p> <p>(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three (3) years, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five year in the full working life of the individual teacher.</p> <p>The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.</p> <p><b>Note :</b></p> <ol style="list-style-type: none"> <li>1. Ordinarily EOL of 6 months or more be not permitted unless the teacher has put in at least 2 years of service in the University.</li> <li>2. A teacher may be sanctioned Extraordinary leave not exceeding one year for every 5 years of service put in by him/her. This may be relaxed in the case of those who are awarded Fellowships to go abroad for a specified period.</li> <li>3. No teacher be sanctioned more than 2 years of leave (all kinds of leave put together at a time).</li> </ol>		
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		<p>provided.</p> <ul style="list-style-type: none"> <li>a) the person is a teacher on the date of the application; and</li> <li>b) there is no break in service.</li> <li>c) The leave is requested for undertaking the Ph.D research work</li> </ul> <p>(iv) Study leave shall be granted by the Executive Council on the recommendations of the Vice-Chancellor. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.</p> <p>(v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.</p> <p>(vi) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.</p> <p>(vii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.</p> <p>(viii) (a) Subject to the provisions of sub-clause (ix) below, study leave</p>		
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		<p>may be granted on full pay up to two years extendable by one year at the discretion of the University.</p> <p>(ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.</p> <p>(x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.</p> <p>(xi) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.</p> <p>(xii) Study leave shall count as service for pension/contributory</p>		
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		<p>provident fund, provided the teacher joins the University on the expiry of his/her study leave.</p> <p>(xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.</p> <p>Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.</p> <p>(xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.</p> <p>(xv) After the leave has been sanctioned the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down hereby and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause.</p> <p>(xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such</p>		
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report.

**Sabbatical Leave.**

- (i) Permanent, whole-time teachers of the University who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He./she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and

		<p>research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.</p> <p>(vi) During the period of sabbatical leave, the teachers shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.</p> <p><b>Note I:</b> The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.</p> <p><b>Note II:</b> On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.</p> <p>b. <u>Leave On Grounds Of Health</u></p> <p><b><u>Maternity Leave</u></b></p> <p>(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a</p>		
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		<p>medical certificate.</p> <p>Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.</p>		
4	CONTRIBUTORY PROVIDENT FUND – CUM GRATUITY SCHEME	<p style="text-align: center;"><b><u>PROVIDENT FUND</u></b></p> <p>Every whole time employee, on confirmation, shall subscribe monthly to the University Provident Fund. The rate of subscription may not be less than 10% of his emoluments and not more than his total emoluments, the amount so calculated being rounded off to the nearest rupee, provided that in the case of subscription at the minimum or maximum rates, the rounding off will be to the next higher or the next lower rupee respectively. The Provident Fund deductions will be made after confirmation with effect from the date of appointment.</p> <p>The University shall contribute to this fund 10% of pay from the date of subscription. No subscription or contribution shall be made in the Provident Fund by an employee who is on leave without pay. (Share amended by E.C on 29.3.1997)</p> <p>Subject to the condition that no deduction be made which reduces the credit by more than the amount of any contribution by University with interest thereon credited under Clause 28(ii) before the amount standing to the credit of the subscriber in the fund is paid out of the Fund.</p> <p>The Director may direct the deduction therefrom and payment to University of</p> <p>(i) all amounts representing such contribution and interest, if the subscriber within five years of commencement of his service as such,</p>	--	--

		<p>resigns from the 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.</p> <p>(ii) any amount due under a liability incurred by a subscriber to University.</p> <p>(iii) all amounts representing such contribution and interest, if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency;</p> <p>Provided that where the Director 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/she had retired on medical grounds:</p> <p>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.</p> <p><u>Note: -</u> For the purpose of Sub-Clause (i) of this regulation the period of five years shall be reckoned from the commencement of the subscriber's continuous service under University.</p> <p>Notwithstanding the foregoing provisions and the provisions of Clause (3), persons who have retired from State/Central Government, Universities or National Institutes, if re-employed in the University 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</p>		
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		<p>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.</p> <p>24. (i) No employee of the University shall be entitled to the benefits of Provident Fund whose services in the University entitle him to a pension or on whose account the University contributes towards his pension or who has been appointed by the University on a consolidated salary on special terms or on a part-time or daily wage basis.</p> <p>(ii) If an employee admitted to the benefit of the Fund was previously a subscriber to any contributory/non-contributory Provident Fund of the Central Government/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 University, the amount of his accumulations in such contributory or non-contributory Provident Fund shall be transferred to his credit in the Fund.</p> <p>25. (a) When the amount of Provident Fund becomes payable to a subscriber, the Accounts Officer of the University 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 as accrued on such contributions.</p> <p>(b) Notwithstanding anything contained in the preceding clauses of these Regulations, a subscriber who ceases to be in service of the University by reason of his taking up an appointment with another University or.</p>		
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		<p>College or a national institute without any break and with prior permission, may be declared to be entitled to the contribution of the University in accordance with the rules framed by the Executive Council.</p> <p>26. The management of the Provident Fund shall vest in the Executive Council which may, from time to time, make regulations or issue such general or special directions as may be consistent with the Regulations as to the conduct of the business of the Fund, or its management or the privileges of the depositors, not herein expressly provided for, or vary, or cancel any regulations made or directions given.</p> <p>Provided that there shall be a Provident Fund Committee, consisting of the Director, the Treasurer, the Registrar and one member nominated by the Executive Council from amongst its own members for purpose of advising the Executive Council in the matters relating to investments, payments and other matters in respect of the Provident Fund.</p> <p>All members of the Provident Fund Committee, other than ex-officio members, shall hold office for a term of three years.</p> <p>27. Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read the Regulations and agrees to abide by it, and shall hand in for registration in the University Office the names of the person or persons to whom he wishes the balance at his credit to be paid in the event of his death;</p> <p>Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than a member of his family;</p> <p>Provided further that the nomination made by the subscriber in respect</p>		
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		<p>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 Regulation until he makes a nomination in accordance with these Regulations.</p> <p>The subscriber may, from time to time, add or change his nominee by written application to the Director.</p> <p>A register of such nominees shall be kept in the University office.</p> <p>28. (i) The amounts accruing to the Fund shall be placed in such bank or banks as may be approved, from time to time, by the Executive Council, or invested in securities authorized by the Indian Trust Act, 1882 (11 of 1882) at the discretion of the Executive Council.</p> <p>Interest at the rate fixed for the purpose by the Executive Council, from time to time, shall be credited to each subscriber's account.</p> <p>(ii) The Subscription paid by the subscriber and the contribution by the University shall be entered monthly in a separate account for each subscriber.</p> <p>(iii) The accounts of the Fund shall be audited once a year and a statement of the total amount to the credit of each subscriber shall be furnished to him.</p> <p>29. Subject to the provisions of Clause (3), a subscriber, at the termination of his/her service, shall be entitled to receive the amount which accumulates to his/her credit, viz., his/her subscription with interest and contribution by the University with interest thereon.</p> <p>30. On the subscriber's death, the amount at the credit of the subscriber</p>		
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		<p>shall be paid to the person or persons duly nominated by him or when no such nomination is made, to his legal heir or heirs.</p> <p>31. (i) No final withdrawal shall be allowed until the termination of the subscriber's service or his death. But in case of necessity, of which the Director shall be sole judge, the Director may allow a subscriber an advance of sum not exceeding the total amount subscribed by him.</p> <p>(ii) Recoveries towards the amount shall be made in equal monthly instalments not exceeding thirty as may be decided by the Director commencing from the first payment of a full month 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.</p> <p>(iii) When an advance is sanctioned under clause (2) before repayment of last instalment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.</p> <p>(iv) Withdrawal from the fund:</p> <p style="padding-left: 40px;">Subject to the conditions specified hereunder, the withdrawals from the Fund may be sanctioned by the Director at any time:</p> <p>[1] after completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, for one or more of the following purposes:</p> <p>[a] meeting the cost of higher education, including where necessary. the travelling expenses of any child of the subscriber actually</p>		
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		<p>dependent on him in the following cases:</p> <ul style="list-style-type: none"> <li>[i] for education outside India for academic, technical, professional or vocational course beyond the High School stage; and</li> <li>[ii] for any medical, engineering or other technical or specialized course in India beyond the High School stage provided that the course of study is for not less than three years.</li> </ul> <ul style="list-style-type: none"> <li>[b] meeting the expenditure in connection with the marriage of subscriber's son or daughter and of any other female relation dependent on him;</li> <li>[c] meeting the expenditure in connection with the illness, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him;</li> <li>[d] building or acquiring a suitable house for his residence including the cost of site or reconstructing or for making additions and alterations to a house already owned or acquired by a subscriber;</li> <li>[e] purchasing a house site;</li> <li>[f] for constructing a house on a site purchased, utilizing the sum withdrawn under sub-clause (s).</li> </ul> <p>[2] Any sum withdrawn by a subscriber at anyone time for one or more of the purposes specified in clause 31 (iv)( I) from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such</p>		
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		<p>amount or six months' pay of the subscriber, whichever is less. The Director may, however, sanction the withdrawal of an amount in excess of these limits upto 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.</p> <p>[3] A subscriber who has been permitted to withdraw money from the Fund under clause 31 (iv)(i) shall satisfy the Director within a reasonable period as may be specified by him that the money has been utilized for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it withdrawn shall forthwith be repaid in one lump sum and in default of such payment it shall be ordered by the Director to be recovered from his emoluments either in a lump sum or in such number of monthly instalments as may be determined by the Executive Council.</p> <p>[4] A subscriber who has already drawn or may draw in future an advance under clause 31(ii) for any of the purposes specified in Clause 31(v) (I)(a), (b), (c), (d),(e) and (f) 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 Clause 31 (iv).</p> <p>32. On a written application from a subscriber to the Provident Fund and with the approval of the Director, the University may allow premia on the Life Insurance Policy of the subscriber to be paid out of the subscriber's share in his Provident Fund. In all such cases the Life Insurance Policy for which the premia are so paid shall be assigned in favour of the University. On the retirement of the subscriber from the service of the University. the Policy shall be reassigned to him by the University.</p>		
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In case of the maturity of the Policy during the service of the subscriber in the University, the full amount of the Policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber. During the service of the University, the full amount of the Policy shall be paid to the nominee or, in the absence of nomination, to the legal representative of the deceased entitled to the Provident Fund.

33. The word "subscription", wherever it occurs in these Regulations means the amount paid by the subscriber and similarly the word "contribution" means the amount contributed by the University.

**GRATUITY**

34. (i) An employee who has completed five years of qualifying service at the University shall be granted Death-cum-Retirement Gratuity in accordance with the scale indicated in Regulation 35. This gratuity shall be payable on his retirement from the service of the University. In the event of his demise this gratuity shall be payable to the nominee or' nominees of the deceased in the manner prescribed in this regard.

(ii) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below:

(a) If there are one or more surviving members of the family as in the following sub-clauses (aa),(bb),(cc) and (dd) to all such members in equal shares;

[aa] wife or wives, in the case of male employee;

[bb] husband, in the case of a female employee;

[cc] sons including step-sons and adopted sons;

[dd] unmarried daughters including step-daughters and adopted daughters.

		<p>(b) If there are no such surviving members of the family as in Clause (a) above, but there are one or more members as in the following sub-clauses (aa), (bb), (cc), (dd), (ee), (ff), and (gg), to all such members in equal shares:</p> <p>(aa) widowed daughters including step-daughters and adopted daughters;</p> <p>(bb) father }including adoptive parents in the                   } case of individuals whose personal</p> <p>(cc) mother} law permits adoption;</p> <p>(dd) brothers below the age; of eighteen years including step-brothers;</p> <p>(ee) unmarried sisters and "widowed sisters including step-sisters;</p> <p>(ff) married daughters; and</p> <p>(gg) children of pre-deceased son.</p> <p>Note 1:- The right of a female member of a family, or that of a brother of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or remarries, or the brother attains the age of eighteen years, after the death of the employee and before receiving her or his share of the gratuity.</p> <p>Note 2: Where gratuity is granted under this rule to a minor member of the family of the deceased employee, it shall be payable to the guardian on behalf of the minor.</p> <p>Note 3: Where an employee dies while in service, or after retirement without receiving the amount of gratuity and</p> <p>(a) leaves behind no family; or</p> <p>(b) has made no nomination; or</p>		
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		<p style="text-align: center;">(c) the nomination made by him does not subsist;</p> <p style="text-align: center;">the amount of death-cum-retirement gratuity payable to him under this rule shall lapse to the University</p> <p>(iii) No gratuity shall be payable on resignation from service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age.</p> <p>35. The amount of death-cum-retirement Gratuity shall be one-fourth of the emoluments of an employee for each completed six monthly period of qualifying service subject to a maximum of sixteen and half times the emoluments or Rs. 1,00,000/- whichever is less.</p> <p>36. If a person who has become eligible for payment of University's share of contribution to the Contributory Provident Fund under the rules of the University dies within a period of 5 years after he retires from the service of the University, and the sums actually received by him at the time of death on account of University's share of contribution to the Contributory Provident Fund, together with the gratuity under the above Clause is less than the amount equal to 12 times the emoluments, a gratuity equal to the deficiency shall be granted to the person or persons nominated by him.</p> <p>37. If a person in permanent employment dies before becoming eligible for the University's share of the contribution to the Contributory Provident Fund of the Universities, his family will be eligible for a gratuity equal to six times his emoluments at the time of his death, except in cases in which death occurs in the first year of service, when the gratuity admissible shall be equal to two months' emoluments.</p> <p>38. Persons in temporary Employment:</p>		
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		<p>(i) Terminal Gratuity:-</p> <p>A person in temporary employment who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service will be eligible for a gratuity at the rate of one-third of a month's pay for each completed year of service, provided that he has completed not less than five years of continuous service at the time of retirement, discharge or invalidment.</p> <p>Note: As decided by the Executive Council in its meeting held on 8.5.94 (Item 5) these benefits are extended to the Administrative Staff appointed on consolidated salary.</p> <p>(ii) <u>Death Gratuity:</u></p> <p>The family of a person in temporary employment who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below:</p> <table data-bbox="535 893 1606 1315"> <tr> <td data-bbox="535 893 1134 1039">a On death after completion of one year of service but before completion of three years of service:</td> <td data-bbox="1134 893 1606 1039">A gratuity equal to one month's pay</td> </tr> <tr> <td data-bbox="535 1039 1134 1161">b On death after completion of three years of service but before completion of five years of service:</td> <td data-bbox="1134 1039 1606 1161">A gratuity equal to two month's pay</td> </tr> <tr> <td data-bbox="535 1161 1134 1315">c On death after completion of five years of service or more:</td> <td data-bbox="1134 1161 1606 1315">A gratuity equal to three month's pay or the terminal gratuity mentioned in Clause 38(i) above. Whichever is more.</td> </tr> </table> <p>39. For the purpose of determining the amount of terminal <i>or</i> death gratuity under Clause 38(i) and 38 (ii) will mean only basic pay at the</p>	a On death after completion of one year of service but before completion of three years of service:	A gratuity equal to one month's pay	b On death after completion of three years of service but before completion of five years of service:	A gratuity equal to two month's pay	c On death after completion of five years of service or more:	A gratuity equal to three month's pay or the terminal gratuity mentioned in Clause 38(i) above. Whichever is more.		
a On death after completion of one year of service but before completion of three years of service:	A gratuity equal to one month's pay									
b On death after completion of three years of service but before completion of five years of service:	A gratuity equal to two month's pay									
c On death after completion of five years of service or more:	A gratuity equal to three month's pay or the terminal gratuity mentioned in Clause 38(i) above. Whichever is more.									

		time of relinquishing service <i>or</i> of death, as the case may be. It will not include special pay, personal pay and other emoluments as pay. In case the person concerned was on leave with or without allowance immediately before retirement discharge, invalidment or death, pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.		
5	TRAVELLING AND DAILY ALLOWANCES	<p style="text-align: center;"><u>Travelling And Daily Allowances</u> (Amended by E.C on 29.3.97 - Item 18)</p> <p>40. <b>For Non-official Members</b></p> <p>(a) Travelling Allowance: Members of the General Council, Executive Council, Academic Council, Finance Committee, Selection Committees, External Examiners or any of their sub-committees, shall be paid travelling allowances as follows:</p> <p>i. <u>Where the journeys are made by Air:</u> Return air fare by the economy class, subject to not exceeding the rates of Indian Airlines.</p> <p>ii. <u>Travel by train:</u> First class or 2nd Class A.C-2-tier return fare or the actual fare paid, whichever is less, together with the reservation charges paid but not the agency charges paid to a travel agency.</p> <p>iii. Travel by Taxi/own Car: When the journeys are made by taxi/own car, either fully or partly, the T.A shall be limited to the I class Rail fare between places connected by rail if two stations are connected by Rail. When they are not connected by rail, road mileage for such travel or a portion thereof will be paid at Rs. 4.00 per k.m. on certification by member.</p>	--	--

		<p>b. Daily Allowance: Payment of daily allowance shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Meeting days- Sitting Fee Rs. 300/- per day</li> <li>2. Journey period Rs. 100/- per day</li> </ol> <p><u>Note:</u></p> <p>(a) If the members arrive one day prior to the date of the meeting or depart one day after the meeting. they would be entitled for the D.A of Rs.150/- per day.</p> <p>(b) Local experts/members will be entitled to the reimbursement of conveyance charges of Rs. 200/- per visit in addition to the sitting fee Honorarium of Rs. 300/- per day, when the University has not provided its conveyance.</p> <p>(c) <u>Travel to/from airport/railway station:</u> Conveyance hire charges incurred by the member/expert for travel from / to residence/ Head Quarters to/from the airport / railway Station as the case may be and from airport/railway station to the place of meeting/stay and back at the Station of meeting will be reimbursed a sum not exceeding Rs.300/- each way.</p> <p><b>41. For Officers, Teachers and other employees of the University</b></p> <p>I. For purpose of travelling and daily allowance. the employees of the University are classified as follows:</p> <p>a. All Officers, teachers (including Visiting Professors, Adjunct Professors GROUP A and Research Associates)</p>		
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b. Other employees with a basic, pay of Rs.2,000/- and above  
GROUP B  
(equal to Rs. 6,500/-, V Pay Commission)

c. All other employees with basic pay of .less than Rs. 2,000/-  
GROUP C  
(less than Rs. 4,000/-)

2. Entitlement of travel shall be as follows:

- |    |                               |  |
|----|-------------------------------|--|
| a. | Director                      | Airfare/First Class Train fare<br>or by A C Coach            |
| b. | Group A and Group B employees | First class or 2 <sup>nd</sup> Class AC 2<br>Tier Train fare |
| c. | Group C employees             | Second Class by Train  |

3. Daily Allowances:

	Category	University Work	Journey period
i	Group A employees	Rs.300/-	100.00
ii.	Group B employees	RS.250/-	100.00
iii.	Group C employees	Rs. 150/-	70.00

The D.A should be calculated for the period from the time of arrival at the outstation to the time of departure from the outstation and as under:-

For absence not exceeding 6 hours	50%
For absence between 6-12 hours	70%

		<p>For absence above 12 hours 100%</p> <p>4. Students who undertake tours on official work: Students who are on official tours outside the University are treated on par with the Group 'C' employees of the University for the purpose of T.A &amp; D.A with the modification that they may be eligible for a II class sleeper fare whenever they have to travel by that category.</p> <p><b>42. General:</b></p> <p>a. The Air/ Train Fares payable shall be by the shortest route.</p> <p>b. The daily allowance for journey periods shall be restricted for the minimum possible time absolutely required to complete the journeys to and fro by the shortest route.</p> <p>c. An employee who takes casual leave while on tour on University work or extends stay for non-availability of accommodation in train etc. is not entitled for any daily allowance for such extended stay.</p> <p>d. No other allowances, like conveyance allowance shall be paid.</p> <p>43. Notwithstanding anything contained in the above Regulations the Director shall have power to authorize Air Travel in such cases as he deems fit and necessary.</p> <p>44. T.A and D.A for attending Conference, Seminars Workshops etc.</p> <p>Notwithstanding anything contained above, Teachers and other employees sponsored by the University to attend Conferences, Seminars, Workshops, etc. shall be entitled for the payment of only I Class Train fare to and fro and a Daily allowance of Rs.100/- for the conference days, besides the Registration fee, if any.</p>		

**Manual 7**  
**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation : Section 4(1)(b)(vii)**

Not Applicable:

Various Statutory Bodies of the University comprises of eminent people from society. Besides various councils constituted by the University has sufficient public representation.

**The General Council has:**

- a) the Chairman of Bar Council of India (BCI);
- b) the Vice Chancellor;
- c) two nominees of BCI Trust (BCIT);
- d) six nominees of BCI;
- e) two persons nominated by BCI in consultation with Chancellor;
- f) two representatives of allied disciplines in social sciences and humanities nominated by BCIT;
- g) two judges from Supreme Court and High Courts nominated by BCI in consultation with the Chancellor;
- h) five persons nominated by BCIT from among persons connected with administration of law and education, in consultation with the Chancellor;
- i) the Chief Justice of the Karnataka High Court;
- j) five members nominated by GoK of whom one shall be the Law Minister of GoK, one shall be the Advocate General of Karnataka, one shall be the Education Minister of GoK, one shall be the Secretary to GoK, Education Department and the other shall be an eminent person in the field of law;
- k) all the Heads of the Departments of the School, if any;
- l) five members nominated by the Society of which one shall be the Chairman, KSBC, one shall be the Secretary to GoK, Law Department and others from amongst its members;
- m) such other member of the Executive Council as are not member of the General Council.

**The Executive Council has:**

- a) the Vice Chancellor
- b) the Chairman
- c) two persons nominated by the Bar Council of India Trust from among the distinguished men of letters, educationists of repute, member of the learned professions or eminent public men, in consultation with the Chancellor;
- d) a nominee of the Society;
- e) the Law Secretary to the Government of Karnataka;
- f) two members nominated by the GoK from among the members of the General Council;

- g) three members nominated by the BCI from among its members;
- h) two members nominated by the BCIT from among its trustees of whom one shall be the Managing Trustee;
- i) three Professors, elected by the teaching staff of the School, by rotation according to seniority;
- j) The VC shall be the Chairman of the Executive Council.

**The Academic Council has:**

- a) the Vice Chancellor shall be the Chairman
- b) three persons from amongst the educationists of repute or men of letters or members of the learned professions of eminent public men, who are not in the service of the School, nominated by the BCI, in consultation with the Vice Chancellor;
- c) a person nominated by the State of Karnataka;
- d) a nominee of the BCI;
- e) a nominee of the BCIT;
- f) all the Heads of the Departments, if any;
- g) all Professors other than the Heads of the Departments, if any;
- h) two members of the teaching staff, representing Associate and Assistant Professors of the School;  
Provided that an employee of the School shall not be eligible for nomination under category (b).

(2) The term of the members other than ex-officio members and those whose term is specified by item (h) of sub clause (1) shall be three years:

Provided that the term of the first Academic Council shall be five years.

**The Finance Committee has:**

- a) the Treasurer of the School;
- b) the Vice Chancellor;
- c) three members nominated by the Executive Council from amongst its members out of whom at least one would be from the BCI and one from the GoK;

**The Provident fund Committee:**

- a) The Vice-Chancellor, NLSIU (ex officio)
- b) The Treasurer, NLSIU (ex officio)
- c) The Registrar, NLSIU (ex officio)
- d) The Chairman, Bar Council of Karnataka; and
- e) The Finance Officer - Convener

**Manual 8**  
**A statement of boards, councils, committees and other bodies constituted**  
**Section 4(1)(b)(viii)**  
**List of boards, Councils, Committees, etc.**

Sl. No.	Name & Address	Main functions	Constitution	Date of constitution	Dt. Upto which valid	Whether meeting open to public	Whether minutes acc. To public	Frequency of meeting	Remarks
1	The General Council.	To review the broad policies & programmes & suggest measures for improvement & development of Law School	Sec.8 read with para 2 of the Schedule to NLSIU Act, 1986.	1986	Permanent Members term 3 years	No	No.	Annual	
2	The Executive Council	To control administration, management, income, properties and funds.	Sec.8 read with para 7 of the schedule to NLSIU Act, 1986	1986	Permanent Members term 3 years	No	No	Once in 4 months	
3	Academic Council	In maintenance of the standards of instruction, education & examination	Sec.8 read with para 13(1) of the schedule to NLSIU Act 1986	1986	Permanent Members term 3 years	No	No	At least twice a year	
4	Finance Committee	To make recommendations on financial matters.	Sec.8 read with para 16 of the schedule to NLSIU Act.	1986	Permanent Members term 3 years.	No	No	At least twice a year	

**Manual 9**  
**Directory of officers and employees**  
**Section 4(1)(b)(ix)**

Sl. No.	Name	Designation	Office. Phone No.	E-Mail address
1.	Prof. R. Venkata Rao	Vice Chancellor	23160520	<a href="mailto:vice-chancellor@nls.ac.in">vice-chancellor@nls.ac.in</a>
2.	Dr. O.V. Nandimath	Registrar / Professor of Law	23160534	<a href="mailto:registrar@nls.ac.in">registrar@nls.ac.in</a> / <a href="mailto:ovnandimath@nls.ac.in">ovnandimath@nls.ac.in</a>
3.	Ms. M Padmavathi	Examination Officer	23160533/35	<a href="mailto:padma@nls.ac.in">padma@nls.ac.in</a>
4.	Mrs. Usha A	Finance Officer (I/c)	23160523	<a href="mailto:usha@nls.ac.in">usha@nls.ac.in</a>
5.	Mr. Suryanarayana V.N.	Estate Officer cum University Engineer	23160533/35	<a href="mailto:suryanarayana@nls.ac.in">suryanarayana@nls.ac.in</a>
	<b>TEACHING STAFF</b>			
6.	Dr. M K Ramesh	Professor of Law	23160533/35	<a href="mailto:mkramesh@nls.ac.in">mkramesh@nls.ac.in</a>
7.	Dr. V. Nagaraj	Professor of Law	23160533/35	<a href="mailto:vnagaraj@nls.ac.in">vnagaraj@nls.ac.in</a>
8.	Dr. T Ramakrishna	Professor of Law	23160533/35	<a href="mailto:ramakrishna@nls.ac.in">ramakrishna@nls.ac.in</a>
9.	Dr. S Japhet (on Lien)	Professor and Director, CSSEIP	23160533/35	<a href="mailto:japhets@vls.ac.in">japhets@vls.ac.in</a>
10.	Dr. V S Elizabeth	Professor	23160533/35	<a href="mailto:vselizabeth@nls.ac.in">vselizabeth@nls.ac.in</a>
11.	Dr. Ashok R. Patil	Professor of Law & Chair Professor, Consumer Law and Practice	23160533/35	<a href="mailto:ashokpatil@nls.ac.in">ashokpatil@nls.ac.in</a>
12.	Dr. Sarasu Esther Thomas	Professor of Law	23160533/35	<a href="mailto:sarasu@nls.ac.in">sarasu@nls.ac.in</a>
13.	Dr. T S Somashekar	Professor of Economics	23160533/35	<a href="mailto:somashekhar@nls.ac.in">somashekhar@nls.ac.in</a>
14.	Dr. Sairam Bhat	Professor of Law	23160533/35	<a href="mailto:bhatsairam@nls.ac.in">bhatsairam@nls.ac.in</a>
15.	Prof. Govindraj Hegde	Associate Professor of Law	23160533/35	<a href="mailto:govindrajhegde@nls.ac.in">govindrajhegde@nls.ac.in</a>
16.	Mr. Rahul Singh	Associate Professor of Law	23160533/35	<a href="mailto:rahulsingh@nls.ac.in">rahulsingh@nls.ac.in</a>
17.	Dr. Yashomati Ghosh	Associate Professor of Law	23160533/35	<a href="mailto:yashomati@nls.ac.in">yashomati@nls.ac.in</a>
18.	Dr. A Nagarathna	Associate Professor of Law	23160533/35	<a href="mailto:nagarathna@nls.ac.in">nagarathna@nls.ac.in</a>
19.	Mr. D Shankara Reddy	Adjunct Professor	23160533/35	<a href="mailto:dsr@nls.ac.in">dsr@nls.ac.in</a>
20.	Prof. M P Padmanabha Pillai	Reliance Chair Professor on Corporate Law and Governance	23160533/35	<a href="mailto:mppillai@nls.ac.in">mppillai@nls.ac.in</a>
21.	Dr. H K Nagaraj	Adjunct Professor	23160533/35	<a href="mailto:nagaraja@nls.ac.in">nagaraja@nls.ac.in</a>

22.	Prof. V.S. Mallar	Chair Professor, V.R. Krishna Iyer	23160533/35	<a href="mailto:vsmallar@nls.ac.in">vsmallar@nls.ac.in</a>
23.	Dr. S B N Prakash	Adjunct Professor	23160533/35	<a href="mailto:prakash@nls.ac.in">prakash@nls.ac.in</a>
24.	Dr. S.V. Joga Rao	Visiting Professor	23160533/35	<a href="mailto:jogaroo@nls.ac.in">jogaroo@nls.ac.in</a>
25.	Prof. T.V. Subba Rao	Visiting Professor	23160533/35	<a href="mailto:subbarao@nls.ac.in">subbarao@nls.ac.in</a>
26.	Prof. T. Satyamurthy	Visiting Professor	23160533/35	<a href="mailto:tsathyamurthy@nls.ac.in">tsathyamurthy@nls.ac.in</a>
27.	Prof. Babu Mathew	Resident Professor	23160533/35	<a href="mailto:babumathew@nls.ac.in">babumathew@nls.ac.in</a>
28.	Dr. S. Sangita	Visiting Professor	23160533/35	<a href="mailto:snsangita@nls.ac.in">snsangita@nls.ac.in</a>
29.	Prof. N. Jayaram	Visiting Professor	23160533/35	<a href="mailto:jayaram@nls.ac.in">jayaram@nls.ac.in</a>
30.	Prof. G. Haragopal	Visiting Professor	23160533/35	<a href="mailto:haragopal@nls.ac.in">haragopal@nls.ac.in</a>
31.	Mr. P.R. Chandrasekharan	Chair Professor, Department of Revenue Chair	23160533/35	<a href="mailto:prcsekhar@nls.ac.in">prcsekhar@nls.ac.in</a>
32.	Dr. Anuja S	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:anujas@nls.ac.in">anujas@nls.ac.in</a>
33.	Ms. Arpitha H.C	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:arpitha@nls.ac.in">arpitha@nls.ac.in</a>
34.	Mr. Kumar Abhijeet	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:kumarabhijeet@nls.ac.in">kumarabhijeet@nls.ac.in</a>
35.	Dr. Vishnu Prasad R	Assistant Professor (Ad-hoc) in Constitutional Law	23160533/35	<a href="mailto:vishnuprasad@nls.ac.in">vishnuprasad@nls.ac.in</a>
36.	Dr. Makkalanban D.S.	Assistant Professor in Political Science (Adhoc Basis)	23160533/35	<a href="mailto:makkalanban@nls.ac.in">makkalanban@nls.ac.in</a>
37.	Mr. Kunal Ambasta	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:kunalambasta@nls.ac.in">kunalambasta@nls.ac.in</a>
38.	Dr. Prashant S. Desai	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:prashantdesai@nls.ac.in">prashantdesai@nls.ac.in</a>
39.	Ms. Suchithra Menon C	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:suchithra@nls.ac.in">suchithra@nls.ac.in</a>
40.	Ms. Priya Misra	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:priya@nls.ac.in">priya@nls.ac.in</a>
41.	Mr. Praveen Tripathi	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:praveentripathi@nls.ac.in">praveentripathi@nls.ac.in</a>
42.	Mr. Manjeri Subin Sunder Raj	Assistant Professor (Adhoc)\	23160533/35	<a href="mailto:subin@nls.ac.in">subin@nls.ac.in</a>
43.	Ms. Rashmi Venkatesan	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:rashmivenkatesan@nls.ac.in">rashmivenkatesan@nls.ac.in</a>
44.	Mr. Rahul Choragudi	Assistant Professor in Sociology	23160533/35	<a href="mailto:rahulchoragudi@nls.ac.in">rahulchoragudi@nls.ac.in</a>
45.	Ms. Nidhi Singla	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:nidhisingla@nls.ac.in">nidhisingla@nls.ac.in</a>
46.	Mr. Sanjay Utagi	Teaching Associate	23160533/35	<a href="mailto:sanjayutagi@nls.ac.in">sanjayutagi@nls.ac.in</a>
47.	Ms. Sadhvi C. Kanth	Assistant Professor	23160533/35	<a href="mailto:sadhvickanth@nls.ac.in">sadhvickanth@nls.ac.in</a>

		(Adhoc)		
48.	Ms. Neenu Suresh	Teaching Associate	23160533/35	<a href="mailto:neenusuresh17@gmail.com">neenusuresh17@gmail.com</a>
49.	Mr. Mohan Mani	Visiting Fellow	23160533/35	<a href="mailto:mohanmani.blr@gmail.com">mohanmani.blr@gmail.com</a>
50.	Mr. Sakshat Bansal	Assistant Professor (Adhoc)	23160533/35	<a href="mailto:Sakshatbansal3@gmail.com">Sakshatbansal3@gmail.com</a>
51.	Ms. Shraddha Chaudhary	Teaching Assistant	23160533/35	<a href="mailto:shraddha.c@nls.ac.in">shraddha.c@nls.ac.in</a>
52.	Ms. Roopashi Khatri	Assistant Professor (Adhoc), DOR Chair	23160533/35	<a href="mailto:roopashikhatri@gmail.com">roopashikhatri@gmail.com</a>
	<b>ADMINISTRATIVE STAFF AND OTHERS</b>			
53.	Mr. R S Kumbar	Assistant Librarian	23160533/35	<a href="mailto:kumbar@nls.ac.in">kumbar@nls.ac.in</a>
54.	Ms. Gayathri Devi	Information Scientist	23160533/35	<a href="mailto:gayathri@nls.ac.in">gayathri@nls.ac.in</a>
55.	Mr. Mahesh A Yaranal	Assistant Librarian	23160533/35	<a href="mailto:mahesh@nls.ac.in">mahesh@nls.ac.in</a>
56.	Mr. Ramesh Kumar	Assistant Librarian	23160533/35	<a href="mailto:rameshkumar@nls.ac.in">rameshkumar@nls.ac.in</a>
57.	Mr. M. Gururaj	Executive Assistant	23160533/35	<a href="mailto:mgururaj@nls.ac.in">mgururaj@nls.ac.in</a>
58.	Ms. Shantha Kumari	Typist	23160533/35	<a href="mailto:shanthak@nls.ac.in">shanthak@nls.ac.in</a>
59.	Ms. Savithri Bhat	OMS Grade - III	23160533/35	<a href="mailto:savithri@nls.ac.in">savithri@nls.ac.in</a>
60.	Ms. Baba R S	Secretary	23160533/35	<a href="mailto:baba@nls.ac.in">baba@nls.ac.in</a>
61.	Mr. Madhu K.S.	Assistant Librarian	23160533/35	<a href="mailto:madhu@nls.ac.in">madhu@nls.ac.in</a>
62.	Mr. Chandrashekar	Technical Assistant - Hardware	23160533/35	<a href="mailto:chandrashekar@nls.ac.in">chandrashekar@nls.ac.in</a>
63.	Mrs. Malini M.C.	Resident Nurse	23160533/35	<a href="mailto:malini@nls.ac.in">malini@nls.ac.in</a>
64.	Mr. Muthuraj	Library Clerk	23160533/35	<a href="mailto:muthurajm@nls.ac.in">muthurajm@nls.ac.in</a>
65.	Ms. Susheela Suresh	Facilitator - DED	23160533/35	<a href="mailto:susheela@nls.ac.in">susheela@nls.ac.in</a>
66.	Ms. S G Vidya	Junior Accounts Assistant	23160533/35	<a href="mailto:sgvidya@nls.ac.in">sgvidya@nls.ac.in</a>
67.	Ms. Prema Kumari	Office Assistant	23160533/35	<a href="mailto:prema@nls.ac.in">prema@nls.ac.in</a>
68.	Ms. Beena Nagendrayya	Office Assistant	23160533/35	<a href="mailto:beena@nls.ac.in">beena@nls.ac.in</a>
69.	Ms. Geetha Y C	Office Assistant	23160533/35	<a href="mailto:geethayc@nls.ac.in">geethayc@nls.ac.in</a>
70.	Ms. Prathibha V K	Office Assistant	23160533/35	<a href="mailto:prathibhavk@nls.ac.in">prathibhavk@nls.ac.in</a>
71.	Mr. K.V. Sheshachala Murthy	Junior Accounts Assistant	23160533/35	<a href="mailto:smurthy@nls.ac.in">smurthy@nls.ac.in</a>
72.	Mrs. Usha D.S.	Office Assistant	23160533/35	<a href="mailto:ushads@nls.ac.in">ushads@nls.ac.in</a>
73.	Mr. Zabiulla	Driver	23160533/35	
74.	Mr. Naveen Kumar	Gym. Instructor	23160533/35	<a href="mailto:naveenkumar@nls.ac.in">naveenkumar@nls.ac.in</a>
75.	Ms. Manjula	Library Attender	23160533/35	<a href="mailto:manjula@nls.ac.in">manjula@nls.ac.in</a>
76.	Mr. P Krishnamurthy	Attender	23160533/35	<a href="mailto:krishnamurthy@nls.ac.in">krishnamurthy@nls.ac.in</a>
77.	Mr. Manikandan	Care Taker - Training Centre	23160533/35	<a href="mailto:manikantan@nls.ac.in">manikantan@nls.ac.in</a>
78.	Mr. Somashekar Naik	Hostel Assistant	23160533/35	<a href="mailto:somashekharnaik@nls.ac.in">somashekharnaik@nls.ac.in</a>
79.	Mr. N Babu Rao	Electrician	23160533/35	<a href="mailto:baburao@nls.ac.in">baburao@nls.ac.in</a>
80.	Mr. Gopinathan K	Electrical Assistant	23160533/35	



81.	Mr. Jayaramu	Plumber	23160533/35	
82.	Mr. S A Muralikrishna	Attender	23160533/35	<a href="mailto:muralikrishnasn55@gmail.com">muralikrishnasn55@gmail.com</a>
83.	Mr. Narayanappa	Cook, Hostel	23160533/35	
84.	Mr. Ranjit Patra	Cook, Hostel	23160533/35	
85.	Mr. K G Babu	Cook, Hostel	23160533/35	<a href="mailto:babukg@nls.ac.in">babukg@nls.ac.in</a>
86.	Mr. Channe Gowda	Gardener	23160533/35	
87.	Mr. Beerappa	Attender	23160533/35	
88.	Mr. K Manjappa	Office Assistant	23160533/35	<a href="mailto:manjappa@nls.ac.in">manjappa@nls.ac.in</a>
89.	Mr. Umesh	Office Assistant	23160533/35	<a href="mailto:umeshp@nls.ac.in">umeshp@nls.ac.in</a>
90.	Mr. Shankar Y	Attender	23160533/35	<a href="mailto:shankar@nls.ac.in">shankar@nls.ac.in</a>
91.	Ms. Rathnamma	LMS – III	23160533/35	
92.	Ms. Rajamma	Helper	23160533/35	
93.	Ms. Bharathi	Helper	23160533/35	
94.	Ms. Tulasi	Helper	23160533/35	<a href="mailto:tulasi@nls.ac.in">tulasi@nls.ac.in</a>
95.	Mrs. Sakina Begum	Helper	23160533/35	<a href="mailto:sakina@nls.ac.in">sakina@nls.ac.in</a>
96.	Mr. Radhakrishna S	Cook, Hostel	23160533/35	
97.	Mrs. P. Lakshamma	Helper, Hostel	23160533/35	
98.	Mrs. Arpitha K	Helper, Hostel	23160533/35	
99.	Mr. K. Raju	Helper, Hostel	23160533/35	
100.	Mr. P.V. Krishna	Helper, Hostel	23160533/35	
101.	Mrs. Kanthamma	Helper, Hostel	23160533/35	
102.	Mrs. Sunandamma	Helper, Hostel	23160533/35	
103.	Mrs. Rajamma	Helper, Hostel	23160533/35	
104.	Mrs. Byamma	Helper, Hostel	23160533/35	
105.	Mr. H.B. Kumar	Helper, Hostel	23160533/35	
106.	Mr. Krishne Gowda	Helper, Hostel	23160533/35	
107.	Mrs. Rudramma	Helper, Hostel	23160533/35	
108.	Mr. Puran Singh Dhami	Helper, Hostel	23160533/35	
109.	Mrs. Rathnamma	Helper, Hostel	23160533/35	
110.	Mrs. Narayanamma	Helper, Hostel	23160533/35	
111.	Mr. Jayalakshmi	Helper, Hostel	23160533/35	
112.	Mr. Narasimha Murthy	Cook, Training Centre	23160533/35	
113.	Mrs. M. Kavya	Helper	23160533/35	
114.	Mr. Nagaraja Y.J.	Helper, Training Centre	23160533/35	
115.	Mrs. Shivarajamma C.V.	Helper	23160533/35	
116.	Mr. C.B. Ravi	Helper, Training Centre	23160533/35	
117.	Mr. M. Krishna Murthy M	Driver	23160533/35	<a href="mailto:krishnamurthym@nls.ac.in">krishnamurthym@nls.ac.in</a>
118.	Mr. D.K. Keshavamurthy	Data Entry Operator	23160533/35	<a href="mailto:keshava@nls.ac.in">keshava@nls.ac.in</a>

119.	Mr. Ramakrishna M.	Attender	23160533/35	<a href="mailto:ramakrishnam@nls.ac.in">ramakrishnam@nls.ac.in</a>
120.	Mrs. Roopashree M.N.	Office Assistant	23160533/35	<a href="mailto:roopamn@nls.ac.in">roopamn@nls.ac.in</a>
121.	Mrs. Rohini T.	Documentation Assistant	23160533/35	<a href="mailto:rohini@nls.ac.in">rohini@nls.ac.in</a>
122.	Mr. M.C. Chethan	Driver	23160533/35	<a href="mailto:chethanmc@nls.ac.in">chethanmc@nls.ac.in</a>
123.	Mr. Lingaraj R.	Office Assistant	23160533/35	<a href="mailto:lingaraj@nls.ac.in">lingaraj@nls.ac.in</a>
124.	Ms. Shruthi P.	Office Assistant	23160533/35	<a href="mailto:shruthip@nls.ac.in">shruthip@nls.ac.in</a>
125.	Mrs. Sadhana E.	Office Assistant	23160533/35	<a href="mailto:sadhanakutty@nls.ac.in">sadhanakutty@nls.ac.in</a>
126.	Mrs. Manuja G.	Accounts Assistant (Jr.)	23160533/35	<a href="mailto:manuja@nls.ac.in">manuja@nls.ac.in</a>
127.	Mr. Sameerulla Z	Accounts Assistant (Jr.)	23160533/35	<a href="mailto:sameerulla@nls.ac.in">sameerulla@nls.ac.in</a>
128.	Mrs. Geetha H.	Helper	23160533/35	
129.	Mr. Srinivas	Helper, Hostel	23160533/35	
130.	Mrs. Kempamma	Helper, Hostel	23160533/35	
131.	Mr. Yogesha	Helper	23160533/35	<a href="mailto:yogesha@nls.ac.in">yogesha@nls.ac.in</a>
132.	Mr. Ramakrishna	Helper, Training Centre	23160533/35	
133.	Mr. Mari Gowda	Assistant Cook, Training Centre	23160533/35	
134.	Mr. Nagaraja R	Helper	23160533/35	<a href="mailto:nagarajr@nls.ac.in">nagarajr@nls.ac.in</a>
135.	Mr. Narayana H.	Attender	23160533/35	<a href="mailto:narayanah@nls.ac.in">narayanah@nls.ac.in</a>
136.	Mr. Mahadeva	Helper	23160533/35	
137.	Mr. Ranju Kumar T.P.	Helper, Hostel	23160533/35	
138.	Mr. Hanuman Naik	Helper, Hostel	23160533/35	
139.	Mr. Chikka Byraiah Gowda	Helper, Hostel	23160533/35	
140.	Mrs. Lakshamma P.	Helper, Hostel	23160533/35	
141.	Mrs. Rajamma	Helper, Hostel	23160533/35	
142.	Mrs. Mangamma	Helper, Training Centre	23160533/35	
143.	Mrs. Vasanthamma	Helper, Training Centre	23160533/35	
144.	Mrs. Rathamma	Helper, Training Centre	23160533/35	
145.	Mrs. Nagarathna	Helper, Hostel	23160533/35	
146.	Mrs. Lakshmi Devi Y	Office Assistant	23160533/35	<a href="mailto:lakshmi@nls.ac.in">lakshmi@nls.ac.in</a>
	<b>RESEARCH CENTRES</b>			
147.	Dr. Sony Pellissery	Associate Professor cum Deputy Director, CSSE	23160533/35	<a href="mailto:sonyp@nls.ac.in">sonyp@nls.ac.in</a>
148.	Dr. Kaushik Basu	Assistant Professor cum Assistant Director, CSSE	23160533/35	<a href="mailto:kaushikbasu@nls.ac.in">kaushikbasu@nls.ac.in</a>
149.	Mr. Pradeep Ramavath Jayanaik	Assistant Professor cum Assistant Director,	23160533/35	<a href="mailto:pradeepr@nls.ac.in">pradeepr@nls.ac.in</a>

		CSSE		
150.	Ms. Amrita Sen	Research Assistant, CSSE	23160533/35	
151.	Dr. A. Ranjith Kumar	Research Associate, CSSE	23160533/35	
152.	Dr. Aparajita Bakshi	Associate Professor cum Deputy Director, CSSE	23160533/35	
153.	Dr. V.P. Niranjana Radhya	Fellow	23160533/35	<a href="mailto:niranjana.radhya@nls.ac.in">niranjana.radhya@nls.ac.in</a>
154.	Ms. Anuroopa Giliyal	Research officer, Legal	23160533/35	<a href="mailto:anugiliyal@gmail.com">anugiliyal@gmail.com</a>
155.	Ms. Anita A. Patil	Assistant Professor (Adhoc), CLP Chair	23160533/35	<a href="mailto:anitavd@nls.ac.in">anitavd@nls.ac.in</a>
156.	Prof. Abdul Aziz	Chair Professor, Religious Minorities Chair	23160533/35	<a href="mailto:abdulaziz@nls.ac.in">abdulaziz@nls.ac.in</a>
157.	Mrs. Shashikala G.	Professional Assistant, CSSE	23160533/35	<a href="mailto:shashikala@nls.ac.in">shashikala@nls.ac.in</a>
158.	Ms. Shruthi Raman	Research Assistant [Full-time] - SDTT	23160533/35	<a href="mailto:shruthi06raman@gmail.com">shruthi06raman@gmail.com</a>
159.	Mr. Kumaraswamy T	Assistant Project Co- ordinator (Field), CCL	23160533/35	<a href="mailto:sringeri.kumar@gmail.com">sringeri.kumar@gmail.com</a>
160.	Mr. Nisar Ahmed	Attendant-cum-Driver, CCL	23160533/35	<a href="mailto:nisarcccl@gmail.com">nisarcccl@gmail.com</a>
161.	Mr. A.G. Prakash	Village Education Co- ordinator, CCL	23160533/35	<a href="mailto:prakashg.vec@gmail.com">prakashg.vec@gmail.com</a>
162.	Ms. Megha M.H.	Projects Finance Administrative Assistant, CCL	23160533/35	<a href="mailto:meghamh@nls.ac.in">meghamh@nls.ac.in</a>
163.	Ms. Bharati R.C.	Project Coordinator [Field], CCL	23160533/35	<a href="mailto:bharathi_rc@yahoo.com">bharathi_rc@yahoo.com</a>
164.	Mr. Nagaraju H.N.	SDMC Volunteer, CCL	23160533/35	<a href="mailto:nagarajuh34@gmail.com">nagarajuh34@gmail.com</a>
165.	Ms. Ashwini C	Secretarial Assistant, CBM Project	23160533/35	<a href="mailto:ashwini.c@nls.ac.in">ashwini.c@nls.ac.in</a>
166.	Ms. Manjula N	Helper, CL&CF	23160533/35	<a href="mailto:manjularaghu@nls.ac.in">manjularaghu@nls.ac.in</a>
167.	Mr. H.K. Govind Rao	Office Assistant, Religious Minorities Chair	23160533/35	<a href="mailto:hkg Rao@yahoo.com">hkg Rao@yahoo.com</a> / <a href="mailto:govindrao@nls.ac.in">govindrao@nls.ac.in</a>
168.	Mr. Charles Nelson	Research Assistant, Religious Minorities Chair	23160533/35	<a href="mailto:Chellam.nelson@gmail.com">Chellam.nelson@gmail.com</a>
169.	Mr. Kushal B	Accounts Assistant- SDTT	23160533/35	<a href="mailto:edusadmin@nls.ac.in">edusadmin@nls.ac.in</a>
170.	Ms. Jyotsna Sripada	Research Assistant [Part-time], Right to	23160533/35	<a href="mailto:jyotsnas@nls.ac.in">jyotsnas@nls.ac.in</a>

		Food Program under ICSSR		
171.	Ms. Hellen Kumari	Administrative Assistant, Right to Food Program under ICSSR	23160533/35	<a href="mailto:rtf@nls.ac.in">rtf@nls.ac.in</a>
172.	Ms. Meenu Maria Joseph	Research Assistant [Part-time], Right to Food Program under ICSSR	23160533/35	<a href="mailto:meenujoseph@nls.ac.in">meenujoseph@nls.ac.in</a>
173.	Mr. T.V.S. Sasidhar	Research Officer - OU - CSSEIP	23160533/35	<a href="mailto:sasidhar@nls.ac.in">sasidhar@nls.ac.in</a>
174.	Mrs. Komala Bai	Clerk - OCMC	23160533/35	<a href="mailto:komalarao@nls.ac.in">komalarao@nls.ac.in</a>
175.	Dr. P. Ravi Shankar	Consultant-cum-Mediator - OCMC	23160533/35	<a href="mailto:ravishankar@nls.ac.in">ravishankar@nls.ac.in</a>
176.	Ms. Hafsa Bashir Bhat	Researcher - MLJ Project	23160533/35	<a href="mailto:hafsa.b@nls.ac.in">hafsa.b@nls.ac.in</a>
177.	Ms. Monisha Murali	Full-Time Research Assistant - SDTT	23160533/35	<a href="mailto:murali.monisha@gmail.com">murali.monisha@gmail.com</a>
178.	Mr. Satyadeep Kumar Singh	Research Associate - IEIPR & S	23160533/35	<a href="mailto:satyadeep@nls.ac.in">satyadeep@nls.ac.in</a>
179.	Ms. Raagya Zadu	Teaching Associate, CEERA Project	23160533/35	<a href="mailto:raagya@nls.ac.in">raagya@nls.ac.in</a>
180.	Ms. Architha Narayanan	Teaching Associate, Commons Cell	23160533/35	<a href="mailto:architanarayanan@nls.ac.in">architanarayanan@nls.ac.in</a>
181.	Ms. S. Kanmani	I.T. Officer - ECEL&P-Dr. TVS	23160533/35	<a href="mailto:skanmani@nls.ac.in">skanmani@nls.ac.in</a>
182.	Ms. Manjula C	Data Entry Operator - ECEL&P-Dr. TVS	23160533/35	<a href="mailto:manjulababu@nls.ac.in">manjulababu@nls.ac.in</a>
183.	Mr. Asif C	Attendant, CSSE	23160533/35	
184.	Mr. Raghava Parthasarathy	Teaching Assistant, Environmental Law Centre, Commons	23160533/35	<a href="mailto:raghavparthasarathy@nls.ac.in">raghavparthasarathy@nls.ac.in</a>
185.	Ms. Prachi Apate	Teaching Assistant, Environmental Law Centre, Commons	23160533/35	<a href="mailto:prachiapate@nls.ac.in">prachiapate@nls.ac.in</a>

**Manual 10**  
**The monthly remuneration received by each of the officers & employees: Section 4(1)(b)(x)**

Sl. No.	Name	Designation	Monthly Remuneration (based on April, 2018 Salary)
1.	Prof. R. Venkata Rao	Vice Chancellor	Rs. 2,10,444/-
2.	Dr. O.V. Nandimath	Registrar / Professor of Law	Rs. 2,22,757/-
3.	Ms. M Padmavathi	Examination Officer	Rs. 1,62,077/-
4.	Mrs. Usha A	Finance Officer (I/c)	Rs. 61,427/-
5.	Mr. Suryanarayana V.N.	Estate Officer cum University Engineer	Rs. 50,971/-
	<b>TEACHING STAFF</b>		
6.	Dr. M K Ramesh	Professor of Law	Rs. 2,23,824/-
7.	Dr. V. Nagaraj	Professor of Law	Rs. 2,23,824/-
8.	Dr. T Ramakrishna	Professor of Law	Rs. 2,22,627/-
9.	Dr. V S Elizabeth	Professor	Rs. 2,12,726/-
10.	Dr. Ashok R. Patil	Professor of Law & Chair Professor, Consumer Law and Practice	Rs. 1,81,963/-
11.	Dr. Sarasu Esther Thomas	Professor of Law	Rs. 1,67,248/-
12.	Dr. T S Somashekar	Professor of Economics	Rs. 1,62,706/-
13.	Dr. Sairam Bhat	Professor of Law	Rs. 1,62,706/-
14.	Prof. Govindraaj Hegde	Associate Professor of Law	Rs. 1,73,776/-
15.	Mr. Rahul Singh	Associate Professor of Law	Rs. 1,46,902/-
16.	Dr. Yashomati Ghosh	Associate Professor of Law	Rs. 1,21,232/-
17.	Dr. A Nagarathna	Associate Professor of Law	Rs. 1,46,902/-
18.	Mr. D Shankara Reddy	Adjunct Professor	Rs. 73,205/-
19.	Prof. M P Padmanabha Pillai	Reliance Chair Professor on Corporate Law and Governance	Rs. 73,205/-
20.	Dr. H K Nagaraj	Adjunct Professor	Rs. 73,205/-
21.	Prof. V.S. Mallar	Chair Professor, V.R. Krishna Iyer	Rs. 73,205/-
22.	Dr. S B N Prakash	Adjunct Professor	Rs. 73,205/-

23.	Dr. S.V. Joga Rao	Visiting Professor	Rs. 73,205/-
24.	Prof. T.V. Subba Rao	Visiting Professor	Rs. 73,205/-
25.	Prof. T. Satyamurthy	Visiting Professor	Rs. 73,205/-
26.	Prof. Babu Mathew	Resident Professor	Rs. 66,550/-
27.	Dr. S. Sangita	Visiting Professor	Rs. 48,400/-
28.	Prof. N. Jayaram	Visiting Professor	Rs. 79,860/-
29.	Prof. G. Haragopal	Visiting Professor	Rs. 79,860/-
30.	Mr. P.R. Chandrasekharan	Chair Professor, Department of Revenue Chair	Rs. 1,65,0000/-
31.	Dr. Anuja S	Assistant Professor (Adhoc)	Rs. 58,564/-
32.	Ms. Arpitha H.C	Assistant Professor (Adhoc)	Rs. 58,564/-
33.	Mr. Kumar Abhijeet	Assistant Professor (Adhoc)	Rs. 58,564/-
34.	Dr. Vishnu Prasad R	Assistant Professor (Ad-hoc) in Constitutional Law	Rs. 58,564/-
35.	Dr. Makkalanban D.S.	Assistant Professor in Political Science (Adhoc Basis)	Rs. 58,564/-
36.	Mr. Kunal Ambasta	Assistant Professor (Adhoc)	Rs. 58,564/-
37.	Dr. Prashant S. Desai	Assistant Professor (Adhoc)	Rs. 58,564/-
38.	Ms. Suchithra Menon C	Assistant Professor (Adhoc)	Rs. 53,240/-
39.	Ms. Priya Misra	Assistant Professor (Adhoc)	Rs. 53,240/-
40.	Mr. Praveen Tripathi	Assistant Professor (Adhoc)	Rs. 53,240/-
41.	Mr. Manjeri Subin Sunder Raj	Assistant Professor (Adhoc)	Rs. 48,400/-
42.	Ms. Rashmi Venkatesan	Assistant Professor (Adhoc)	Rs. 48,400/-
43.	Mr. Rahul Choragudi	Assistant Professor in Sociology	Rs. 44,000/-
44.	Ms. Nidhi Singla	Assistant Professor (Adhoc)	Rs. 40,000/-
45.	Mr. Sanjay Utagi	Teaching Associate	Rs. 30,000/-
46.	Ms. Sadhvi C. Kanth	Assistant Professor (Adhoc)	Rs. 40,000/-
47.	Ms. Neenu Suresh	Teaching Associate	Rs. 30,000/-
48.	Mr. Mohan Mani	Visiting Fellow	Rs. 50,000/-
49.	Mr. Sakshat Bansal	Assistant Professor (Adhoc)	Rs. 40,000/-
50.	Ms. Shraddha Chaudhary	Teaching Assistant	Rs. 25,000/-

51.	Ms. Roopashi Khatri	Assistant Professor (Adhoc), DOR Chair	Rs. 40,000/-
	<b>ADMINISTRATIVE STAFF AND OTHERS</b>		
52.	Dr. R S Kumbar	Assistant Librarian	Rs. 1,26,418/-
53.	Ms. Gayathri Devi	Information Scientist	Rs. 1,03,189/-
54.	Mr. Mahesh A Yaranal	Assistant Librarian	Rs. 68,317/-
55.	Mr. Ramesh Kumar	Assistant Librarian	Rs. 66,598/-
56.	Mr. M. Gururaj	Executive Assistant	Rs. 50,000/-
57.	Ms. Shantha Kumari	Typist	Rs. 65,861/-
58.	Ms. Savithri Bhat	OMS Grade – III	Rs. 62,515/-
59.	Ms. Baba R S	Secretary	Rs. 37,123/-
60.	Mr. Madhu K.S.	Assistant Librarian	Rs. 71,963/-
61.	Mr. Chandrashekar	Technical Assistant – Hardware	Rs. 54,790/-
62.	Mrs. Malini M.C.	Resident Nurse	Rs. 39,252/-
63.	Mr. Muthuraj	Library Clerk	Rs. 41,406/-
64.	Ms. Susheela Suresh	Facilitator – DED	Rs. 43,502/-
65.	Ms. S G Vidya	Junior Accounts Assistant	Rs. 36,931/-
66.	Ms. Prema Kumari	Office Assistant	Rs. 31,218/-
67.	Ms. Beena Nagendrayya	Office Assistant	Rs. 34,864/-
68.	Ms. Geetha Y C	Office Assistant	Rs. 32,549/-
69.	Ms. Prathibha V K	Office Assistant	Rs. 36,131/-
70.	Mr. K.V. Sheshachala Murthy	Junior Accounts Assistant	Rs. 36,131/-
71.	Mrs. Usha D.S.	Office Assistant	Rs. 34,864/-
72.	Mr. Zabiulla	Driver	Rs. 43,415/-
73.	Mr. Naveen Kumar	Gym. Instructor	Rs. 29,935/-
74.	Ms. Manjula	Library Attender	Rs. 32,283/-
75.	Mr. P Krishnamurthy	Attender	Rs. 24,953/-
76.	Mr. Manikandan	Care Taker – Training Centre	Rs. 32,694/-
77.	Mr. Somashekar Naik	Hostel Assistant	Rs. 23,643/-

78.	Mr. N Babu Rao	Electrician	Rs. 34,437/-
79.	Mr. Gopinathan K	Electrical Assistant	Rs. 29,875/-
80.	Mr. Jayaramu	Plumber	Rs. 31,847/-
81.	Mr. S A Muralikrishna	Attender	Rs. 35,187/-
82.	Mr. Narayanappa	Cook, Hostel	Rs. 36,267/-
83.	Mr. Ranjit Patra	Cook, Hostel	Rs. 33,686/-
84.	Mr. K G Babu	Cook, Hostel	Rs. 33,686/-
85.	Mr. Channe Gowda	Gardener	Rs. 36,539/-
86.	Mr. Beerappa	Attender	Rs. 34,364/-
87.	Mr. K Manjappa	Office Assistant	Rs. 37,825/-
88.	Mr. Umesh	Office Assistant	Rs. 41,707/-
89.	Mr. Shankar Y	Attender	Rs. 22,361/-
90.	Ms. Rathnamma	LMS - III	Rs. 37,219/-
91.	Ms. Rajamma	Helper	Rs. 19,408/-
92.	Ms. Bharathi	Helper	Rs. 19,408/-
93.	Ms. Tulasi	Helper	Rs. 21,634/-
94.	Mrs. Sakina Begum	Helper	Rs. 20,519/-
95.	Mr. Radhakrishna S	Cook, Hostel	Rs. 22,022/-
96.	Mrs. P. Lakshamma	Helper, Hostel	Rs. 19,929/-
97.	Mrs. Arpitha K	Helper, Hostel	Rs. 19,929/-
98.	Mr. K. Raju	Helper, Hostel	Rs. 22,219/-
99.	Mr. P.V. Krishna	Helper, Hostel	Rs. 22,219/-
100.	Mrs. Kanthamma	Helper, Hostel	Rs. 22,219/-
101.	Mrs. Sunandamma	Helper, Hostel	Rs. 22,219/-
102.	Mrs. Rajamma	Helper, Hostel	Rs. 22,219/-
103.	Mrs. Byramma	Helper, Hostel	Rs. 21,634/-
104.	Mr. H.B. Kumar	Helper, Hostel	Rs. 19,408/-
105.	Mr. Krishne Gowda	Helper, Hostel	Rs. 18,888/-
106.	Mrs. Rudramma	Helper, Hostel	Rs. 22,219/-



107.	Mr. Puran Singh Dhami	Helper, Hostel	Rs. 19,404/-
108.	Mrs. Rathnamma	Helper, Hostel	Rs. 20,519/-
109.	Mrs. Narayanamma	Helper, Hostel	Rs. 20,995/-
110.	Mr. Jayalakshmi	Helper, Hostel	Rs. 20,995/-
111.	Mr. Narasimha Murthy	Cook, Training Centre	Rs. 23,892/-
112.	Mrs. M. Kavya	Helper	Rs. 22,219/-
113.	Mr. Nagaraja Y.J.	Helper, Training Centre	Rs. 21,634/-
114.	Mrs. Shivarajamma C.V.	Helper	Rs. 19,408/-
115.	Mr. C.B. Ravi	Helper, Training Centre	Rs. 21,634/-
116.	Mr. M. Krishna Murthy M	Driver	Rs. 23,239/-
117.	Mr. D.K. Keshavamurthy	Data Entry Operator	Rs. 15,769/-
118.	Mr. Ramakrishna M.	Attender	Rs. 14,520/-
119.	Mrs. Roopashree M.N.	Office Assistant	Rs. 14,520/-
120.	Mrs. Rohini T.	Documentation Assistant	Rs. 18,150/-
121.	Mr. M.C. Chethan	Driver	Rs. 14,520/-
122.	Mr. Lingaraj R.	Office Assistant	Rs. 14,520/-
123.	Ms. Shruthi P.	Office Assistant	Rs. 14,520/-
124.	Mrs. Sadhana E.	Office Assistant	Rs. 14,520/-
125.	Mrs. Manuja G.	Accounts Assistant (Jr.)	Rs. 14,520/-
126.	Mr. Sameerulla Z	Accounts Assistant (Jr.)	Rs. 14,520/-
127.	Mrs. Geetha H.	Helper	Rs. 20,519/-
128.	Mr. Srinivas	Helper, Hostel	Rs. 19,948/-
129.	Mrs. Kempamma	Helper, Hostel	Rs. 19,948/-
130.	Mr. Yogesha	Helper	Rs. 22,948/-
131.	Mr. Ramakrishna	Helper, Training Centre	Rs. 19,948/-
132.	Mr. Mari Gowda	Assistant Cook, Training Centre	Rs. 19,404/-
133.	Mr. Nagaraja R	Helper	Rs. 10,890/-
134.	Mr. Narayana H.	Attender	Rs. 12,100/-
135.	Mr. Mahadeva	Helper	Rs. 10,890/-

136.	Mr. Ranju Kumar T.P.	Helper, Hostel	Rs. 10,890/-
137.	Mr. Hanuman Naik	Helper, Hostel	Rs. 10,890/-
138.	Mr. Chikka Byraiah Gowda	Helper, Hostel	Rs. 10,890/-
139.	Mrs. Lakshamma P.	Helper, Hostel	Rs. 10,890/-
140.	Mrs. Rajamma	Helper, Hostel	Rs. 10,890/-
141.	Mrs. Mangamma	Helper, Training Centre	Rs. 10,890/-
142.	Mrs. Vasanthamma	Helper, Training Centre	Rs. 10,890/-
143.	Mrs. Rathnamma	Helper, Training Centre	Rs. 10,890/-
144.	Mrs. Nagarathna	Helper, Hostel	Rs. 10,890/-
145.	Mrs. Lakshmi Devi Y	Office Assistant	Rs. 14,520/-
	<b>RESEARCH CENTRES</b>		
146.	Dr. Sony Pellissery	Associate Professor cum Deputy Director, CSSE	Rs. 1,41,677/-
147.	Dr. Kaushik Basu	Assistant Professor cum Assistant Director, CSSE	Rs. 70,086/-
148.	Mr. Pradeep Ramavath Jayanaik	Assistant Professor cum Assistant Director, CSSE	Rs. 70,086/-
149.	Ms. Amrita Sen	Research Assistant, CSSE	Rs. 42,026/-
150.	Dr. A. Ranjith Kumar	Research Associate, CSSE	Rs. 18,200/-
151.	Dr. Aparajita Bakshi	Associate Professor cum Deputy Director, CSSE	Rs. 1,29,487/-
152.	Dr. V.P. Niranjanaradhya	Fellow	Rs. 1,88,219/-
153.	Ms. Anuroopa Giliyal	Research officer, Legal	Rs. 83,745/-
154.	Ms. Anita A. Patil	Assistant Professor (Adhoc), CLP Chair	Rs. 5,000/-
155.	Prof. Abdul Aziz	Chair Professor, Religious Minorities Chair	Rs. 60,000/-
156.	Mrs. Shashikala G.	Professional Assistant, CSSE	Rs. 41,707/-
157.	Ms. Shruthi Raman	Research Assistant [Full-time] - SDTT	Rs. 32,562/-
158.	Mr. Kumaraswamy T	Assistant Project Co-ordinator (Field), CCL	Rs. 50,466/-
159.	Mr. Nisar Ahmed	Attendant-cum-Driver, CCL	Rs. 30,800/-
160.	Mr. A.G. Prakash	Village Education Co-ordinator, CCL	Rs. 24,310/-

161.	Ms. Megha M.H.	Projects Finance Administrative Assistant, CCL	Rs. 19,845/-
162.	Ms. Bharati R.C.	Project Coordinator [Field], CCL	Rs. 21,000/-
163.	Mr. Nagaraju H.N.	SDMC Volunteer, CCL	Rs. 17,250/-
164.	Ms. Ashwini C	Secretarial Assistant, CBM Project	Rs. 20,000/-
165.	Ms. Manjula N	Helper, CL&CF	Rs. 12,000/-
166.	Mr. H.K. Govind Rao	Office Assistant, Religious Minorities Chair	Rs. 20,000/-
167.	Mr. Charles Nelson	Research Assistant, Religious Minorities Chair	Rs. 30,000/-
168.	Mr. Kushal B	Accounts Assistant-SDTT	Rs. 15,000/-
169.	Ms. Jyotsna Sripada	Research Assistant [Part-time], Right to Food Program under ICSSR	Rs. 15,000/-
170.	Ms. Hellen Kumari	Administrative Assistant, Right to Food Program under ICSSR	Rs. 15,000/-
171.	Ms. Meenu Maria Joseph	Research Assistant [Part-time], Right to Food Program under ICSSR	Rs. 15,000/-
172.	Mr. T.V.S. Sasidhar	Research Officer - OU - CSSEIP	Rs. 50,000/-
173.	Mrs. Komala Bai	Clerk - OCMC	Rs. 12,000/-
174.	Dr. P. Ravi Shankar	Consultant-cum-Mediator – OCMC	Rs. 15,000/-
175.	Ms. Hafsa Bashir Bhat	Researcher - MLJ Project	Rs. 35,000/-
176.	Ms. Monisha Murali	Full-Time Research Assistant – SDTT	Rs. 33,500/-
177.	Mr. Satyadeep Kumar Singh	Research Associate - IEIPR & S	Rs. 25,000/-
178.	Ms. Raagya Zadu	Teaching Associate, CEERA Project	Rs. 25,000/-
179.	Ms. Architha Narayanan	Teaching Associate, Commons Cell	Rs. 25,000/-
180.	Ms. S. Kanmani	I.T. Officer - ECEL&P-Dr. TVS	Rs. 23,000/-
181.	Ms. Manjula C	Data Entry Operator - ECEL&P-Dr. TVS	Rs. 11,000/-
182.	Mr. Asif C	Attendant, CSSE	Rs. 20,492/-
183.	Mr. Raghava Parthasarathy	Teaching Assistant, Environmental Law Centre, Commons	Rs. 25,000/-
184.	Ms. Prachi Apate	Teaching Assistant, Environmental Law Centre, Commons	Rs. 25,000/-

**Manual 11**

**The budget allocated to each agency: Section 4(1)(b)(xi)**

**REVISED BUDGET AT A GLANCE FOR 2017-18**

**(Rs. In lakhs)**

	<b>CAPITAL</b>	<b>REVENUE</b>	<b>TOTAL</b>
Receipts	714.90	3034.54	3749.44
Expenditure	714.90	3034.54	3749.44

<b>REVISED BUDGET AT A GLANCE FOR 2017-18</b>					
<b>REVENUE BUDGET (Rs. IN LAKHS)</b>					
	<b>RECEIPTS</b>			<b>EXPENDITURE</b>	
1	Grant from GOK-maintenance	200.00	1	Salaries including other perquisites	1640.00
2	Student Fee	1059.56	2	Meeting Expenses	26.42
3	Mess Fee Basic	132.03	3	Contingencies	39.93
4	Distance Education	700.00	4	Academic Activities	108.91
5	Donation for Moot court etc.	20.50	5	Distance education	218.50
6	FD Interest	250.00	6	Maintenance Expenditure	363.52
7	CLAT share	75.00	7	Ptg,TA,Postage,Tel etc.,	69.87
8	Transfer from projects	50.00	8	Scholarship to students	35.00
9	Other Misc. Receipts	28.00	9	Financial assistance- moot courts etc.	35.00
10	Institutional Fee	10.00	10	Annual Convocation	49.00
11	Sale of publications	1.00	11	Security Charges	135.31
12	Receipt from MHRD Chair on IPR	60.00	12	SBA	12.00
13	Rent from University properties	75.61	13	Audit fee & other expenses	10.00
14	Encashment of UGC XII Plan Grants	372.84	14	Membership of Associations	2.05
			15	Sports goods / Sports Activities	3.37
			16	Network maint\Consultancy etc.	19.16
			17	Advertisement etc.	2.50

			18	P.F. Interest subsidy	10.00
			19	Transfer of GWC/Mess fee	132.03
			20	MPP Course Expenses	65.15
			21	Student Insurance Expenses	7.28
			22	Financial Assistance to OCMC for development of Online Mediation Software	30.00
			23	Transfer to Capital Budget	19.54
	<b>TOTAL</b>	<b>3034.54</b>		<b>TOTAL</b>	<b>3034.54</b>

**REVISED BUDGET AT A GLANCE FOR 2017-18**  
**CAPITAL BUDGET (Rs. IN LAKHS)**

	<b>RECEIPTS</b>	<b>Amount</b>		<b>EXPENDITURE</b>	<b>Amount</b>
1	UGC grants expected	225.00	1	Fixed Assets-Civil Works	186.00
2	Refundable Deposits	44.04	2	Library Books	60.00
3	Interest on earmarked Funds	270.00	3	Fixed Assets - Furniture, equipment& computers.	69.00
4	Other Misc. Receipts - Advance Fee, Etc.	4.50	4	Deposits to be refunded	44.90
5	Transfer from Revenue Budget	19.54	5	Advances for expenses	20.00
6	Corpus Receipts	10.00	6	Advance to CSSEIP Centre	50.00
7	Grant to CSSEIP centre from UGC	75.00	7	Advance Fee - DED courses	3.00
8	Amount drawn from Building Fund for Construction works	66.82	8	Utilisation of CCL Corpus Fund	2.00
			9	Short term deposits (Earmarked funds and Corpus receipts)	280.00
	<b>TOTAL</b>	<b>714.90</b>		<b>TOTAL</b>	<b>714.90</b>